



OFFICE OF THE MUNICIPAL COUNCILLORS

ENGLISHBAZAR MUNICIPALITY, MALDA.

Netaji Subhas Road, Malda. Pin-732101

E-mail : englishbazarmunicipality@gmail.com]Website : www.englishbazarmunicipality.com]Office : (EPABX) : 03512-252029 Fax : 03512-25339

Memo No.....

Date

To : Asha Construction,
Hatkhola, Bibigram(Ghosh Para), P.O & Dist.- Malda -732101

Sub: Work Order against the work, "Construction of Public Toilet Block near Matri Sadan in Ward No. - 19 under Englishbazar Municipality, Malda."

Ref: (i) N.I.e.T No. MAD/ULB/EBM/PW-1/07/25-26 vide memo no 1804/IV-2/25-26 dated 17.07.2025, SI No -47
(ii) Tender Id : 2025_MAD_880183_47

Amount put to tender : Rs 7,34,304.65
Bid Amount : Rs 7,34,084.36(0.03% less on amount put to tender.)
Accepted amount : Rs 7,34,084.36

With reference to the subject cited above I on behalf of Board of Councillors, Englishbazar Municipality do hereby inform you that the amount of **Rs 7,34,084.36** (Rupees Seven Lakhs Thirty Four Thousand Six Hundred Eighty Four & Paise Three Six Only) is accepted subject 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 prescribed proforma(form-K) by paying **Rs 3000.00**(Rupees Three Thousand Only) @Rs 1000.00/-(Rupees One Thousand) each set in cash stating the agency is agreeable(Terms & Conditions) as laid down in the NleT. The formal agreement should consist of Form-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 failing 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 Board of Councillors hereby direct you to meet with the concerned engineers of our Municipality & start work within 7(seven) days. You are also instructed to complete the said work within **60(sixty) 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

Date: 29.08.2025

Memo No

2637 | IV.2 | 25.26 | (5)

Copy forwarded for information to:

1. District Magistrate, Malda.
2. Executive Officer, Englishbazar Municipality, Malda.
3. Finance Officer, Englishbazar Municipality, Malda.
4. Md. Mainuddin, S.A.E(C), Englishbazar Municipality, Malda.
5. The H.C & Accountant, Englishbazar Municipality, Malda.

Chairman
Englishbazar Municipality, Malda

English Bazar Municipality
MALDA