



CIBA GST: 33AAAAI1830P1ZQ

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.

Sl.No	Items	Qty	Unit Rate	Amount Rs.
1	SUPPLY AND FIXING OF UPUC CUPBOARD SHUTTER SIZE (6.10x0.75M) AND OPEN SHELF CUPBOARD SIZE OF (3.56 x0.25) 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 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,


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)