



भा. कृ. अनु. पा. - केंद्रीय खारा जलजीव पालन अनुसंधान संस्थान  
ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE

(ISO 9001 : 2015 Certified)

भारतीय कृषि अनुसंधान परिषद, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
Indian Council of Agricultural Research, Ministry of Agriculture and Farmers Welfare, Govt. of India  
75, संथोम हाई रोड, एम. आर. सी. नगर, आर. ए. पुरम, चेन्नई- 600 028, तमिल नाडु, भारत  
75, Santhome High Road, M. R. C. Nagar, R. A. Puram, Chennai- 600 028, Tamil Nadu, India

**CIBA GST: 33AAAI1830P1ZQ**

**आदेश/Order No: CIBA/24-25/1163**

**WORK ORDER CONVEYANCE**

**F.No. 5-18/13-14/ST**

**Date: 06.03.2025**

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

**Sub:** Work order for repair and servicing of Boiler in feed mill at KRC- reg.

**Ref:** Quotation No: SE/155/2024-25 Date: 26.02.2025

Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for **Rs. 39,766/-** (Rupees Thirty Nine Thousand Seven Hundred Sixty Six Only) towards the repair and servicing of Boiler in feed mill at KRC as detailed below:

Sl. No	Material	Price	Qty	Amount	Name of the Firm
1	Boiler Valve	4,200.00	1 Nos	4,200.00	M/s. Surya Enterprise Parbatipur, Patra, Diamond Harbour, South 24 Parganas-743331.
2	Flange Gasket	100.00	12 Nos	1,200.00	
3	Boiler Descaling Acid	50.00	30 Ltrs	1,500.00	
4	Metalick Pipe (1 Mtr)	900.00	2 Nos	1,800.00	
5	Repairing Charges (Boiler Descaling & Burner Servicing)	25,000.00	1 No	25,000.00	
Total				33,700.00	
GST @ 18%				6,066.00	
Grand Total				39,766.00	
(Rupees Thirty Nine Thousand Seven Hundred Sixty Six 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/24-25/1163, Dt.: 06.03.2025) 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,

*E. May Desouza*  
6.3.25

सहायक प्रशासनिक अधिकारी/  
Asst. 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.  
(C.No. 153922, Note #16, dt: 06.03.2025; Pg.7; Fund: Corpus fund)