



भा. क. अनु. पा. - केन्द्रीय 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: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/525

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No: 16-29/25-26/ST

दिनांक / Date: 23-09-2025

सेवा में / To,

M/s.Excellent

Old No.12/1, New No.27/1,

Ballard street, Perambur,

Chennai-600011.

Email ID: naveenjothi.r@gmail.com

**विषय/Sub: Work order for repair of 3-seater sofa set (2 Nos) at CIBA-HQ- Reg
संदर्भ / Ref: 1294, Date: 18-09-2025**

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	DESCRIPTION	QTY	Unit Price	TOTAL
1	Fabric	20	600.00	12,000.00
2	Sleep well 40 Density 4 inch foam 4*6	1	10,500.00	10,500.00
3	Stitching Charges	2	2,250.00	4,500.00
4	Labour charges	2	4,500.00	9,000.00
Total				36,000.00
GST 18%				6,480.00
Grand Total				42,480.00
(Rupees Forty Two Thousand Four Hundred Eighty 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,

F. Mary Desouza
23-9-25

Asst. Administrative Officer,

तिलिपि / Copy to

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- Smt.E. Mary Desouza, AAO(Stores), CIBA, Chennai
(C.No. 392605, Note #10, Dt:20-09-2025, Fund: Institute-R&M 25-26)