



भा. कृ. अनु. पा. - केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान  
ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE  
(ISO 9001 : 2015 Certified)

भारतीय कृषि अनुसंधान परिषद, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
Indian Council of Agricultural Research, Ministry of Agriculture and Farmers Welfare, Govt. of India  
75, संथोम हाई रोड, एम. आर. सी. नगर, आर. ए. पुरम, चेन्नई- 600 028, तमिल नाडु, भारत  
75, Santhome High Road, M. R. C. Nagar, R. A. Puram, Chennai- 600 028, Tamil Nadu, India

आदेश/Order No: CIBA/25-26/627

CIBA GST: 33AAAAI1830P1ZQ

## कार्य आदेश / WORK ORDER

दिनांक / Date: 25-11-2025

फाइल संख्या / F.No:16-29/25-26/ST

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.

Sl.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
Grand Total				23,482.00
(Rupees Twenty Three Thousand Four Hundred Eighty Two Only)				

On satisfactory completion of service/work at 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,

*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)