

ARMY PUBLIC SCHOOL RANCHI
Dipatoli Cantt, PO- Hotwar,
Ranchi, Jharkhand- 834012
Phone: 0651-2273354

TENDER DOCUMENT FOR SCHOOL BOOK & STATIONERY SHOP

Copy No.....

1. Please refer this School advertisement published in _____ dated 22 February 2024.
2. Term & Conditions and relevant instructions for the Book & Stationery Shop are as under :-
 - (a) Name of Work : Set up of a Book & Stationery Shop in the School.
 - (b) Cost of Tender Documents : **Rs. 500/-** (Rupees five hundred only) Through DD in favour of Army Public School Ranchi, payable at Ranchi (Non-refundable).
 - (c) Sale of Tender Documents : From 22 February 2025 to 07 March 2025
During 10 A.M to 3 P.M. from school office, Army Public School Ranchi.
 - (d) Last Date & Time of submission : 07 March 2025 by 2 P.M. (No Tender form will be accepted after last date of submission).
 - (e) Date & time of Opening of Tenders: Will be intimated.
3. **Terms & Conditions:-**
 - (a) Bidders are required to fill up the Application Form attached as **Annexure - I**
 - (b) Each bidder is required to submit Demand Draft of **Rs. 20,000/-** (Rupees twenty thousand only) as Earnest Money. The Earnest Money will be refunded after the award of the contract. Demand Draft in favour of Army Public School Ranchi will only be accepted.
 - (c) Successful bidder will have to make following payment on award of contract:-
 - (i) Security Deposit of **Rs. 50,000/-** (Rupees fifty thousand only). The Earnest Money of the successful bidder will be adjusted as Security Deposit.
 - (ii) Licence Fee - **Rs.2,000/-** per month.
4. The contract will be awarded for a duration of ONE YEAR /Academic Session (Whichever is less). The contract may be extended for another One year/next academic session on satisfactory service, provided by the Vendor. The awardee (s) of the contract shall vacate the premises on expiry of the contract period.
5. Shop timing and working days will be regulated by the School management.
6. The contractor shall display the list of the items along with rates on the notice board displayed out side the Shop.

7. The contractor shall see to it that at least 75 % of all the approved items are available in the Shop every day failing which the contract is liable to be terminated.
8. Any increase or over-charging, if found to be true, shall make the contractor liable to fine as decided by the School Book & Sty Shop Committee or termination of the contract, or both.
9. The shop must be kept clean and free of unhygienic conditions.
10. The bearer/staff (not below 18 years of age) employed by the contractor shall have to be kept neat and clean. The contractor should not employ young children as prohibited under the law.
11. Contractor shall be responsible for ensuring safety and maintenance of all the equipment including electrical equipments installed in the Book & Sty Shop premises during the entire period of the contract.
12. If the contractor leaves in between the term of the contract, the Security Money deposited by the Contractor will be forfeited.
13. In case of failure to adhere to the terms and conditions by the contractor, the School shall have the authority to lock the premises and take possession of the same.
14. The contractor shall not sub-let the premises either in whole or in part. The premises shall not be used for residential purposes even for staff. No additions or alterations in the premises will be made without permission of the School.
15. **Shop shall be supervised by the Book & Sty Shop committee, APS Ranchi. The contractor shall abide by the directives of the Book Sty Committee.**
16. In case of breach of any of the conditions of the contract, the Security Deposit shall be liable to be forfeited. Decision of the Chairman/Principal APS Ranchi shall be final and binding on the contractor.
17. The School reserves the right to award the contract to any party/person irrespective of the rates quoted by them.
18. An agreement will have to be signed between the School and the Contractor before the start of the work .
19. Rebate to the School per annum for Books & Stationary Shop is Rs. _____/-
(In Words Rupees _____ only)

Signature of vendor _____

ARMY PUBLIC SCHOOL RANCHI

TENDER DOCUMENTS FOR BOOK & STATIONERY SHOP

1. Name of the Contractor _____
2. Name of the Company _____
3. Registered Address _____

Tele No .Office _____ Residence _____
4. Name & Address where _____
At present the contractor is _____
Running Book Shop _____
5. Previous Experience (a) _____
(give details & attach proof) (b) _____
(c) _____
(d) _____
6. PAN No of the Party _____
7. Current Account No. _____ Bank _____ Branch _____
8. Trade License No. _____ Valid up to _____ (attach copy)
9. Earnest Money of Rs. 20,000/- deposited vide DD No. _____ date _____ Bank _____
10. Attached copy of IT Return of last three years alongwith the tender form Yes/No.
11. Any other information _____

Date:

(Signature of authorized Person)