



CIBA

भाकृअनुप - केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE

ISO 9001:2008 CERTIFIED www.ciba.res.in



(Indian Council of Agricultural Research, Govt. of India) 75, Santhome High Road, Raja Annamalai Puram, Chennai - 600028, Tamil Nadu, India

CIBA GST: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/24-25/1064

WORK ORDER CONVEYANCE

F.No. 1-46/18-19/ST

Date: 03.02.2025

To
The Head of Regional Center,
Kakdwip Research Centre of CIBA,
Kakdwip – 743 347.
24 - Parganas, West Bengal.

Sub: Replacement of battery for the Laptop of Real Time PCR at KRC- reg.

Ref: Invoice No.TS/24-25/004513, Date: 10.01.2025

Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for **Rs.3,500/-** (Rupees Three Thousand Five Hundred Only) towards the Avail Sequencing Service as detailed below:

Sl. No	Description of Goods	Rate	Qty	Amount	Name of the Firm
1	Laptop Battery HP 15AC	2,966.10	1 PCS	2,966.10	M/s. Techno Systems Kakdwip, Gobardhan Pur, South 24 PGS.West Bengal.
GST @ 18%				533.90	
Grand Total (R/O)				3,500.00	
(Rupees Three Thousand Five Hundred Only)					

- ❖ You are requested to issue the supply/work order to the above firm with detailed specifications. After taking delivery of the items/completion of work, the pre-receipted bill in triplicate collected from the firm may be sent to Headquarters along with **Warranty Certificate, Delivery Challan, GST certificate, Bankers Detail (Cancelled Cheque) etc. with stock entries**, complete in all respects for effecting the payment, positively.
- ❖ The standard deductions such as TDS on GST (2%) & TDS on IT (2%) and other statutory levies as per government norms from time to time will be deducted.
- ❖ The Liquidated damages clause may be included in the supply order as below:
*"The supply should be completed at the earliest but not later than due date **after which Liquidated damages will be imposed as per** GENERAL CONDITION OF CONTRACT (GCC). (A sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of 10% (ten percent) of the delayed goods or services contract price. Once the maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already)".*

- ❖ A copy of work order may also be issued to The CFAO, The DDO, and AAO(Stores) for further necessary action.
- ❖ The H.Qrs order number (CIBA/24-25/1064, Dt.: 03.02.2025) may be mentioned in the Work Order issued by KRC at appropriate place, so as to locate the file details for further process.

Yours faithfully,


Administrative Officer

Copy to:

- The Chief Finance & Accounts Officer, CIBA, Chennai.
 - The DDO, CIBA, Chennai.
 - Dr. Debasis De, Principal Scientist, HRC-KRC of CIBA, Kakdwip – 743 347.
 - Dr. Sanjoy Das, Principal Scientist, KRC of CIBA, Kakdwip – 743 347.
- (C.No. 189574, Note #37, dt: 31.01.2025; Pg.12; Fund: Institute R & M)**

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)
#75, संथोम हाई रोड, राजा अण्णामलैपुरम, चेन्नई - 600028, तमिलनाडु, भारत

Phone EPBX: +91 44 24618817, 24616948, 24610565

Fax: +91 44 24610311

Email: director.ciba@icar.gov.in, director@ciba.res.in

