



CIBA GST: 33AAAAI1830P1ZQ

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 IInd Street,

Ashok Nagar, Chennai - 600 083.

Email: vprintschennai@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.

Sl.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
Grand Total				70,387.00
(Rupees Seventy Thousand Three Hundred Eighty Seven Only)				

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. Mary Desai
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)