



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

Netaji Subhas Road, Malda. Pin-732101

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

Memo No: 2613/IX-2/25-26

Date: 28.08.2025

To: M/S. SARKAR CONSTRUCTION,  
Gayeshpur, Jhaljhalia  
Malda- 732102

Subject: Acceptance Cum Work order for the work : "Construction of Institutional Toilet block at Madhabnagar Badalmoni High School in Ward No.- 01 Under Englishbazar Municipality, Malda."

Ref : (i) Tender ID: 2025\_MAD\_880183\_1

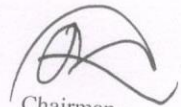
Amount put to tender: Rs. 12,09,391.49/-  
Bid Amount : Rs. 12,08,303.04/- (@0.09% Less as per Tender Amount)  
Accepted Amount : Rs. 12,08,303. 00/-

With reference to the subject cited above I on behalf of The Municipal Councillors, Englishbazar Municipality do hereby inform you that the amount of Rs 12,08,303.00 (Rupees Twelve lakh eight thousand three hundred three 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 3000.00(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 Councillors 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.

  
Chairman  
Englishbazar Municipality, Malda

Memo No:

Date:

Copy forwarded for information and necessary action to:-

1. The District Magistrate, Malda.
2. Executive Officer, Englishbazar Municipality, Malda.
3. Finance Officer, Englishbazar Municipality, Malda.
4. Head Clerk & Accountant Englishbazar Municipality, Malda.
5. Romila Ray, S.A.E- (C), Englishbazar Municipality, Malda.
6. Notice Board, Englishbazar Municipality, Malda.

Chairman  
Englishbazar Municipality, Malda