



Office of the Councillor's  
**DINHATA MUNICIPALITY**

**দিনহাটা পৌরসভা**

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

Email.- dinhatamunicipality@gmail.com



Memo No. - PWD/.....2095..

Dated, ...24.11.2025

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

To :- SARADINDU NANDI (GSTN-19AHJPN7732L1ZO), Dinhata,

**Sub:- WORK ORDER**

<b>For Work :</b>	<b>CONSTRUCTION OF THE PUBLIC TOILET BLOCK FOR DINHATA HIGH SCHOOL AT WARD NO- 06 UNDER DINHATA MUNICIPALITY. (MODEL B)</b>	
<b>Ref :-</b>	<b>WBMAD/Din.M/PT/11/2025-26, Tender Title:</b>	<b>Dated. 24.09.2025</b>
	<b>Din.M/PT/04, Tender ID: 2025 MAD 913331 4</b>	
	<b>Circulated No- PWD/NIT/1635</b>	<b>Dated. 24.09.2025</b>
	<b>Estimated Amount Put to Tender :</b>	<b>Rs. 21,63,316.00</b>
	<b>Tendered Amount :</b>	<b>Rs. 21,62,234.00</b>
	<b>Contractual Percentage :</b>	<b>"0.05% Less"</b>
	<b>Acceptance Letter No.- PWD/2026</b>	<b>Dated. 18.11.2025</b>
<b>Formal Agreement No. 20/2025</b>	<b>Dated. 24.11.2025</b>	

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.

**Executive Officer**  
**Dinhata Municipality**

Dated, ...24.11.2025

Memo No. - PWD/.....2095/1(13)

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 Dinhata 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, Dinhata, 10) The Finance Officer, Dinhata Municipality, 11) Shaubhik Das, S.A.E. Dinhata Municipality - he is directed to follow-up the work, 12) Narayan Chandra Barman, CLTC, Dinhata Municipality - he is directed to execute the work immediately 13) The Accountant, Dinhata Municipality.

**Executive Officer**  
**Dinhata Municipality**