



CIBA GST: 33AAAI1830P1ZO

आदेश/Order No: CIBA/25-26/645

कार्य आदेश / WORK ORDER

फ़ाइल संख्या / F.No:14-11/18-19/ST

दिनांक / Date: 09-12-2025

सेवा में / To,

**M/s. AG Security System and Service
14. Kamatchi amman 3rd street,
Ponniammenmdu,
Chennai -600110
Email: ag.infotechsolution@gmail.com**

**विषय/Sub: Work order for Repair of CCTV Camera at Trainees Hostel Reception at CIBA,
Hqrs- Reg**

संदर्भ / Ref:1205,261, Date: 24-11-2025

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 Rs.
1	Cable and laying per meter	30	60.00	1,800.00
2	PVC Boxes Heavy box	1	75.00	75.00
3	Video balloons	3	450.00	1,350.00
4	Service charge	1	800.00	800.00
5	Video balloon	1	450.00	450.00
6	Service charge	1	800.00	800.00
Total				5,275.00
GST 18%				949.50
Grand Total				6,225.00
(Rupees Six Thousand Two Hundred Twenty Five 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.

Yours Faithfully,

F. Mary Desouza
9-12-25

Asst. Administrative Officer

तिलिपि / Copy to:

- The Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- **Dr.P.Mahalakshmi, P.S, CIBA, Chennai**

(C.No. 268158, Note #26, Dt:08-12-2025, Fund:GIA-General 25-26)