



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, Santhome High Road, M. R. C. Nagar, R. A. Puram, 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: 33AAAII1830P1ZQ

आदेश/Order No: CIBA/25-26/183

आपूर्ति आदेश / SUPPLY ORDER

फाइल संख्या / F.No: 12-1/25-26/ST

दिनांक / Dated: 09.06.2025

सेवा में / To,

The Director,
ICAR CIRCOT,
Adenwala Road, Matunga,
Mumbai- 400019
Mail : abicircot@gmail.com

विषय / Sub: Supply Order for Procurement of Guest House materials- reg.
संदर्भ / Ref: Quote PI/25-26/0036, Date: 02-06-2025

महोदय/महोदया / Sir/Madam,

With reference to the above, please arrange to complete the work or supply the item/materials in accordance with the terms and conditions mentioned below:

- The articles should strictly be as per specification indicated in your quotation/ catalogue/pamphlets sent along with the quotation.
- Your invoice duly pre-receipted made out in triplicate in favour of the Director, Central Institute of Brackishwater Aquaculture, Chennai – 600028 for the supply of stores together with the vouchers relating to the claims towards cost of packing materials, forwarding, Insurance, Postage charges etc. may be provided.
- GST is admissible only on the cost of the goods supplied and it will be disallowed if claimed on any other charges.
- **The standard deductions such as TDS on GST & IT and other statutory levies as per government norms from time to time will be deducted.**
- The work/supply should be completed at the earliest but not later than **09.08.2025 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).
- The supply /work is **FOR ICAR-CIBA, No.75, Santhome High Road, R.A.Puram, Chennai – 600028..** The supply should be made only on working days.
- Transit insurance is at the risk of the suppliers. The receipt of the supply order may please be acknowledged within five days from the date of this order.
- The bills in triplicate duly pre-receipted drawn in favour of **“The Director, CIBA, Chennai-600 028”** may be sent to this office(Stores Section within 7 days of delivery/supply of stores) to arrange for payment. The payment will be released from this Office only on receipt of bills from the concerned Officer/ Indenter/ End user **along with GST Registration, Cancelled Cheque, etc**, to the effect that the items are received in good condition without any damages.
- The performance security deposit, if collected towards the supply of items as mentioned in the description of stores has to be claimed within two years after the completion of warranty period and 60 days. The claims after the due date will not be entertained under any circumstances.

- Payment Terms: Payment will be made through ECS after satisfactory completion work / delivery of items / installation in good condition and working satisfactorily at our site.
- Description of Stores:

Sl.No	ITEM	QTY	Unit Price In Rs.	AMOUNT In RS
1	Single Bedsheet with One Pillow Cover	100 Nos	714.00	71,400.00
2	Double Bedsheet with One Pillow Cover	20 Nos	1,100.00	22,000.00
3	White Cotton Turkish Towels	100Nos	667.00	66,700.00
4	White Hand Napkins	50 Nos	80.95	4047.50
Sub Total				1,64,147.0
IGST (12%)				19,698.00
Grand Total				1,83,845.00
Rupees One Lakh Eighty Three Thousand Eight Hundred Forty Five Only				

भवदीय / Yours faithfully,

E. Mary Desouza
9-6-25

सहायक प्रशासनिक अधिकारी/
Asst. Administrative Officer

प्रतिलिपि / Copy to:

1. The Chief Finance & Accounts Officer, CIBA, Chennai.
2. The DDO, CIBA, Chennai
3. The AAO(S) of CIBA, Chennai

(C.No. 377162, Note #8, dt: 06.06.2025, Pg: 2, Fund : Institute – Admin Expenses 25-26)