



भा. कृ. अनु. पा. - केंद्रीय 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, Santhome High Road, M. R. C. Nagar, R. A. Puram, Chennai- 600 028, तमिल नाडु, भारत
75, Santhome High Road, M. R. C. Nagar, R. A. Puram, Chennai- 600 028, Tamil Nadu, India

CIBA GST: 33AAAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/845

WORK ORDER CONVEYANCE

फाइल संख्या / F.No: 3-9/24-25/ST

Date: 23-03-2026

सेवा में / To:

**The Head of Regional Center,
Kakdwip Research Centre of CIBA,
Kakdwip -743 347.
24 - Parganas, West Bengal.**

**विषय /Sub: Work order for repairing of office furniture and cabinet at KRC of
ICAR-CIBA, Kakdwip-reg.**

संदर्भ /Ref: F.No-ST/Furniture/26-901, Dated: 20-03-2026

महोदय / Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for **Rs. 4,98,904.00/- (Rupees Four Lakh Ninety Eight Thousand Nine Hundred Four Only)** towards repairing of office furniture and cabinet at KRC of ICAR-CIBA, Kakdwip as detailed below:

SI. No	Items	Qty	Rate	Amount	Firm Name
1	Repair of Iron table (W – 3.0 ft. × L – 5.0 ft. × H – 2.5 ft.) Channel, Hinges, Lock, Painting and denting included labour charge	17	9,300.00	1,58,100.00	M/s. S. B. SCIENTIFIC COMPANY
2	Repair of Chair Replacement of cushion and painting including labour charge	21	3,000.00	63,000.00	Vill. : Uttar Kalikapur,
3	Repair of Almirah (W-3.0 ft. × L – 5.0 ft. × H -2.5 ft.) Replacement of Lock, painting and denting included labour charge	21	9,100.00	1,91,100.00	P.O.-Dakshin Barasat, Joynagar,
4	Repair of Glass Door Replacement of glass and painting including labour charge	1	10,600.00	10,600.00	South 24 parganas, Pin-743372
Total				4,22,800.00	
GST 18%				76,104.00	
Grand Total				4,98,904.00	

(Rupees Four Lakh Ninety Eight Thousand Nine Hundred Four Only)

- You are requested to issue the supply/work order to the above firm with detailed specifications . After taking delivery of the items/completion of work, the pre-receipted bill in triplicate collected from the firm may be sent to Headquarters along with **GST certificate, Bankers Detail (Cancelled Cheque) etc.** with stock entries, complete in all respects for effecting the payment, positively.

- The standard deductions such as TDS on GST (2%) & TDS on IT (2%) and other statutory levies as per government norms from time to time will be deducted.
- The Liquidated damages clause may be included in the supply order as below: "The supply should be completed at the earliest but not later than due date after which Liquidated damages will be imposed as per GENERAL CONDITION OF CONTRACT (GCC). (A sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of 10% (ten percent) of the delayed goods or services contract price. Once the maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already)
- A copy of supply order may also be issued to The CFAO, The DDO, and AAO(Stores) for further necessary action.
- The H.Qrs order number (CIBA/25-26/ 845 , Dt-23-03-2026) may be mentioned in the Supply Order issued by KRC at appropriate place, so as to locate the file details for further process.

Yours faithfully,


23/03/26
Administrative Officer

प्रतिलिपि / Copy to:

- The Finance & Accounts Officer, CIBA, Chennai.
 - The DDO, CIBA, Chennai
 - **Dr. Debasis De, Principal Scientist, HRC-KRC of CIBA, Kakdwip - 743 347.**
- (C.No-332941, Note # 83, Dt-23-03-2026, Fund: GIA General 25-26)