

ARMY PUBLIC SCHOOL RANCHI
Dipatoli Cantt, P.O - Hotwar, Ranchi-834012 (Jharkhand)
Phone: 0651-2273354, email - asr8208@gmail.com

TENDER NOTICE

1. Offers are invited from interested Vendors for running of the following shops located within the premises of Army Public School Ranchi at Dipatoli Military Station near Booty More, Ranchi :-

- (a) Books and Stationery Shop- Area 341.55 Sqft fully furnished.
- (b) Wet Canteen- Area 797 Sqft fully furnished alongwith 1455 Sqft shed area with sitting facilities.
- (c) Uniform Shop- Room Size 225 Sqft fully furnished.
- (d) Upkeep and Maintenance of the shop will be responsibility of the selected vendor, and the Management Committee is empowered to discontinue/cancel the MoU within a month advance notice.

2. Tender documents are available separately for each shop and can be accessed from www.apsranchi.com or collected from the School office between **1000 hrs to 1500 hrs** from **28.01.2026 to 10.02.2026** on all working days against non refundable payment of **Rs 500/-** each through a demand draft payable at Ranchi made in favour of Army Public School Ranchi. Last date of submission of tender documents duly completed is **10.02.2026 by 1400 hrs**.



Principal

Army Public School Ranchi

ARMY PUBLIC SCHOOL RANCHI

Dipatoli Cantt, PO- Hotwar,

Ranchi, Jharkhand- 834012

Phone: 0651-2273354

TENDER DOCUMENT FOR SCHOOL BOOKS & STATIONERY SHOP

Copy No.....

1. Please refer this School advertisement published in _____ dated 2026.
2. Term & Conditions and relevant instructions for the Books & 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 2026 to 2026
During 10 A.M to 03 P.M. from School Office,
Army Public School Ranchi.
 - (d) Last Date & Time of submission :2026 by 03 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)** 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) License Fee – **Rs.2,000/-** per month
 - (d) Bidders are requested to quote supply rates for the items as per **Annexure-II** to this Document (For Books & Stationery Shop)
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 Books & Stationery 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 equipment's 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. **Upkeep and Maintenance of the shop will be responsibility of the selected vendor, and the Management Committee is empowered to discontinue/cancel the MoU within a months advance notice.**
16. **Shop shall be supervised by the Books & Stationery Shop committee, APS Ranchi. The contractor shall abide by the directives of the School Books Committee.**
17. 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.
18. The School reserves the right to award the contract to any party/person irrespective of the rates quoted by them.
19. An agreement will have to be signed between the School and the Contractor before the start of the work .
20. Rebate to the School per annum for Books & Stationery is Rs. _____ /-
(In Words Rupees _____ only)

Signature of vendor _____

ARMY PUBLIC SCHOOL RANCHI

TENDER DOCUMENTS FOR BOOKS & 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 Books 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 along with the tender form Yes/No.
11. Any other information _____

Date:

(Signature of authorized Person)

ARMY PUBLIC SCHOOL RANCHI

Dipatoli Cantt, PO- Hotwar,

Ranchi, Jharkhand- 834012

Phone: 0651-2273354

TENDER DOCUMENT FOR SCHOOL WET CANTEEN

Copy No.....

1. Please refer this School advertisement published in _____ dated 2026.
2. Term & Conditions and relevant instructions for the Wet Canteen Shop are as under :-
 - (a) Name of Work : Set up of a Uniform 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 2026 to 2026
During 10 A.M to 03 P.M. from School Office,
Army Public School Ranchi.
 - (d) Last Date & Time of submission :2026 by 03 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)** 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) License Fee – **Rs.2,000/-** per month
 - (d) Bidders are requested to quote supply rates for the items as per **Annexure-II** to this Document (For Wet Canteen)
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 Wet Canteen 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. The contractor will make his own arrangement for cooking gas, crockery, glasses and other kitchen equipment. Disposable cups/plates after use should be properly disposed off.
12. Contractor shall be responsible for ensuring safety and maintenance of all the equipment including electrical equipment's installed in the Wet Canteen Shop premises during the entire period of the contract.
13. If the contractor leaves in between the term of the contract, the Security Money deposited by the Contractor will be forfeited.
14. 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.
15. 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.
16. **Upkeep and Maintenance of the shop will be responsibility of the selected vendor, and the Management Committee is empowered to discontinue/cancel the MoU within a months advance notice.**
17. **Shop shall be supervised by the Wet Canteen Shop committee, APS Ranchi. The contractor shall abide by the directives of the School Wet Canteen Committee.**
18. 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.
19. The School reserves the right to award the contract to any party/person irrespective of the rates quoted by them.
12. An agreement will have to be signed between the School and the Contractor before the start of the work .
21. Rebate to the School per annum for Wet Canteen is Rs. _____ /-

(In Words Rupees _____ only)

Signature of vendor _____

ARMY PUBLIC SCHOOL RANCHI

TENDER DOCUMENTS FOR WET CANTEEN

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 Wet Canteen _____
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 along with the tender form Yes/No.
11. Any other information _____

Date:

(Signature of authorized Person)

ARMY PUBLIC SCHOOL RANCHI

Dipatoli Cantt, PO- Hotwar,

Ranchi, Jharkhand- 834012

Phone: 0651-2273354

TENDER DOCUMENT FOR SCHOOL UNIFORM SHOP

Copy No.....

1. Please refer this School advertisement published in _____ dated 2026.
2. Term & Conditions and relevant instructions for the Uniform Shop are as under :-
 - (a) Name of Work : Set up of a Uniform 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 2026 to 2026
During 10 A.M to 03 P.M. from School Office,
Army Public School Ranchi.
 - (d) Last Date & Time of submission :2026 by 03 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)** 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) License Fee – **Rs.2,000/-** per month
 - (d) Bidders are requested to quote supply rates for the items as per **Annexure-II** to this Document (For Uniform Shop)
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 Uniform 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 equipment's installed in the Uniform 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. **Upkeep and Maintenance of the shop will be responsibility of the selected vendor, and the Management Committee is empowered to discontinue/cancel the MoU within a months advance notice.**
16. **Shop shall be supervised by the Uniform Shop committee, APS Ranchi. The contractor shall abide by the directives of the School Uniform Committee.**
17. 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.
18. The School reserves the right to award the contract to any party/person irrespective of the rates quoted by them.
19. An agreement will have to be signed between the School and the Contractor before the start of the work .
20. Rebate to the School per annum for Uniform Shop is Rs. _____ /-

(In Words Rupees _____ only)

Signature of vendor _____

ARMY PUBLIC SCHOOL RANCHI

TENDER DOCUMENTS FOR UNIFORM 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 Uniform 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 along with the tender form Yes/No.
11. Any other information _____

Date:

(Signature of authorized Person)

ARMY PUBLIC SCHOOL RANCHI
TENDER DOCUMENTS FOR UNIFORM SHOP

<u>SUMMER UNIFORM</u>	
<u>BOYS</u>	<u>GIRLS</u>
White Shirt with half sleeves	White shirt or blouse with half sleeves, plaits and red ribbon.
Steel Grey shorts or trousers	Steel Grey Divided Skirt or Steel Grey Kameez with 'V' Neck, White Salwar and White Dupatta
Black Shoes	Black Shoes
School Belt, Tie and Badge (Grey and Red stripped Tie and Belt Metal Badge)	School Belt, Tie and Badge (Grey and Red stripped Tie and Belt Metal Badge)
Steel Grey turban for Sikh Students	-

<u>WINTER UNIFORM</u>	
<u>BOYS</u>	<u>GIRLS</u>
White Shirt	White shirt or blouse with half sleeves, plaits and red ribbon.
Navy Blue blazer or Navy-Blue pullover ('V' Neck with collar)	Navy Blue blazer or Navy-Blue pullover ('V' Neck with collar)
Dark Grey worsted trousers or shorts	Dark Grey worsted skirt or Dark Grey Kameez with Half 'V' Neck, White Salwar and White Dupatta.
Black Shoes	Black Shoes
Dark Grey Socks or stockings	Dark Grey Socks or stockings
School Belt, Tie and Badge (Grey and Red stripped Tie and Belt Metal Badge)	School Belt, Tie and Badge (Grey and Red stripped Tie and Belt Metal Badge)
Steel Grey turban for Sikh Students	-

Date:

(Signature of authorized Person)