

आदेश/Order No: CIBA/25-26/627

CIBA GST: 33AAAI1830P1ZQ

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No:16-29/25-26/ST

दिनांक / Date: 25-11-2025

सेवा में / To,

M/s.Excellent Chair  
 Old No.12/1, New No.27/1,  
 Ballard street, Perambur,  
 Chennai-600011.  
 Email ID: [naveenjothi.r@gmail.com](mailto:naveenjothi.r@gmail.com)

विषय/Sub: Work order for Repair of single seater sofa (2 Nos.) at CIBA-Hqrs - Reg  
 संदर्भ / Ref:1343, Date: 14-11-2025

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	Fabric	12	600.00	7,200.00
2	Sleep well 40 Density 4 inch foam 2*4	1	3,500.00	3,500.00
3	4 Inch 40 Density	2	600.00	1,200.00
4	Stitching Charges	2	1,500.00	3,000.00
5	Labour charges	2	2,500.00	5,000.00
				Total 19,900.00
				GST 18% 3,582.00
				<b>Grand Total 23,482.00</b>

**(Rupees Twenty Three Thousand Four Hundred Eighty Two Only)**

On satisfactory completion of service/work at HQ 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,

*E. Mary Desouza*  
 25-11-25

Asst. Administrative Officer

तिलिपि / Copy to

- The Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- Smt. E. Mary Desouza, AAO (Stores), CIBA, Chennai

(C.No. 392605, Note #32, Dt:21-11-2025, Fund: GIA-General 25-26)