



CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/711

कार्य आदेश / WORK ORDER

फाइल संख्या / F.No: 3-27/15-16/ST

दिनांक / Date: 02-02-2026

सेवा में / To,

M/s. Bharath Diesel Sales and Service
No:2/60, First floor, Rajiv Gandhi road,
(OMR) Karappakkam,
Chennai-600097.
Email:bdsschennai@bharathdiesel.com

विषय/Sub: Work order for servicing of 15KVA generator at KES- Reg
संदर्भ / Ref: QS420441262600177, Date: 08-01-2026

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	Kirloskar Care Super Genuine Oil 7.5 Ltrs Can	1	2,084.75	2,084.75
2	SPIN ON LUBE OIL FILTER	1	307.63	307.63
3	FUEL FILTER FLEMENL	1	500.85	500.85
4	AIR CLEANER ELEMENT	1	255.93	255.93
5	BELT (AVX 10 1500)	1	335.59	335.59
6	Freight Charges	1	500.00	500.00
Sub Total				3,984.75
GST 18%				717.26
Grand Total (R/O)				4,702.00
(Rupees Four Thousand Seven Hundred Two Only)				

On satisfactory completion of service/work at KES 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.

भवदीय / Yours Faithfully,

E. Mary Desouza
2-2-26

सहायक प्रशासनिक अधिकारी / Asst. Administrative Officer,

तिलिपि / Copy to

- The Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- Dr. R. Jayakumar, P.S, CIBA, Chennai.
(C.No. 138709, Note #191, Dt:30-01-2026, Fund: Institute Corpus (4001/457) 25-26)