



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **PURCHASE OF INK AND MASTER ROLL** latest by
30.07.2025, AS PER ENCLOSED.

PRINCIPAL



076

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

Serial No./Ref. No. 3566.Date: 21/07/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner ROHIT MALHOTRA Designation PGT MOD Computer
Employee code 30 Department EXAMINATION. I/C EXAM.
Name & Type of work/ project/purchase Purchase of Ink & Marker Ball

Tender required (Yes/No) ☒ Yes, If yes-Tender Date 20/7/2025 (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.	INK	10		#ORIGINAL	
2.	MASTERROLL	04		Items Only.	
	FOR RICOH			For Sep. Exams	
	DX2430.			In other school work.	

*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.
	N.A.	

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)