

**OFFICE OF THE BOARD OF ADMINISTRATOR**  
**MIRIK MUNICIPALITY**  
**MIRIK.**

MEMO NO. ....

423/I-4/26/mm

DATE: .....

20/1/26

To,  
NARBO YONZON,  
MIRIK.

Sub: Letter of Acceptance cum Workorder for the Construction of the Public Toilet at Tekchen Guru Lakhang at Pratap Gaon at Ward No.VII.within Mirik Municipality

Ref N.I.T.No. 07 of MNAA/2025-26 Dt. 21.11.2025  
Tender ID: 2025\_MAD\_955646\_12  
Estimated Amount put to Tender :Rs. 1489948.17  
Accepted Contractual rate : 0.06% Less  
Tendered Amount : Rs.1489054.20 say Rs.1489054/-  
Date of Completion of work : 45 Days from date of issuance of work order.

Sir,

I, on behalf of Board of Administrator of Mirik Municipality have the pleasure to inform you that the rate offered by you 0.01% below against the departmental estimate of Rs.14,89,054.00(Rupees Fourteen Lakhs Eighty Nine Thousand and Fifty Four)only against above refereed N.I.T.has been accepted by the undersigned.

You will have to abide all terms and conditions as laid down in W.B.F.2911(ii)to execute a deed of contract in W.B.F.2911(ii)to be held in the office on payment of usual charges within 7(Seven)Days from the date hereof. The work should be taken of at once in consultation with the Engineer, Mirik Notified Area Authority and should be completed within 90 Days from the date of issue of work order failing which penalty clauses 2&3 as laid down in W.B.F.2911(ii)will be applied.

You will have to produce contract Labour License under contract Labour(R&A)Act 1970 immediately.

The name&specimen signature of your agent who may be present at the work site on your behalf should be furnished invariably in receipt of work order. Any supplementary works or scheduled work in excess of the quantities provided in the bill of quantities should not be executed without prior written approval of the tendering authority. It also be noted that no material will be supplied departmentally and material should be used as per specification laid down on current PWD Schedule of Rates.

Further, you are requested to submit the site order book &work programme matching with the date of completion of the work to the undersigned prior to start of the work.

It should be clearly understood that the timely completion of the work is the essence of the agreement made with you.

This is for your information and immediate compliance.

Thanking You,

  
Chairman  
Chairperson  
Board of Administrators  
Mirik Notified Area Authority

MemoNo.....

Dated:.....

Copy Forwarded for information and necessary action please:-

- 1.The Executive Engineer, Siliguri Division, MED, Siliguri.
- 2.Executive Officer, MNAA, Mirik.
- 3.Accountant, MNAA, Mirik.
- 4.Head Clerk, MNAA, Mirik.
- 7.Office File.