



OFFICE OF THE BOARD OF ADMINISTRATORS'  
**RAIGANJ MUNICIPALITY**  
P.O. RAIGANJ, DIST. UTTAR DINAJPUR, PIN.733134 (W.B.)  
E.MAIL. – [raiganjmunicipality@gmail.com](mailto:raiganjmunicipality@gmail.com)

Office Enquiry No. 03523 242503  
Office Ph no. - Morning Section 03523 243577  
Office Fax: 03523 242542  
Chairman: 03523 242542

Memo No : 353 /PWD-III/RM/2025-26

Date: 02-12-2025

**WORK ORDER**

FROM : The Administrator,  
Raiganj Municipality



TO : MEGHNA CONSTRUCTION,  
West Birnagar, Raiganj, Uttar Dinajpur.

**Sub:-** Acceptance cum work order for construction of Public Toilet (PT) at~Bandar Bazar, in ward no~18 under Raiganj Municipality. .

**Ref:-**

**N.I.T. No.** WBMAD/ULB/RM/06/WORKS/25-26, vide memo no. 256/PWD-III/RM/25-26, dt. 25/09/2025

**Tender Id:** 2025\_MAD\_914117\_9

1. Estimated Amount Put to Tender : Rs. **9,76,961.00**
2. Work order Amount : Rs. **9,76,473.00**  
(Nine lakh seventy six thousand four hundred seventy three only)
3. Rate Accepted : 0.05% less (Zero point zero five percent less).
4. Time of completion : 60 (Sixty) days.
5. Chargeable Head : SBM-U,2.0

I on behalf of the Administrator, Raiganj Municipality do hereby inform that the rate @ 0.05% less than the BOQ i.e. **Rs. 9, 76,473.00** (Nine lakh seventy six thousand four hundred seventy three only) offered by you has been formally accepted being the lowest one and you are requested to start the work under reference as per formal agreement which is to be complied the following formalities from your end. Now, you are requested to take a program of work and also start the work immediately in order to successful completion of work within the stipulated time failing which, tender will be liable to be cancelled without any further communication.

You are also requested to complete the said work within **60 (Sixty)** days from the date of receipt of this letter with completion certificate from work will be done and also note that the payment will be made for the work after entire satisfaction of the Municipal Authority.

IT, Cess, GST etc, as the case may be, enforced by any law of the Central or State Govt, in place – shall be recovered as per prevailing admissible rates, at the time of making payments on either R.A or Final bill.

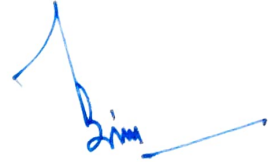
Now, you are requested to go through into the following 3 (Three) formalities positively in terms of making formal agreement within 7(Seven) days from the date of receipt of this letter:-

- a. You have to make the formal contract documents in triplicate agreement with the municipality in the prescribed proforma by paying **Rs. 6000/- (Rupees six**

**thousand only) @ 2000/- each set** in cash (on production of payment voucher "Tender Form-K" will be issued) stating that the agency is agreeable (terms & conditions) as laid down in the NleT under reference.

- b. Further you are to make an agreement in a **non- judicial stamp worth Rs. 10/- (Rupees ten only)** that the agency is abide by the rules and regulations so as to mentioned in the NleT under reference.
- c. Upto date Professional Tax Payment Certificate should be submitted at the time of making agreement if not submitted in the Technical bid.

The contractor shall have to procure all materials as per consumption and direction of the Municipal Authority whose decision regarding brand/ quality of product is final and binding upon. Still photographs have to be submitted of different stages of work during execution.



Administrator  
Raiganj Municipality

MEMO NO:- 253 (8)/ PWD-III/RM/2025-26

Administrator 02-12-25  
Raiganj Municipality

Copy forwarded for favour of information and take necessary action to

- 1) The Excutive Officer, Raiganj Municipality
- 2) The Finance Officer, Raiganj Municipality.
- 3) Sri Subrata Sarkar, Sub- Assistant Engineer, Raiganj Municipality.
- 4) The Accountant, Raiganj Municipality
- 5) The Cashier, Raiganj Municipality. He requested to collect the cost of formal document.
- 6) The Income Tax Officer, Raiganj, U/D.
- 7) The Commercial Tax Officer, Raiganj, U/D.
- 8) The Deputy labour commissioner, Raiganj, Uttar Dinajpur



Administrator  
Raiganj Municipality  
Administrator  
Raiganj Municipality

Subrata Saha