



CIBA GST: 33AAAAI1830P1ZO

आदेश/Order No: CIBA/26-27/ 345

**कार्य आदेश / WORK ORDER**

फाइल संख्या / F.No: 3-6/26-27/ST

दिनांक / Date: 10-08-2026

सेवा में / To,

M/s. MR TRADERS  
No: 11, Bharathithasan,  
1st Street, Pallikaranai,  
Chennai- 600100.

**विषय/Sub:** Work order for repair and maintenance of fish display aquarium tanks at  
HQ- Reg

**संदर्भ / Ref:** Nil, Dt: 29-07-2026

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      |
|----------------------------------------------------------------------|----------------------------|-----|-----------|-------------|
| 1                                                                    | Carpenter work door hinges | 65  | 615.00    | 39,975.00   |
| 2                                                                    | Main display tank work     | 1   | 70,000.00 | 70,000.00   |
| 3                                                                    | Sump tank work             | 1   | 75,000.00 | 75,000.00   |
| 4                                                                    | Electric and plumbing      | 1   | 34,000.00 | 34,000.00   |
| Total                                                                |                            |     |           | 2,18,975.00 |
| GST 18%                                                              |                            |     |           | 39,415.50   |
| Grand Total                                                          |                            |     |           | 2,58,391.00 |
| (Rupees Two Lakh Fifty Eight Thousand Three Hundred Ninety One 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.** The firm shall use the updated ICAR-CIBA GSTIN mentioned in this Work Order for invoicing and GST filing. Invoices or GST filings made using the old GSTIN will not be accepted.

Yours Faithfully,  
  
Administrative Officer

तिलिपि / Copy to:

- The Finance & Accounts Officer, CIBA, Chennai.
  - The DDO, CIBA, Chennai
  - Dr.T.Senthil Murugan, P.S, CIBA, Chennai.
- (C.No.447720, Note #19, Dt: 06-08-2026, Fund: GIA General 26-27)