



भा. क. 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, 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

CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/ 662

WORK ORDER CONVEYANCE

फाइल संख्या / F.No: 14-1/20-21/Veh

Date: 18-12-2025

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 Servicing of office vehicle (Bolero ZLX- WB 20
AG 4568) at KRC of ICAR-CIBA, Kakdwip-reg.**

संदर्भ /Ref: F.No-ST/5.1/25-493, Dated: 19-09-2025

महोदय / Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for **Rs.1,78,222.00/- (Rupees One Lakh Seventy Eight Thousand Two Hundred Twenty Two Only)** towards **Servicing of office vehicle (Bolero ZLX- WB 20 AG 4568) at KRC of ICAR-CIBA, Kakdwip** as detailed below:

Service Quotation No- QTN26H000930, Date-13-08-2025					
Sl. No	Items	Qty	Rate	Amount Rs.	Firm Name
1	Local Spare Part Consumable REVIT	4	12.71	50.84	M/s. SHREE AUTOMOTIVE PVT. LTD JHALGACHI ROAD, NEAR DPS MEGACITY SCHOOL, RAJARHAT, KOLKATA, WEST BENGAL- 700136
2	W/STRIP DOOR SEAL BACK DOOR	1	358.47	358.47	
3	CLIP ASSY TRIM PAD	25	5.93	148.25	
4	FENDER EXTENSION ASSY FRONT RH	1	1,007.81	1,007.81	
5	ASSY REAR WHEEL ARCH RH	1	1,132.81	1,132.81	
6	LAMP ASSY COMBINATION REAR RH	1	751.69	751.69	
7	BONNET WEATHER STRIP RR	1	191.41	191.41	
8	STRIP BONNET FRONT	1	412.71	412.71	
9	BRACKET BUMPER FRONT LH	1	126.27	126.27	
10	MUD FLAP FRT FENDER EXTN RH BOL	1	128.13	128.13	
11	MUD FLAP FRT FENDER EXTN LH BOL	1	128.13	128.13	
12	MUD FLAP WHEEL ARCH RH	1	128.13	128.13	
13	MUDFLAP WHEEL ARCH LH	1	128.13	128.13	
14	WEATHERSTRIP WAIST FRT DR	2	141.53	283.06	

15	GLASS RUN CN RR DR (MIDDLE DOOR)	2	278.13	556.26
16	BRKT ASSY N FRONT FRONT BUMPER LOWER LH	1	316.95	316.95
17	BRKT ASSY FRONT BUMPER LOWER RH	1	316.95	316.95
18	BRACKET N RACKE BUMPER FRONT RH	1	126.27	126.27
19	WEATHERSTRIP STRIP WAIST FRT DR	2	180.51	361.02
20	WEATHERSTRIP BONNET	2	190.68	381.36
21	KIT N Γ PU FOAM BONNET	1	805.47	805.47
22	FOOT STEP ASSY SIDE LH	1	3,034.38	3,034.38
23	PANEL ASSY BUMPER FRONT CED	1	4,352.34	4,352.34
24	FOOT STEP ASSY SIDE RH	1	3,034.38	3,034.38
25	PRIMED REFRESH FASCIA PANEL	1	5,012.50	5,012.50
26	GLOVE BOX ASSY	1	1,280.47	1,280.47
27	DENTING CHARGES	1	25,000.00	25,000.00
28	PAINTING CHARGES	1	70,000.00	70,000.00
Total				1,19,553.00
GST 18%				17,754.09
GST 28%				5,857.70
Grand Total (R/O)				1,43,165.00

Service Quotation - QTN26H001235, Date-19-09-2025

SI. No	Items	Qty	Rate	Amount Rs.
1	MAXICARE EGR CLEANER HORIZON	3	253.39	760.17
2	Disposable Protective Cover	1	67.97	67.97
3	MAXIMILE POWER STEERING FLUID	1	466.95	466.95
4	POWER STRG ASSY RACK N NOINIP	1	23,160.16	23,160.16
5	STG GEAR ASSY (PS-W NR) R NR	1	560.00	560.00
6	WHEEL ALIGNMENT	1	560.00	560.00
7	MACHINE SHOP CHARGES	1	1,700.00	1,700.00
8	Maxicare m-ECO wash	1	466.00	466.00
Total				27,741.25
GST 18%				812.36
GST 28%				6,503.88
Grand Total (R/O)				35,057.00

(Rupees One Lakh Seventy Eight Thousand Two Hundred Twenty Two 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/25-26/662 , Dt.18-12-2025) may be mentioned in the Supply Order issued by KRC at appropriate place, so as to locate the file details for further process.

भवदीय / Yours faithfully,

E. Mary Desouza
18-12-25

प्रशासनिक अधिकारी/
Asst.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-103865, Note # 87, Dt-17-12-2025, Fund: GIA-General 25-26)