



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED TENDER/ QUOTATIONS FOR ENVELOPE 9X4 FOR MAIN OFFICE LATEST BY 8.8.2025, AS PER ENCLOSED.

PRINCIPAL



108

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

Serial No./Ref. No. 3622Date: 01/08/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner SHASHI CHOPRA Designation Fee clerkEmployee code 162 Department Main officeName & Type of work/ project/purchase EnvelopesTender 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.	Envelope 9'x4"	50 boxes		50 boxes	

*Please use supplementary list of items if items are more

Signature of the Requisitioner
21211 21431Signature of the Concerned Incharge/Sr. Supv.
[Signature]Signature of the Principal
[Signature]

*****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)

(Co-ordinator/Principal)