

OFFICE OF THE  
COUNCILLORS OF OLD MALDA MUNICIPALITY  
P.O.: OLD MALDA, DIST.-MALDA PH 03512260235



ole

Memo No: 2138/OMM/2025-26

Date: 31/12/2025

To  
DAS ENTERPRISE  
Prop- Trinath Ch Dash  
Mangalbari, Malda

Sub: Work order for the work of CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO--G AT HATAT PARA, NAWABGANJ, WARD NO-1 UNDER OLD MALDA MUNICIPALITY. TOILET SEATS-4 NOS AND URINAL-5 NOS.(SCHEDULE AND NON SCHEDULE WORK AND ELECTRIC WORKS)  
Ref: NleT No- 154 of CHAIRMAN(1st Call)/OMM/2025-26,dt-03.11.25  
Tender ID No- 2025\_MAD\_937582\_1  
Amount put to tender Rs. 970150.59  
Quoted Rate: 2.63% Above than the schedule rate.  
Negotiation Bid Notice No- 1945/OMM/2025-26 DATED- 29.12.2025  
Negotiation Bid Dt. 31.12.2025  
Accepted Table Bid rate--AT PAR the schedule rate.  
Tendered Amount Rs. 970150.59  
Work liability period : 05 Years  
Fund:- SBM

Sir,

We are glad to inform you that AT PAR the schedule rate. offered by you in the above work is accepted from this end. You are requested to meet with the Office of the undersigned & execute an agreement in between your firm & the undersigned within 31.12.2025

The terms & condition are presented here under in gist form.

1. Necessary Deduction will be made like I.T, Security Deposit, Cess will be deducted from the bill on the time of payment as per Govt Norms.
2. 2% TDS under GST will be deducted as per Memorandum no- 6284-F(Y) Dated- 28<sup>th</sup> September 2018 And may be Changed the percentage of deduction on TDS under GST time to time on changes of Govt. memorandum.
3. Incase of any dispute arising in this regard the Court of Malda will have exclusive Jurisdiction to deal with the same.
4. The Job Card Holder who is engaged at site the Xerox copy of Job card to be produced.

After your execution of formal agreement with the undersigned for the work as mentioned above, you are requested to take up the work in consultation with Sri Sankha Bhattacharya, SAE (C) The date of commencement and the date of completion are 02.01.2026 & 01.04.2026 respectively.

It should be clearly understood that timely completion of the work is the essential part of the contract made with you.

This is for your information and necessary action please.  
Thanking you,

Chairman  
Old Malda Municipality  
Dated- 31/12/2025

Memo No- 2138/12/OMM/2025-26  
Copy forwarded for information to:

1. The Director SUDA, Kolkata
2. The D.M, Malda
3. The SDO Sadar Malda,
4. The all Councillor of Old Malda Municipality.
5. The Executive Officer, Old Malda Municipality.
6. The Finance Officer, Old Malda Municipality
7. The Head Clerk, Old Malda Municipality.
8. The Accountant, Old Malda Municipality.
9. Sri Sankha Bhattacharya, SAE (C), Old Malda Municipality.
10. Sri Sanat Das, SAE Electrical, Old Malda Municipality.
11. The Store keeper, Old Malda Municipality.
12. The Respective File, Old Malda Municipality.

Receives  
DAS ENTERPRISE  
Trinath Ch Dash  
Proprietor

Chairman  
Old Malda Municipality

OFFICE OF THE  
COUNCILLORS OLD MALDA MUNICIPALITY  
P.O. OLD MALDA, DIST. MALDA

Memo no.- 1388/NleT/OMM/2025-26

Dated:- 03.11.2025

**NOTICE INVITING e-TENDER NO.:- 150 to 155 of CHAIRMAN(1<sup>st</sup> Call)/OMM/2025-26**

**DETAILED NOTICE INVITING e-TENDER**

NleT no.	Name of work	Amount put to tender	Earnest Money (Rs.)	Cost of tender Documents at the time of formal agreement (Rs.)	Works liability period	Time period of works after received work order
150	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-F NEAR CHANDAN SMRITI SANGHA, BACHAMARI, WARD NO-7 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-2 NOS AND URINAL-3 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	779149.79	15,600	1000	5 YEARS	90 DAYS
151	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-F HALDER PARA CHARAK MATH, BACHAMARI, WARD NO-8 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-2 NOS AND URINAL-3 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	779149.79	15600	1000	5 YEARS	90 DAYS
152	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-F NEAR CHANDI MANDAP, WARD NO-3 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-2 NOS AND URINAL-3 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	779149.79	15600	1000	5 YEARS	90 DAYS
153	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-G AT BACHAMARI GOVT COLONY FIELD, WARD NO-8 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-4 NOS AND URINAL-5 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	970150.59	19450	1000	5 YEARS	90 DAYS
154	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-G AT HATAT PARA, NAWABGANJ, WARD NO-1 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-4 NOS AND URINAL-5 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	970150.59	19450	1000	5 YEARS	90 DAYS
155	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO-G AT NAWABGANJ AUTO STAND, WARD NO-1 UNDER OLD MALDA MUNICIPALITY. TOLET SEATS-4 NOS AND URINAL-5 NOS.(SCHEDULE AND NON SCHEDULE WORK & ELECTRIC WORKS)	970150.59	19450	1000	5 YEARS	90 DAYS

- Enlisted contractor of PWD. Dte, Govt. Bonafide outsiders, Reputed firm, Engineers Co-Operative having sufficient experience of similar type of works executed under Government/Semi Government, ULB's, Public Sector, Government autonomous body within last 5(five) financial years (FY 2020-2021 to FY 2024-2025) and also should possess valid **PAN card, GST registration, Professional Tax Clearance Certificate and**
- Valid trade license.** MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
- In the event of e-filling, intending bidder may download the tender documents from the website:<http://etender.wb.nic.in> directly with the help of digital signature certificate has to be deposited by the bidder through the following payment mode as per memorandum of the finance department vide no.3975-F(Y) dated 28<sup>th</sup>July, 2016. **Net banking (any of the banks listed in the ICICI bank Payment gateway) in case of payment through ICICI Bank payment gateway. The condition of the contract along with the defect liability periods and other terms & condition (including all riders) are mentioned in the statutory documents (e.g. Municipal K form etc. Of the Technical Bid), to be notice carefully before submission of the bid through DSC. Both technical bid & Financial Bid are to be submitted concurrently duly signed digitally in the website: <http://etender.wb.nic.in>.**
- The Technical Bid and Financial Bid are to be submitted online on or before 24.11.2025 upto 3.00 pm
- The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the tender qualifies in the technical bid. The decision of the Executive Officer & Chairman, Old Malda Municipality and will be final binding on all concerned and no challenge against such decision will be entertained. The list of Qualified Bidders will be displayed in the website on the schedule date & time.
- Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

7. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days after the dead line date for financial Bid submission.
8. A. Important Information

a) **Payment will be made after receiving Govt. grant on prorata basis.**

**DATE AND TIME SCHEDULE**

Sl No.	Particulars	Date & time
1	Date of uploading of N.I.eT Documents (Online) (Publishing Date)	07.11.2025 at 12.00 hours
2	Documents download start date (Online)	07.11.2025 from 13.00 hours
3	Bid proposal submission start date (Online)	07.11.2025 from 14 hours
4	Bid proposal submission end date (Online)	24.11.2025 upto 15 hours
5	Date & time of opening of Technical Proposals (Online)	27.11.2025 from 11.00 hours
6	Date of uploading list for Technical Qualified Bidder (Online)	To be notified later
7	Date & Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation sheet of Tenderers
8	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate	To be notified later

**8.B LOCAL OF CRITICAL EVENT**

Bid Opening place-	Old Malda Municipality, Old Malda, Malda.
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9. Earnest Money: Net banking ( any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

2. Eligibility criteria for participation in tender:

2.1 Requirement of Credentials:

For 1ST Call of NleT: Intending tenderers should produce credentials at least 40% of tender value in similar nature of completed work.(ii) Intending tenderers should produce credentials of 2 (two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice( date should be reckoned from the awarded tendered notice ) or ( iii) intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above ; in case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer , or equivalent competent authority will be eligible for the tenderer. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e the tenderer.

1.2 Other terms and condition of the credentials:

1.2.1. Payment certificate will also be treated as credential;

1.2.2. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/ central Government, State/Central Government undertaking, Statutory/ Autonomous bodied constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential;

No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and Completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/ Autonomous bodied constituted under the Central/ State statute. The Completion certificate should indicate the value of the work (equal to booked expenditure).

10. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surrounding and obtained all information's that may necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting tender, before submitting offer with full satisfactory. The cost of visiting the site shall be at his own expense.
11. The intending Bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the Department. The Chairman Old Malda Municipality reserves the right to reject any or all the application(s) for purchasing Bid Documents and/ or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of bidding.

**A.1. Online receipt and refund of EMD of e-procurement through State Government-procurement portal.**

**A. 1.1. Login by bidder:**

A. 1.2.A bidder desirous of taking part in a tender shall login to the e-procurement portal of the Govt. Of West Bengal <https://wbtenders.gov.in> using his login ID password He will select the tender to bid and initiate payment of pre-defined EMD for that tender by select from either of the flowing payments method.

A. 1.2.1. Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI Bank payment gateway.

**A. 1.3. Payment procedure:**

**A.1.3.1. Payment by Net Banking (any listed bank) through ICICI bank Payment Gate way:**

A. 1.3.1.1. On selection on net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway web page (along with a string Containing a Unique ID) where he will select the bank through which he wants to do the transaction.

A. 1.3.1.2. Bidder will make the payment after entering his unique ID and password of the bank to process the Transaction.

A. 1.3.1.3. Bidder will receive a confirmation message regarding success/ failure of the transaction.

A. 1.3.1.4. If the transaction is successful, the amount paid by the bidder will get credited in there prospective pooling account of the State Government maintained with the Focal point branch of ICICI Bank at

1.3.1.5. If transaction is failure, the bidder will again try for payment by going bank to the first step.

**A. 1.3.3. Refund /Settlement Process:**

A. 1.3.3.1. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic Processing in the e-Procurement portal of the state Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful Bidders, to ICICI Bank by the e-procurement portal through web services.

A. 1.3.3.2. on receipt of the information from the e-procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the Technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

A. 1.3.3.3. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the Technically qualified bidders other than that of the L1 bidders will refund, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

A. 1.3.3.4. If the L1 bidder accepts and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working Days where T will mean the date on which information on award of contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.

A. 1.3.3.5. As soon as the L1 bidder is awarded the contract (AOC) and the same is process electronically in the e-Procurement portal. EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the Old Malda Municipal deposit head through GRIPS along with the bank particulars of the L1 bidder.

A. 1.3.3.6. The Bank will share the details of the GRN no.- generated on successful entry in GRIPS with the e-procurement portal for up-dation.

A. 1.3.3.7. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Chairman Old Malda Municipality revenue receipt head through GRIPS

A. 1.3.3.8. All refunds will be made mandatorily to the Bank A/c. From which the payment of EMD &Tender Fees (if any) were initiated.

**A. 1.3.4. Refund/Settlement Process:**

A. 1.3.4.1. The ICICI Internet Banking will communicate to the State Government e- Procurement portal all details of the Transactions on daily basis.

- A. 1.3.4.2. The Tender inviting Authority of the Government Offices will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- A. 1.3.4.3. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.

13. The intending tenderers are required to quote the rate **online** only. No offline tender will be entertained.

14. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

15. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be outright. The Executive Officer & Chairman, old Malda Municipality reserves the right to cancel the N.I.eT. due to unavoidable circumstances and no claim in this respect will be entertained.

16. In case of any objection regarding prequalifying an Agency that should be lodged to the Chairman within 1 day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.

17. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s) submitted by the lowest tenderer is/are either manufactured or false, the work order will not be issued in favour of the said Tenderer.

18. If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence: -

- i) Form 2911
- ii) NleT
- iii) Technical

19 With whom the acceptance of the tender's vest: Chairman, Old Malda Municipality, Old Malda, Malda.

20. Mode of Payment of bill: - Running bill as per supply condition or 90 % will be release after completion of work in all respect. Balance 10% payment will be release after completion of liability period.

Intending tenderers are required to submit online attested/self-attested photocopies of valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate 2023-24, PAN Card, GST, Trade License from the respective Municipality, Panchayet etc. [Non statutory documents]

**Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.**

If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

**All tenderers are requested to be present online during opening of tenders positively. If considered necessary, instant online bid may be conducted immediately after opening of tenders to lower down rates and in no case his/their absence will stand against holding the same.**

In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and / or technically sanctioned estimate.

The intending tenderer is required to quote the rate in figures. Conditional / incomplete tender will not be entertained.

The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.

Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderer may consider this criteria quoting their rates.

If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to Old Municipality for minimum period of 1(one) year.

Deduction of Tax shall be as below as per provision of Govt. norms

- i. Necessary deduction will be made as per Govt. norms.

ii. Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in purchasing with G.O. No. 599A/4M-28/06 dated 27.09.2006. Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act. Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Government.

### INSTRUCTION TO BIDDERS

#### SECTION – A

##### 1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

##### 1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department). The contractor is to click on the link for e-Tendering site as given on the web portal.

##### 2. Digital Signature certificate (DSC)

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NleT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

##### 4. Participation in more than one work.

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

##### 5. Submission of Tenders.

General process of submission: Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

- i. **Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.**
- ii. **Tender Form 2911 & NIT (Properly uploaded and Digitally Signed).**
- iii. **Professional Tax (PT) deposit receipt challan for the financial year 2022-23, PAN Card, GST Registration Certificate.**
- iv. **Registered Deed of partnership Firm**
- v. **Trade License from the respective Municipality/Panchayet etc.**

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to be rejected.

Sl no.	Category Name	Sub Category Description	Details
A.	CERTIFICATE	CERTIFICATE	1. PAN CARD 2. P.TAX(Challan) (2025-26) 3. GST-Registration 4. Trade License 5. Electrical license where required
B.	Company Details	Company Details-I	1. Trade License from respective Municipality / Panchayet etc. 2. 'Certificate of Registration' from the respective Assistant Registrar of Co – operative Societies (for Regd. Unemployed Engineer's Co – Operative Society Limited). Registered Unemployed Engineers' Co-operative Societies have to submit photocopy of certificates of Diploma or Degree Engineers (60% of Board of members) and original to be shown in the office of the undersigned whose rate stand lowest.
C.	Credential (in applicable cases)	Credential	As Stated Above.

D.	Mode of Payment of bills		<p>Bill as per site condition or 90 % will be release after completion of supply works in all respect. Balance 10% will be released after completion of liability.</p> <p>The awarded bidder may deposit same amount as bank guarantee against security deposit.</p>
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- i. Opening of Technical proposal: - Technical proposals will be opened by the Chairman, old Malda Municipality his authorized representative electronically from the website stated using their Digital Signature Certificate.
- ii. Intending tenderers may remain present if they so desire.

**C. Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ including all taxes). The contractor is to quote the rate online through Computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

FORM -I

PRE-QUALIFICATION APPLICATION

To

The Chairman  
Old Malda Municipality  
Malda,

Ref: - Tender for \_\_\_\_\_

\_\_\_\_\_ (Name of work)

**NleT.No:**

Dear Sir,

Having examined the Statutory, Non statutory and NleQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

**Date: - Signature of applicant including title**  
and capacity in which application is made.

Memo No- 1388 /13/NleT/OMM/2025-26

Dated:- 03.11.2025

Copy forwarded for information to-

1. The District Magistrate, Malda.
2. The SDO (Sadar), Malda
3. Superintending Engineer, Central Circle, MEDte
4. The Executive Engineer, Malda Division, M.E.Dte. Malda.
5. The Executive Officer, Old Malda Municipality
6. The Finance Officer, Old Malda Municipality.
7. The I.C Malda Police Station, Old Malda Malda.
8. The Head Clerk, Old Malda Municipality.
9. The S.A.E Old Malda Municipality,
10. The Accountant, Old Malda Municipality.
11. The Municipal Website
12. Notice Board.
13. Respective File.



**Chairman**  
**Old Malda Municipality**