

CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/602

WORK ORDER CONVEYANCE

फ़ाइल संख्या / F.No -3-24/15-16/ST

Date :10-11-2025

सेवा में / To

**The Head of Regional Center,
 Kakdwip Research Centre of CIBA,
 Kakdwip -743 347.
 24 - Parganas, West Bengal.**

**विषय /Sub: Work order for Repair and replacement of spare of Two Automatic
 Kjeldahl Apparatus at KRC of ICAR-CIBA, Kakdwip-reg.**

संदर्भ /Ref: FIQ25-26-0558, Dt: 01-09-2025

महोदय / Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for Rs. 72,175/- (Rupees Seventy Two Thousand One Hundred Seventy Five Only) towards the repair and replacement of spare of Two Automatic Kjeldahl Apparatus at KRC of ICAR-CIBA, Kakdwip as detailed below:

SI. No	Items	Qty	Rate	Amount Rs.	Firm Name
1	Expansion Vessel (3 Nipple) For Distillation System	1	9045	9,045.00	M/s. Falcon Instruments Door No.3/521, Plot No.51, Krishna street, Rajeshwari avenue, Mugalivakkam, Chennai-600125.
2	Thermostat For Distillation System	2	2600	5,200.00	
3	CIM Ball Valve (Pressure Release) For Digestion System	1	1150	1,150.00	
4	Dosing Pump For Distillation System	1	14720	14,720.00	
5	Macro Adaptor For Distillation System	2	550	1,100.00	
6	Vent valve For Distillation System	1	4200	4,200.00	
7	Silicon Hose For Distillation System	10	620	6,200.00	
8	L Rubber For Scrubber System	1	400	400	
9	Packing & Forwarding Charges	1	1150	1,150.00	
10	Service Charges For Nitrogen Distillation System	2	9000	18,000.00	
Total				61,165.00	
*GST 18%				11,009.70	
Grand Total (R/O)				72,175.00	
(Rupees Seventy Two Thousand One Hundred Seventy Five Only)					

- You are requested to issue the supply/work order to the above firm with detailed specifications . After taking delivery of the items/completion of work, the pre-receipted bill in triplicate collected from the firm may be sent to Headquarters along with **Warranty Certificate, Delivery Challan, GST certificate, Bankers Detail (Cancelled Cheque) etc.** with stock entries, complete in all respects for effecting the payment, positively.
- The standard deductions such as TDS on GST (2%) & TDS on IT (2%) and other statutory levies as per government norms from time to time will be deducted.
- The Liquidated damages clause may be included in the supply order as below: "The supply should be completed at the earliest but not later than due date 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)
- A copy of supply order may also be issued to The CFAO, The DDO, and AAO(Stores) for further necessary action.
- The H.Qrs order number (CIBA/25-26/ **602**, Dt.10-11-2025) may be mentioned in the Supply Order issued by KRC at appropriate place, so as to locate the file details for further process.

भवदीय / Yours faithfully,

E. Mani Desouza
10.11.25

प्रशासनिक अधिकारी/
Asst. Administrative Officer

प्रतिलिपि / Copy to:

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Dr. Debasis De, Principal Scientist, HRC-KRC of CIBA, Kakdwip - 743 347.**

(C.No-229907, Note # 60, Dt-09-11-2025, Fund: Institute-Corpus(4001/457) 25-26)