

কীরপাই

Office of the Councilors of the  
**KHIRPAI MUNICIPALITY**

পৌরসভা

At Post- Khirpai, Dist- Paschim Medinipur, Pin- 721232  
Mob. No – 8116333450 & Whatsapp No – 9732770929

Memo No....22.0./Km/26

Dated Khirpai, the ...25/03/2026

From: The Chairman/Vice Chairman/Executive Officer, Khirpai Municipality, Khirpai, Paschim Medinipur

To  
The Director,  
State Urban Development Agency (SUDA)  
Urban Development & Municipal Affairs Department  
Government of West Bengal



**Sub: Submission of proposal for release of 1st installment of funds for construction of toilet blocks sanctioned under CSAP-3A of SBM-U 2.0. within Khirpai Municipality**

Sir,

In reference to the CSAP-3A toilet block construction works sanctioned for Khirpai Municipality and in compliance with the advisory issued vide Memo No. SUDA-954/2021/630, dated 17.01.2026, this Municipality is hereby submitting the proposal for release of the 1st installment towards the construction of new toilet blocks sanctioned under CSAP-3A of SBM 2.0 and as such I would like to state the following information for your ready reference.

1. All Work Orders issued for the sanctioned toilet blocks have been uploaded to the CSAP-3A Portal (<https://csapthreeta.codydeasoftware.in>)
2. A detailed synopsis of the Work Orders issued is enclosed herewith (as per the prescribed format).
3. As per guidelines, this Municipality request to release of 30% of the aggregated Work Order amount as the 1st installment for commencement of construction activities.
4. Now, I am to submit herewith all subsequent compliance documents—work progress reports, completion certificates, O&M compliance, and utilization certificates—in due course as required for release of further installments.

You are therefore requested to kindly process and release Rs.2387349.15 (Rupees Twenty Three Lakh Eighty Seven Thousand Three Hundred Forty-nine point one five only) as the 1st installment as earliest to enable timely execution of the sanctioned toilet block construction works.

Thanking you

Encl. :

1. Synopsis of Work Orders (as per prescribed format)
2. Copies of Work Orders.

  
Yours faithfully,  
CHAIRMAN, 25/3/26  
KHIRPAI MUNICIPALITY  
PASCHIM MEDINIPUR

**Synopsis of the Work Orders Issued for New construction CT/PT under Khirpai Municipality**

Sl No	ULB Name	Name of the Work	Type of Work CT/PT	Ward No	AA & FS Amount	Tender Invited		Submission Start Date	Submission End Date	No of Bids Received	Work Order Issued				1st Installment (30% of the W/O amount) in Rs.
						Bid Reference	Date				WO No	WO Date	Agency Awarded	WO Amount in Rs.	
1	KHIRPAI MUNICIPALITY	ESTIMATE CONSTRUCTION OF A COMMUNITY TOILES BLOCK AT DACKBANGLOW IN WARD NO. - 07 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/239/0002.	CT	7	800004.00	WBMAD/ULB/ M/SBM/25- 26/NIT-51	20.01.2026	20.01.2026 AT 6.55 PM	31.01.2026 at 9.30A.M	3	128/KM/26	16.02.2026	BILASHI ADIKARY	776150.073	232845.02
2	KHIRPAI MUNICIPALITY	ESTIMATE CONSTRUCTION OF A COMMUNITY TOILES BLOCK AT NILDANGA IN WARD NO. - 08 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/241/00 05	CT	8	800004.00	WBMAD/ULB/ M/SBM/25- 26/NIT-51	20.01.2026	20.01.2026 AT 6.55 PM	31.01.2026 at 9.30A.M	3	129/KM/26	16.02.2026	UMMATTI KAJI	774596.219	232378.87
<b>Total</b>					<b>1600008.00</b>										<b>465223.89</b>



  
**CHAIRMAN,**  
**KHIRPAI MUNICIPALITY**  
**PASCHIM MEDINIPUR**

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At Post- Khirpai, Dist- Paschim Medinipur, Pin- 721232  
Mob. No – 8116333450 & Whatsapp No – 9732770929

Memo No. 128/Km/26

Dated Khirpai, the ... 16.02.2026

From: The Chairman/Vice Chairman/Executive Officer, Khirpai Municipality, Khirpai, Paschim Medinipur

**WORK ORDER**

To

Sri BILASH ADIKARY

At :- Khirpai

P.O:- Khirpai

Dist:- Paschim Medinipur



**Sub:-** WORK ORDER FOR ESTIMATE CONSTRUCTION OF A COMMUNITY TOILES BLOCK AT DACKBANGLOW IN WARD NO. - 07 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/239/0002.

Ref: - Your tender against :- WBMAD/ULB/KM/SBM/25-26/NIT-51, Memo No.- 43/KM/26, Dt:- 20/01/2026

Tender ID: 2026\_MAD\_991674\_1.

Estimated amount put to tender Rs.- 776927.00

Tender amount Rs.- 776150.073

Time of Completion 120 Days

Sir,

The undersigned is pleased to inform you that your tender for the aforesaid work @ 0.10% (zero point one zero present) less than the estimated rate has been accepted by the undersigned on behalf of the Board of Councilors of the Khirpai Municipality, Dist – Paschim Medinipur

You are requested to take up the work immediately in consultation with the S.A.E, Manojit Das Khirpai Municipality, Dist – Paschim Medinipur. The work should be completed within the stipulated time period in strict compliance with the clause, specification and terms and conditions mentioned in the tender documents. If not completed within specified time without valid reason to be decided by The Chairman, penalty may be imposed @ 1% of pending work for every delay of 7 days in case of working period of 365 days. Time of completion due 45 days. This is to be treated as formal work order and the date of commencement of work will be counted from the date of receiving of this letter. You are also informed that I.T/GST deduction will be made as per rule and security deposit, 8% of work value will also be deducted and no advance payment will be made and authenticated challan of M/M should be submitted with the bill.

Memo No.

Copy forwarded to

- 1) The Executive Officer, Khirpai Municipality
- 2) The F.O, Khirpai Municipality
- 3) The Accountant, Khirpai Municipality
- 4) The Sub Assistant Engineer, Khirpai Municipality
- 5) The Councilor, Ward no – 07

Date-

  
Chairman  
Khirpai Municipality  
CHAIRMAN,  
KHIRPAI MUNICIPALITY  
PASCHIM MEDINIPUR

Chairman

Khirpai Municipality

Receive by  
20/02/26

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Office of the Councilors of the  
**KHIRPAI MUNICIPALITY**

পৌরসভা

At Post- Khirpai, Dist- Paschim Medinipur, Pin- 721232  
Mob. No – 8116333450 & Whatsapp No – 9732770929

Memo No. 129/Km/26

Dated Khirpai, the ... 16.02.2026

From: The Chairman/Vice Chairman/Executive Officer, Khirpai Municipality, Khirpai, Paschim Medinipur

**WORK ORDER**

To

Sri UMMATI KAJI

At :- Khirpai

P.O:- Khirpai

Dist:- Paschim Medinipur



**Sub:- WORK ORDER FOR ESTIMATE CONSTRUCTION OF A COMMUNITY TOILES BLOCK AT NILDANGA IN WARD NO. - 08 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/241/0005**

Ref: - Your tender against :- WBMAD/ULB/KM/SBM/25-26/NIT-51, Memo No.- 43/KM/26, Dt:- 20/01/2026

Tender ID: 2026\_MAD\_991674\_2.

Estimated amount put to tender Rs.- 776927.00


Tender amount Rs.- 774596.219

Time of Completion 120 Days

Sir,

The undersigned is pleased to inform you that your tender for the aforesaid work @ 0.30% (zero point three zero present) less than the estimated rate has been accepted by the undersigned on behalf of the Board of Councilors of the Khirpai Municipality, Dist – Paschim Medinipur

You are requested to take up the work immediately in consultation with the S.A.E, Suvojit Palui, Khirpai Municipality, Dist – Paschim Medinipur. The work should be completed within the stipulated time period in strict compliance with the clause, specification and terms and conditions mentioned in the tender documents. If not completed within specified time without valid reason to be decided by The Chairman, penalty may be imposed @ 1% of pending work for every delay of 7 days in case of working period of 365 days. Time of completion due 45 days. This is to be treated as formal work order and the date of commencement of work will be counted from the date of receiving of this letter. You are also informed that I.T/GST deduction will be made as per rule and security deposit, 8% of work value will also be deducted and no advance payment will be made and authenticated challan of M/M should be submitted with the bill.

  
Chairman

Khirpai Municipality  
CHAIRMAN,  
KHIRPAI MUNICIPALITY  
PASCHIM MEDINIPUR

Date-

Memo No.

Copy forwarded to

- 1) The Executive Officer, Khirpai Municipality
- 2) The F.O, Khirpai Municipality
- 3) The Accountant, Khirpai Municipality
- 4) The Sub Assistant Engineer, Khirpai Municipality
- 5) The Councilor, Ward no – 07

Chairman

Khirpai Municipality