



CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/851

कार्य आदेश / WORK ORDER

फ़ाइल संख्या / F.No: 16-43/2025-26/ST/851

दिनांक / Date: 26-03-2026

सेवा में / To,

**M/s . Hr Decor
No:66 VENKATESWARA NAGAR PART III,
Vilangadupakkam, Kosapur
Chennai
Email: rajeshpro1215@gmail.com**

विषय/Sub: Work order for construction of a center round meeting table with 35 participants seating at Hqrs- Reg

संदर्भ / Ref: Quote-47, Date: 25-03-2026

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	Rate	Amount Rs.
1	Solid surface 6mm	280	550.00	1,54,000.00
2	Solid surface 6mm Meeting table 14.5/4.5	70	550.00	38,500.00
3	Solid surface 6mm Muttukadu 9/3.5	40	550.00	22,000.00
4	Transport	1	3,000.00	3,000.00
Total				2,17,500.00
GST 18%				39,150.00
Grand Total				2,56,650.00
(Rupees Two Lakh Fifty Six Thousand Six Hundred Fifty Only)				

On satisfactory completion of service/work at Hqrs 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,

Administrative Officer,

तिलिपि / Copy to

- The Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Shri. S.Nagarajan, CTO, CIBA, Chennai.**
(C.No. 426317, Note #18, Dt:26-03-2026, Fund: Benefit share(4001/438)25-26)