

CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/510

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No: 4-2/25-26/ST

दिनांक / Date: 16-09-2025

सेवा में / To,

M/s. SHRI VIGNESH PRINTS

No.65/33, Pudur IIInd Street,

Ashok Nagar, Chennai - 600 083.

Email: vprintschennai1@gmail.com/ ravi.vprints@gmail.com/vprintschennai@gmail.com

**विषय/Sub:** Work order for Designing and Printing of Annual Report (Hindi) 2024 at  
 CIBA, Hqrs - Reg

**संदर्भ / Ref:** Nil, Date: 26-08-2025

महोदय/ महोदया / Sir/Madam,

This has reference to the above subject & your estimate thereon. It is requested to carry out the following work.

| SI.No  | Items  | Qty                | Unit Rate | Amount Rs.       |
|--|--|--------------------|-----------|------------------|
| 1  | Annual Report (Hindi) 2024 : 280 pages, Hindi Layout (Inner & Wrapper), inner 130 gsm art paper, Multicolour output. Wrapper 300 gsm art board Multicolour output, Lamination and Binding in A4 size | 1                  | 59,650.00 | 59,650.00        |
|  |  | GST 18%            |           | 10,737.00        |
|  |  | <b>Grand Total</b> |           | <b>70,387.00</b> |
| <b>(Rupees Seventy Thousand Three Hundred Eighty Seven Only)</b> |  |                    |           |                  |

On satisfactory completion of service/work at HQ it is requested to submit the pre receipted invoice drawn in favour of "The Director", CIBA, Chennai-600 028 along with work report / GST certificate and copy of cancelled cheque as applicable etc. for releasing the payment. Payment will be made at the earliest after completion of the work and deducting the TDS on IT(2%) and GST if applicable as per government rules.

Yours Faithfully,

*E. Mani Devaraj*  
 16.9.25  
 Asst. Administrative Officer,

तिलिपि / Copy to

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Dr. Sujeet Kumar, Sr. Sci, CIBA, Chennai**

(C.No. 394497, Note #5, Dt:15-09-2025, Fund: Institute-AE 25-26)