



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 **09.06.2025**

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

Serial No./Ref. No. 3431
Date: 23/5/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarvraj Singh Designation Bm IC class IV
Employee code SG8 Department All wing
Name & Type of work/ project/purchase House keeping items

Tender required (Yes / No) ☒ YES, If yes-Tender Date 02/06/2025 (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				
	Attached back				
	Side				
	JUN				
	(July month)				
	USED				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarvraj Singh 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

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)