



# OFFICE OF THE MUNICIPAL COUNCILORS ENGLISHBAZAR MUNICIPALITY, MALDA

Netaji Subhas Road, Malda. Pin-732101

E-mail : [englishbazar municipality@gmail.com](mailto:englishbazar municipality@gmail.com) \* Website : [www.englishbazar municipality.org](http://www.englishbazar municipality.org) \* Office : (EPABX) : 03512-252029 \* Fax : 03512 25339

**Memo No:**

**Date:**

From: The Chairman,  
Englishbazar Municipality, Malda

To: R.R CONSTRUCTION  
VIDYA SAGARPALLY, MALDA

**Subject: Acceptance Cum Work order for the work:-** "Construction of Institutional Toilet Block at Jalalia Girls' High School in ward no -17 under Englishbazar Municipality, Malda.

Ref : (i) NIEt No: MAD/ULB/EBM/PW-1/07/25-26  
(ii) Tender ID: 2025\_MAD\_880183\_41

Amount put to tender: Rs. 7,34,304.65  
Bid Amount : Rs. 733937.50 (@ Less @ 0.05% of Tender Amount)  
Accepted Amount : Rs. 733938.00

With reference to the subject cited above I on behalf of The Municipal Councillors, Englishbazar Municipality do hereby inform you that the amount Rs. 733938.00 (Rupees Seven Lakh Thirty Three Thousand Nine Hundred Thirty Eight 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 NIEt. The formal agreement should consist of From-K, NIEt, 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: 2697/IV-2/25-26(7) Date: 30.08.2025

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

1. Executive Officer, Englishbazar Municipality, Malda.
2. Finance Officer, Englishbazar Municipality, Malda.
3. Head Clerk & Accountant Englishbazar Municipality, Malda.
4. Councillor ward no 03, Englishbazar Municipality, Malda
- ✓ 5. Pranab Rabidas, S.A.E-(C) Englishbazar Municipality, Malda.
6. Souvik Majumdar, Mazdor, Englishbazar Municipality, Malda.
7. Gourd File, Englishbazar Municipality, Malda.

  
Chairman  
Englishbazar Municipality, Malda  
English Bazar Municipality  
MALDA