

CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/609

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No:16-34/25-26/ST

दिनांक / Date: 14-11-2025

सेवा में / To,

M/s. K.G.NARAYANAN
 No.1/305, 1st Street, Rajiv Gandhi Nagar,
 (Opp. Paradise Home), Muttukadu,
 Chennai – 603112.
 Email: kgnarayanan1960@gmail.com

विषय/Sub: Work order for modification of room in old hatchery of FCD at MES- Reg
संदर्भ / Ref: Nil, Date: 10-11-2025

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	SUPPLY AND FIXING OF UPU CUPBOARD SHUTTER SIZE (6.10x0.75M) AND OPEN SHELF CUPBOARD SIZE OF (3.56 x 0.25) I/C HINGES, MAGNET Lock, HANDLES ETC.	1	35,000.00	35,000.00
			GST 18%	6,300.00
			Grand Total	41,300.00

(Rupees Forty One Thousand Three Hundred Only)

On satisfactory completion of service/work at MES it is requested to submit the pre received 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,



14.11.25
 Administrative Officer

तिलिपि / Copy to

- The Chief Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- Dr. Aritra Bera, Sr. Sci, CIBA, Chennai

(C.No. 403338, Note #5, Dt:13-11-2025, Fund: Institute-Corpus(4001/457) 25-26)