



भा. क. 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, संधोम 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

दिनांक / Date: 13-03-2026

फाइल संख्या / F.No.3-9/24-25/ST

कार्यालय आदेश / OFFICE ORDER

To :

The Head of Regional Center,
Kakdwip Research Centre of CIBA,
Kakdwip -743 347

Sub: Office Order Conveyance for **Purchase of Repairing of office furniture and cabinet at KRC-reg**

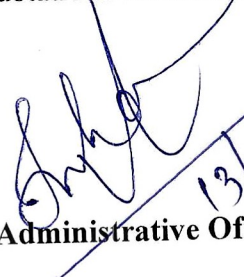
Ref: ST/Furniture/26-799, Dated-03-02-2026

Sir,

With reference to the above subject , administrative approval is here by conveyed towards the **Purchase of Repairing of office furniture and cabinet at KRC under Institute – R&M Fund** as per GFR 2017, rule 155 through local purchase committee as for the purchase.

S.No	Name of the Items	Quantity
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
2	Repair of Chair Replacement of cushion and painting including labour charge	21
3	Repair of Almira W-3.0 ft. xL-5.0 ft. × H-2.5 ft. Replacement of Lock, painting and denting included labour charge	21
4	Repair of Glass Door Replacement of glass and painting including labour charge	1

- GST is admissible only on the cost of the goods/chemicals/glassware supplied and it will be disallowed if claimed on any other charges.
- The members of the local purchase Committee are requested to jointly and individually survey the market and furnish their recommendations by taking into consideration of the following things, i.e. requisite specification and quality, price at the prevailing market rate and whether the supplier recommended is reliable and competent to supply the goods in question and they are not debarred by Department of Commerce or Ministry/Department concerned
- Kindly furnish the recommendations in the GFR 155 form, along with the quotations/estimates.


13/03/26
Administrative Officer,

Copy to:

- The Finance & Accounts Officer, CIBA, Chennai.
- Dr. Debasis De, Principal Scientist, HRC, KRC of CIBA, Kakdwip-743 347.



काकद्वीप शोध केन्द्र
भाकृअनुप-केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
KAKDWIP RESEARCH CENTRE
ICAR-CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE
ISO 9001 : 2015 CERTIFIED

Indian Council of Agricultural Research, Ministry of Agriculture and Farmers Welfare, Govt. of India
Kakdwip, South 24 Parganas, West Bengal - 743347, India

फा.संख्या/F.No.: ST/Furniture/26 - 799

दिनांक/Date: 03.02.2026

सेवा में/To: निर्देशक/Director
केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान
Central Institute of Brackishwater Aquaculture
75, संथोम हाई रोड, राजा आप्णामालैपुरम,
75, Santhome High Road, R. A. Puram
चेन्नै - 600 028/Chennai - 600 028.

विषय/Sub: Seeking administrative approval for repairing of iron table, chair, office almirah and glass door at KRC of ICAR-CIBA, Kakdwip-reg.

महोदय/Sir,

With reference to above subject, this is to inform you that iron table, chair, office almirah and glass door etc. in administration, different laboratories, library and in guest house of KRC is broken and not in usable condition. It is essential to carry out repair work of the said items including denting, painting, replacement of sunmica, channel, hinges, lock, ply, glass etc. We have carried out a preliminary market survey, got the furniture inspected by local furniture fabricator and observed that approximate expenditure for repairing will be Rs. 4,99,850/-.

Sl. No.	Description of Items	Quantity (Nos.)	Amount (Rs.)
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 Nos.	1,87,000
2.	Repair of Chair Replacement of cushion and painting including labour charge	21 Nos.	74,550
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 Nos.	2,25,750
4.	Repair of Glass Door Replacement of glass and painting including labour charge	1 No.	12,550
Total Amount (Rs.)			4,99,850

Therefore, I request the competent authority to convey administrative approval & financial concurrence for repairing said items through GFR 155.

भवदीय/Yours faithfully,

Seban

क्षेत्रीय केन्द्र के प्रधान /Head of Regional Centre

Head of Regional Centre

काकद्वीप शोध केन्द्र, भाकृ अनुप-मि आइ बि ए, काकद्वीप
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