



OFFICE OF THE COUNCILLORS
HALDIBARI MUNICIPALITY

STD :03561
Phone :263264
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P.O.-Haldibari Dt.-Coochbehar

Pin-735122

Email: haldibari11municipality@gmail.com

Website: www.haldibarimunicipality.org

Memo No:- **869** /SBM-U 2.0 (MR)

Dated, Haldibari the **24/09/2025**

From : The Executive Officer
Haldibari Municipality

To
Ramananda Kundu
Haspital para, Haldibari.
Coochbehar

Sub:- Acceptance cum Work Order for the work- "CONSTRUCTION OF PUBLIC TOILET (PT) AT HALDIBARI BUS STAND. WITHIN HALDIBARI MUNICIPALITY"

Ref. No:-e-NIT NO. **WBMAD/HDBM/05/SBM U-2.0 /25-26 DATED 17.05.2025**

e-Tender ID:-**2025_MAD_879827_1**

In inviting reference to above and as per your offer, I would like to inform you that your quoted tender @ **0.56 % (zero point Five Six percent) Less i.e Rs.9,74,022.00/- (Rupees Nine Lakh Seventy Four Thousand and Twenty Two Only)**, which is also Less than the attached price schedule of **Rs. 9,79,507.00/- (Rupees Nine Lakh Seventy Nine Thousand Five Hundred and Seven Only)** has been accepted by the undersigned for the above mentioned work. It also be noted that for execution of the subjected work has duly been accepted vide all terms and conditions as laid down in the **e-NIT NO. WBMAD/HDBM/05/SBM U-2.0/25-26 DATED 17.07.2025 , e-Tender ID:-2025_MAD_879827_1** on behalf of Haldibari Municipality. The contract value for the job works out to be only on the basis of quantities and rates of items of work quoted by you in the financial bid Enclosed. The exact value of the contract shall, however, depend on the quantities of work actually executed, measured at site or supplied and accepted for payment provided the work in its every stage satisfy the required quality.

The contract price:-

The price is firm and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

Completion time:-

120 (One Hundred Twenty) days' Time is essence of the contract and no extension will be granted without valid reasons. In the event of delay in completing the work within the specified period as per contract and also failure to perform proportionate work in proportionate time on the part of contractor, liquidated damage will be applicable as per standard terms of the contract

Construction Programme:-

Immediately upon receipt of this work order contractor is advised to prepare a construction programme in consultation with the Undersigned, concerned ward Councillor, with the help of **Sri MadhabRoy, SAE(Contractural)**, Haldibari Municipality, giving the completion date against each stage and he shall take utmost measures to guard against time over-run-in respect of the aforesaid contract. Failure to submit the program within **07(seven)** days from the date of work order, the said work order is liable to be cancelled.

Instruction to the Contractor:-



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Records to be maintained at site. Following Records should be maintained at site by the contractor

- 1.0A site order book** will have to be maintained by the Contractor for recording the observation/remarks Engineers during the course of execution and the contractor will rectify or make good the minor defects at his own cost and necessary compliance report recorded in the site order book to that effect. The Xerox copy of the observation and compliance report will be attached along with the RA. Bills. However in the pre-final/final bill, the site order book will be handed over this office.
- 2.0 Daily Work Register** in which progress of work, daily manpower & machineries deployed at site, hindrances etc. should be mentioned on regular basis.
- 3.0 Display board:-** Display Board as per specifications of Haldibari Municipality to be followed by the agency, should be erected for better monitoring & transparency in execution of works. Display notice board should be erected in the properly visible location, Display of the board should be providing within 15 days from the date of work order. Failure to comply with the same will invite penalty towards withheld of the amount as will be decided by the competent authority.
- 4.0 Royalty:-** Original royalty charges receipt to be produced for checking and verification of the photocopy of Royalty charges.
- 5.0 Disposal of surplus earth:-** As per specification of the tender the contractor is solely responsible for disposal of the surplus earth during the progress of the work and as per direction of the competent authority in default of which the authority will have the power to arrange for disposal of the same at the cost of the contractor to be deducted from his bill. In case of large quantity of surplus earth as obtained from excavation the contractor may arrange for disposal of the same to any suitable place or any cost payable to him by others. In that case necessary deduction for cost of earth as decided by the authority will be recovered from him. In both the cases surplus earth should be disposed off within 4 (four) days from the date of excavation from which the earth is accumulated.
- 6.0 Photograph:-** The contractor shall do photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work And also the photograph of any reinforcement work. No separate payment will be made to the contractor for this including reinforcement work with an identification mark.
- 7.0 Defect Liability Period:-** *The agency shall bear the liability of any defects that may arise for the period of 5 (Five) Years from the date of completion of the work. (G.O NO.:- 1M-32/23/285-R/PL dated 02-08-2024 by P.W.Dept. Govt. of West Bengal)*
- 8.0 Payment:-** The progressive and stage-wise payment will be made depending upon the executed work as follows, The payment of R/A as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.
- 9.0 Release of security deposit:-**
The security money & Earnest money will only be released on proper maintenance of the work including all its components for a period of 5 (Five) Years from the date of completion and handing over to Haldibari Municipality.

You are requested to start the work immediately in consultation with the concern SAE Haldibari Municipality.

I have gone through the terms & conditions laid in the work order issued in favor and I do accept the same without any ambiguity.

(Signature of Agency with date and seal)

Executive Officer
Haldibari Municipality

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Haldibari Municipality



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Dated, Haldibari the 24/09/2025

Copy forwarded for information & necessary action to :

1. The Director SUDA
2. The Chairman, Haldibari Municipality.
3. The Finance Officer, Haldibari Municipality.
4. The Councillor, Ward No.- 7, Haldibari Municipality
5. The Income Tax Officer, , Jalpaiguri.
6. The Commercial Tax Officer, Jalpaiguri.
7. The Executive Engineer, MED Jalpaiguri Division.,
8. Sri Madhab Roy, **SAE(Contractural)**, Haldibari Municipality.He is adviced to consult with Hijli Inpiration.
9. The Head Clerk, Haldibari Municipality.
10. The Accountant-in-Charge, Haldibari Municipality.
11. Office File.

Executive Officer
Haldibari Municipality

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