

Part- 1

**Greenwood Park Extension Apartment
Owners' Association**

**DOCUMENTS
OF**

**TENDER FOR “REPAIR AND RENOVATION
WORK OF HIG BUILDINGS AT GREENWOOD
PARK EXTENSION, NEW TOWN, KOLKATA,
WEST BENGAL.”**

TENDER NO: - GREEN WOOD/INFRA/PH-02/001/26-27

Volume - I

BY

MMCS Pvt. Ltd.

**FD-396, SALT LAKE, SECTOR-III,
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July – 2026

DOCUMENTS

FOR

**TENDER FOR “REPAIR AND RENOVATION WORK OF
HIG BUILDINGS AT GREENWOOD PARK EXTENSION,
NEW TOWN, KOLKATA, WEST BENGAL.”**

TENDER NO: - GREEN WOOD/INFRA/PH-02/001/26-27

Cover - I

Issued to:

Date of Issue:

Signature and Designation of Issuing Officer:

On behalf of Bidder:

President,
Greenwood Park Extension
Apartment Owners' Association

CONSOLIDATED TENDER NOTICE

Sealed tenders are invited on two Cover basis (i.e. Cover-I: Techno-Commercial Part & Cover-II: Financial Part) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the following work at GREENWOOD PARK EXTENSION, NEW TOWN, KOLKATA, WEST BENGAL.

Name of work	:	TENDER FOR “REPAIR AND RENOVATION WORK OF HIGH BUILDINGS AT GREENWOOD PARK EXTENSION, NEW TOWN, KOLKATA, WEST BENGAL.”
Tender No.	:	GREEN WOOD/INFRA/PH-02/001/26-27
Time of completion	:	6 [Six] Months.
Earnest Money	:	Rs 43,000.00 (Rupees Forty-Three Thousand Only)
Sale Period (both days inclusive)	:	07.08-2026 to 21.08-2026. (FROM 11:00 TO 17:00 Hrs) (Bid document will be available at The Office of Facility Manager GREENWOOD PARK EXTENSION (Gol Bari), Street No- 101, Action Area- 1B, NEW TOWN, KOLKATA -700156, WEST BENGAL
Last date of submission of tender and opening of Cover -I of the Tender	:	<u>22.08-2026 (Submission up to 16:00 hrs.)</u> <u>22.08 -2026 (Opening at 17:00 hrs.)</u>
Cost of Tender Document (Non-refundable)	:	Rs 500.00 [Rupees Fifteen Hundred only].
Contact Person.	:	Facility Manager 033 4601 6644 / GWPE Gate- 6291408255

Details of the tender can be seen at the Notice Board of Society office of GREENWOOD PARK EXTENSION, NEW TOWN, KOLKATA, WEST BENGAL

DETAIL TENDER NOTICE

NAME OF WORK: - TENDER FOR “REPAIR AND RENOVATION WORK OF HIG BUILDINGS AT GREENWOOD PARK EXTENSION, NEW TOWN, KOLKATA, WEST BENGAL.

TENDER NO: - GREEN WOOD/INFRA/PH-02/001/26-27

ESTIMATED COST:- 43 LAKHS

PRE-QUALIFICATION CRITERIA FOR BIDDERS: -

1. The intending bidders must have successfully completed **construction and/or maintenance and/or repairs and/or up gradation and/or improvement of Residential complex at least G+4 storied multi tower project with any combination of above works during the last 7 (Seven) years** ending last day of month previous to one in which applications are invited and minimum value of the completed works should comply with either of the following stipulations as given below: -

Either (i) Three completed works each costing not less than 18 Lakhs Or (ii) Two completed works each costing not less than 27 Lakhs.Or (iii) one completed work costing not less than 36 Lakhs.

2. The Average Annual Financial Turnover of the bidding firm during the last three years, ending on **31-03- 2026**, should be at least **50 Lakh** or more.
3. Preference should be given to the specialist Repairing work company who have an own office in Kolkata.

TENDER AUTHORITY: -

President,

GREENWOOD PARK EXTENSION APARTMENT OWNERS' ASSOCIATION,
NEW TOWN, KOLKATA, WEST BENGAL.

OTHER INSTRUCTIONS: -

Sealed tenders are invited on two Cover basis (i.e. Cover-I Techno Commercial Part & Cover-II Financial Part) from resourceful, experienced and bonafide bidders with sound technical and financial capabilities for the above mentioned work at Newtown, Kolkata, West Bengal.

Tender Document (Non-transferable) will be available from the office of the Facility manager's office at the address captioned above on any working day i.e. Monday to Saturday during 11

a.m. to 5 p.m. on payment of the cost of tender document (Rs.500/-) to be remitted by Banker's cheque or demand draft, payable to 'GREENWOOD PARK EXTENSION APARTMENT OWNERS ASSOCIATION A/C HIG BLDG RESTORATION' only for one set of tender Document.

Request letter for purchase of tender document should contain the following declarations: -

- (a) That the Bidding Firm has not been debarred / de-listed by any Govt / Semi Govt. / Public Sector undertaking in India.
- (b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm / partnership firm / limited company, as the case may be) is / are not associated with any other firm bidding for the same work.

Notification for issuance of any Addendum / Corrigendum to the tender document will be given only through e-mail and the bidders are requested to check for the same before submission of their offers.

Tenderers are not permitted to alter/change/delete/modify any clause of the tender document.. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.

Bidders shall submit the Bid Document as stipulated in the **"Instructions To Bidders"** of the tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.

Issuance /submission of tender document to / by any bidder shall not construe that such bidder is considered qualified.

Sealed tenders will be received at the same office of the Facility Manager up to 16:00 hrs. on the last date of submission and opening of tender specified above. Delayed offers and offers sent through fax / e- mail shall not be considered.

Cover-I of the Tender will be opened shortly after 5 .00 p.m. on the stipulated date in presence of Bidders or their authorized representatives who may wish to be present.

Cover-II of only technically & commercially qualified bidders will be opened at a later date under due intimation to all concerned.

In case of unscheduled Holiday / Bundh on the date of opening of tenders, the same will be opened on the next working day. The Bidder will also be allowed to deposit their tenders till 16:00 hrs. on such extended day of opening.

It is stated here that the subject **TENDER WILL NOT BE EXTENDED FURTHER .**

Greenwood Park Extension Apartment Owners' Association reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.

President,

Greenwood Park Extension Apartment

Owners' Association,

New Town, Kolkata.

INSTRUCTIONS TO BIDDERS

1.0 GENERAL:

The work as described in the tender shall be executed in Kolkata and in accordance with the tender document.. Location of the place of work might be inspected by visiting the office of the Facility Manager of GWPE on any working day before quoting for the tender.

2.0 EARNEST MONEY:

An Earnest Money of **Rs 43,000.00 (Rupee Forty-Three Thousand Only)** is required to be deposited in a separate envelope along with cover-1 of the tender . Earnest Money shall be deposited by Banker's Cheque or by Demand Draft of any Nationalized Bank/Scheduled Bank of India drawn in favour of **"Greenwood Park Extension Apartment Owners Association A/C HIG BLDG RESTORATION"** payable at Kolkata.

The envelope marked **"EARNEST MONEY"** should be super scribed with the title of the work, Tender No, Bidder's identity, etc.

Tenders submitted without requisite Earnest Money are liable to be rejected.

3.0 MODE OF SUBMISSION OF BID:

All bidders must submit their offers strictly in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted. Any term not incorporated / submitted with Cover-I of the Tender but incorporated / submitted with Cover-II shall be rejected outright.

Duly filled in

tender documents shall be put in 2 (two) separate sealed covers as follows:

(a) **COVER-I**, which shall contain **ENVELOPE -I (Earnest money) & ENVELOPE**

– II (which shall include general terms and conditions of the tender as received from GWPE duly accepted by signing all the pages unconditionally along with documents supporting credentials as sought in the tender document)

(b) COVER-II, which shall contain price bid of the tender document.

A covering letter containing the following declarations: -

a). That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. / PublicSector undertaking in India.

b).The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.

Envelope – II shall contain the following documents:

A. Essential Documents:

(To be submitted with the bid one time only)

(i) Credentials in the form of copies of Letters of Award of Works, Bill of Quantities of the works and corresponding Completion Certificates from owners to justify that the intending bidder satisfies the earlier mentioned pre-qualification criteria.

(ii) Certified copies of audited balance sheet and/or ITR for the **last 3 (three) financial years (i.e. 2022 – 2023, 2023-2024 and 2024 – 2025 or 2023-24, 2024-25 and 2025-26) OR** a certificate from a Chartered Accountant / Financial Auditor showing financial annual turnover of the company for the said financial years.

The bidder will have to produce the original documents, if asked for. Under no circumstances the bidders will be permitted or asked to submit the aforesaid particulars or documents after submission of their tender. Hence bidder should be very careful about the aforesaid documents before submission of the offer/ tender.

B. Other Documents:

(i) Volume-I of the Tender Document. All pages of Part -I shall be signed by the Bidder and stamped with his official seal.

(ii) A Declaration that no conditions / deviations have been added in COVER- II i.e. in the price bid .

(iii) Copy of the following document:-

1. Proof of possessing GST registration certificate and PAN/ TAN.
2. Valid Trade License.
3. Company Registration certificate (if applicable).
4. Company Labour lienees.

The bidder is required to submit list of works, which are in hand at the time of submitting their offer. This list of works is required to be submitted in the enclosed proforma titled 'Concurrent Commitments of The Bidder'.

The bidder will have to produce the original documents or any additional documents, if asked for.

COVER-II will contain the Part -II of the tender document with Price Bid as per BOQ and Form of Tender duly signed, sealed & filled up by the bidder. Rates of each item should be in numerals and in words as asked for in the tender document. If there are discrepancies of rates in two formats then rates quoted in words will be considered as correct rate.

The sealed envelopes shall be super scribed with the name of work with the Bid No, bidder's name, Postal address and Telex / Telegraphic / FAX / E-mail address of the Bidder.

The sealed covers must be submitted so as to reach the President or her authorized representative, at **GREENWOOD PARK EXTENSION, NEW TOWN, KOLKATA, WEST BENGAL** latest by 4.00 p.m. on the last date of submission of the tender documents.

Telex / Telegraphic / electronic/digital / Late Offers shall not be accepted. GWPE will not be responsible for any misplacement or late receipts through post or any request for issuance of tender documents and for subsequent submission thereof.

All the bidders should submit the tender in accordance with the Mode of submission of Bid as aforesaid.

4.0 OPENING OF BIDS:

Only COVER-I containing Envelope-I & Envelope-II as stated above will be opened on the date and time as fixed in the tender document, at the office of the F.M of GWPE, KOLKATA in presence of bidder (or his authorized representative) who wishes to be present.

Envelope – II & Cover-II of only those bidders who have deposited requisite Earnest Money shall be opened.

COVER-II containing the bid will be sealed separately and kept under the custody of **GWPE**. After evaluation / scrutiny of documents in the Cover-I are completed, the Cover-II i.e “Bid” documents only of technically & commercially accepted bidders satisfying the Eligibility Criteria stipulated in the notice inviting tender (NIT) shall be opened at a later date, with due intimation to such bidders.

5.0 SECURITY DEPOSIT:

For the successful Bidder, the Security Deposit shall be **10%** of the total project cost and will be deducted from the running account bills after adjusting earnest money.. 50% of the security deposit will be released after certified completion of the work by Project Management Consultant, appointed on behalf of the President of the society. Remaining 50% of the security deposit will be released after Defect Liability Period which is six months after certified completion date or after the end of the first monsoon (i.e. June-September) after certified completion date, whichever is later. The contractor is required to execute necessary agreement with GWPE as soon as possible after award of the work but not later than the payment of 1st R.A bill. Necessary stamp paper for the agreement are required to be supplied by the contractor.

6.0 REFUND OF EARNEST MONEY: -

The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidders without any interest within 30 days from the date of placement of Work Order or just after the expiry of the validity of the offer whichever is later, subject to the provisions made in "Validity of Offer" Clause herein.

The same DD/ BC/ Pay order etc. of unaccepted tenderers, submitted as Earnest Money, shall be returned / refunded without any interest.

7.0 VALIDITY OF OFFER:

The tender shall remain valid for a period of **4 (four) months** from the date of opening the same. If before expiry of this validity period, the Bidder withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Society

8.0 DETAILED SCRUTINY OF TENDERS:

During the course of examination of Cover-I of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids i.e. Cover-II of those bidders who meet the qualifying criteria of NIT shall be opened.

During techno-Commercial Evaluation, i.e evaluation of Cover-I of tender, an offer shall be considered non- responsive in case:-

- a) the tender received after the date and time specified in NIT.
- b) is not accompanied by requisite earnest money,
- c) validity of the offer is less than tender stipulation,
- d) Bid document not signed and sealed in a manner indicated in the bid document.
- e) Does not meet the Qualification Criteria as stipulated in the NIT.
- f) Document not submitted as per Instruction to Bidders.

In addition to above, a bidder may be disqualified if –

- a) The bidder provides misleading or false information in the statements and

documents submitted.

b) Record of unsatisfactory performance during the last seven years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.

The decision of society in this regard shall be final and binding on the Bidder.

9.0 EVALUATION CRITERIA:

During evaluation of Cover-II i.e Price Part, provided that the bidder submits his offer following tender stipulations & specifications, **the lowest offer received will be considered for acceptance by the Society subject to further negotiations/clarifications** if felt necessary.

10.0 ACCEPTANCE OF TENDER:-

Greenwood Park Extension Apartment Owners' Association reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.

Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.

The successful Tenderer will be notified in writing of the acceptance of his tender.

The "Tenderer" then becomes the "Contractor" and he shall forthwith take steps to execute the Contract Agreement.

11.0 MISCELLANEOUS:

a. Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.

b. The bidder shall **not impose his/her/their own terms & conditions** in the Bid offer or **quote his rates based on his own terms and conditions**. Such tenders

are **liable to rejection at the option of the Society without further reference to the bidder.**

c. The successful Bidder shall arrange for the supply of all materials, labour, tools and plants as stipulated in the tender document, including the Special Conditions of Contract, required for efficient execution of the work.

d. All measuring units are in **Metric System** and **rates** and **sums** in the tender are in **Indian Currency**. The language used throughout shall be **English**.

e. The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed on every page of the tender.

f. **TENDER WILL NOT BE EXTENDED FURTHER.**
