



**OFFICE OF THE MUNICIPAL COUNCILORS  
ENGLISHBAZAR MUNICIPALITY, MALDA**

**Netaji Subhas Road, Malda. Pin-732101**

E-mail : englishbazar\_municipality@gmail.com \* Website : www.englishbazar\_municipality.org \* Office : (EPABX) : 03512-252029 \* Fax : 03512 25339

Memo No.....

Date: .....

From: The Chairman,  
Englishbazar Municipality, Malda

To: MANASKAMANA CONSTRUCTION,  
PRANTAPALLY,  
ENGLISH BAZAR, MALDA

**Subject: Acceptance Cum Work order for the work:- "Constrection of Public Toilet Block at District Industries Centre, Malda in Ward No. - 07 under E.B Municipality, Malda.**

Ref: (i) NleT No: MAD/ULB/EBM/PW-1/07/25-26  
(ii) Tender ID: 2025\_MAD\_880183\_25

Amount put to tender: Rs. 10,58,560.24  
Bid Amount : Rs. 10,58,454.38 (@ Less @ 0.01% of Tender Amount)  
Accepted Amount : Rs. 10,58,454.00

With reference to the subject cited above I on behalf of The Municipal Councillors, Englishbazar Municipality do hereby inform you that the amount Rs. 10,58,454.00 (Rupees Ten Lakh Fifty Eight Thousand Four Hundred Fifty Four Only) is accepted subjected to comply the following formalities from your end within 7(Seven) days from the receipt of this letter.

You have to make formal of contract documents in triplicate agreement with this municipality in the prescribe proforma (from-K) by paying Rs 3,000.00 (Rupees Three Thousand Only) @ 1000.00 (Rupees One Thousand Only) each set in cash stating the agency is agreeable (Terms & Conditions) as laid down in the NleT. The formal agreement should consist of From-K, NleT, Price Schedule & all documents related to the tender.

Now you are instructed to follow above instruction ( with a letter of Authority in case of representative on behalf of you) in this regard falling of which your contract is liable to be cancelled & the earnest money initially deposited will be forfeited without any further correspondence.

After executing formal agreement I on behalf of The Municipal Councilors hereby direct you to meet with the concerned engineers of our Municipality & start work within 7(seven) days. You are instructed to complete the said work within 60 days from the date of issue of this letter failing which action will be taken as per tender rules. Also note that all payments will be made after entire satisfaction of Municipal Authority.

sd/-

Chairman

Englishbazar Municipality, Malda

Memo No: .....

2676/IV 2/25-26 (6)

Date: .....

30.08.2025

**Copy forwarded for information and necessary action:-**

1. Executive Officer, Englishbazar Municipality, Malda.
2. Finance Officer, Englishbazar Municipality, Malda.
3. Councilor In Charge-W/No-03, Englishbazar Municipality, Malda.
4. Head Clerk & Accountant Englishbazar Municipality, Malda.
5. Priyanka Das, S.A.E-(C) Englishbazar Municipality, Malda.
6. Gourd File, Englishbazar Municipality, Malda.

Chairman  
Englishbazar Municipality, Malda

**English Bazar Municipality  
MALDA**