



Office of the Councillor's

DINHATA MUNICIPALITY

দিনহাটা পৌরসভা

P.O. & P.S.- Dinhat, Dist.- Cooch Behar, Pin- 736135

Email.- dinhatamunicipality@gmail.com



Memo No. - PWD/.....2094

Dated, ...24.11.2025

From :- The Executive Officer, Dinhat Municipality, Dinhat.

To :- AJIT CHAKRABORTY (GSTN-19AEXPC2110E1ZS), Dinhat,

Sub:- WORK ORDER

For Work :	CONSTRUCTION OF THE PUBLIC TOILET BLOCK FOR CHILDREN PARK AT WARD NO- 02 UNDER DINHATA MUNICIPALITY. (MODEL NO "G")	
Ref :-	WBMA/Din.M/PT/11/2025-26, Tender Title: Din.M/PT/02, Tender ID: 2025 MAD 913331 2	Dated. 24.09.2025
	Circulated No- PWD/NIT/1635	Dated. 24.09.2025
	Estimated Amount Put to Tender :	Rs. 10,33,111.00
	Tendered Amount :	Rs. 10,31,975.00
	Contractual Percentage :	"0.11% Less"
	Acceptance Letter No.- PWD/2024	Dated. 18.11.2025
	Formal Agreement No. 18/2025	Dated. 24.11.2025

Sir,

Consequent to your execution of formal agreement with the undersigned for above mentioned work, you are requested to take up the work immediately in consultation with this office Sub Assistant Engineer. The date of commencement 7 days and the date of completion shall be reckoned 120 days from the date of issuance work order.

You are requested to submit the work programme matching with the date of completion date of work within seven days from the date of receipt of this letter, prior to execution of the work. No execution will be allowed until submission of said work programme.

Simultaneously with the starting of work you are also requested to submit the application for labour license in form- IV in triplicate along with Treasury challan, one for Security Deposit the other for License fee to the undersigned for onward transmission to the Assistant Labour Commissioner and registering Officer, P.O. & Dist. Cooch Behar after certifying in Form-V or a principal employer.

It should be clearly noted that the timely completion of work is the essence of contract made with you. This is for your information and immediate completion of the work.

Memo No. - PWD/.....2094/1(13)

Executive Officer
Dinhata Municipality

Dated,24.11.2025

Copy forwarded to:- 1) The Director SUDA, ILGUS Bhaban, Salt Lake, Kolkata- 106 2) The Chief Engineer, M.E.Dte. Bikash Bhaban Kol. 3) The Supdg. Engineer, M.E.D Siliguri. 4) The District Magistrate, Cooch Behar, 5) Chairman Dinhat Municipality 6) The Executive engineer, M.E.Dte. Cob., 7) The Income tax officer, Cooch Behar. 8) The Sale tax officer, Cooch Behar. 9) Assistant Labour Commissioner, Dinhat, 10) The Finance Officer, Dinhat Municipality, 11) Shaubhik Das, S.A.E. Dinhat Municipality - he is directed to follow-up the work, 12) Narayan Chandra Barman, CLTC, Dinhat Municipality - he is directed to execute the work immediately 13) The Accountant, Dinhat Municipality.

Executive Officer
Dinhata Municipality