MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for **HOUSE KEEPING ITEMS** of the school **latest by 17.04.2025**

M.G.N. Public School
Adarsh Nagar,Jalandhar

Serial No./Ref. No. 3270
Date 04/04/25.

REQUISITION / DEMAND FORM

Name of the Requisitioner Sneha (Save detective india. Designation Supervisor (Save detective India.)
Employee code ——— Department All wings.
Name & Type of work/ project/purchase House Keeping items
Tender required (Yes / No) [ ], If yes-Tender Date ___/___/_____ (Online [ ] or Newspaper [ ])
Estimated date of beginning of work ___/___/_____ Estimated date of completion of work ___/___/_____

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	House keeping items list attach Back said Page				

Please use supplementary list of items if items are more

Signature of the Requisitioner — Signature of the Concerned Incharge /Sr. Supv. — Signature of the Principal

For Store Keeper only

Items not issued :(Same Serial Order to be mentioned as stated above against each item)

S.No.	Description	Qty.

Signature of Store Keeper ___ 04/04/25

*********************************For Purchase Committee Use Only*********************************

Estimated Cost ___________ Budgeted Amount ___________ Expenditure Head ___________
Expenditure till Date ___________ Office Supdt. ___________
______ *Valid and responsive quotations were received.*
______ *Bids/quotes were technically found acceptable & were considered for Financial/ Commercial comparison.*
Certified that Committee has scrutinized all valid quotations/bids.

Comments/Recommendation

The total financial implications will ₹___________
In words ___________

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator) (Financial Nodal Officer) (Sr. Supervisor) (Store Keeper)

(Convener/Principal)

Joby Set = 10 PC
(2) Soft Broom = 20 PC
(3) Hard Broom = 40 PC
(4) Dry Mop Set Kibble = 15 PC
(5) Micro Fiber Cloth = 72 PC
(6) V Screens = 50 PC
(7) Soap Dispenser = 30 PC
(8) Hand Wash = 50 LTR
(9) Floor Cleaner 207 = 50 LTR
(10) Toilet Cleaner = 20 LTR
(11) Whiper 45 Cm Kibble = 20 PC
(12) Naphthalene Balls = 12 BOX
(13) Phenyl Concentrate = 30 LTR
(14) Odonil = 10 BOX
(15) Duster Big Size = 60 PC
(16) Dispenser Air Freshner = 20 PC
(17)

Supervisor

Save deitective india
Company

Sushr
4/4/25

Recd on
11/4/25