



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR PRIMARY EXAMINATION (MID TERM EXAMS), AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. **3602**
Date **25/7/25**

REQUISITION / DEMAND FORM

Name of the Requisitioner **Ritu Walia** Designation **PRT**
Employee code **127** Department **Examination Primary**
Name & Type of work/ project/purchase **Examination (Midterm exams)**

Tender required (Yes/No) ☒ Yes, If yes-Tender Date **29/7/2025** (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.	A4 Rim Beam	5 boxes			
2.	Blue Pen (Ball)	10			
3.	Stapler	5			
4.	Stapler pins (small)	5 boxes			
5.	Rubber bands	2 packets			
6.	A3 Room	1			
7.	Master Roll	5			
8.	Report 2430 Ink	5			

*Please fill supplementary list of items if items are more

Signature of the Requisitioner **Ritu Walia** Signature of the Concerned Incharge/Sr. Supv. **Sanjiv** Signature of the Principal **Sanjiv**

*****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 **Sanjiv** **25/7/25**

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

Estimated Cost **Sanjiv** Budgeted Amount **Sanjiv** Expenditure Head **Sanjiv**
Expenditure till Date **Sanjiv** Office Supdt. **Sanjiv**

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 ₹ **Sanjiv**
In words **Sanjiv**

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