



CIBA GST: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/ 545

कार्य आदेश / WORK ORDER

फ़ाइल संख्या / F.No: 3-20/24-25/ST

दिनांक / Date: 09-10-2025

सेवा में / To,

**M/s.Shine Engineers & Decors
No.46,Ancharge, 1st Floor,
1st Main Road, Gandhi 1st MainRoad
VGP Part 2, Uthandi, Chennai-600 119.
Email: shinedex103@gmail.com**

**विषय/Sub: Work order for Furniture repairs and replacement at MES & HQ canteen- Reg
संदर्भ / Ref: Nil, Date: 24-09-2025**

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	RATE	TOTAL
1	Chair Repairing work Work Details: Broken wheels replacemet, Nylon base replacement, Arms fixing work, Starbase lab chair painting work, Hydraulic gas lifts change, PU handles for high back chairs, Level knob change, Shampoo washing work, Painting works (Labour, Materials & Transport included)	LS	LS	2,41,130.00
2	Table and Cup board Repairing work Table: Lock replacement, Mica Replacement, Century marine plywood for all tables, Metal table Welding works, Painting works Conference table - Cup board repairing works, Lock replacement work (Labour, Materials & Transport included)	LS	LS	5,06,650.00
Total				7,47,780.00
GST 18%				1,34,600.00
Grand Total (R/O)				8,82,380.00
(Rupees Eight Lakh Eighty Two Thousand Three Hundred Eighty Only)				

On satisfactory completion of service/work at **MES & 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,

Chief Administrative Officer,

तिलिपि / Copy to

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Dr J Raymond Jani Angel, Sr.Sci, CIBA, Chennai**
(C.No. 353744, Note #41, Dt:07-10-2025, Fund: Institute-R&M 25-26)