



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **PRINTING OF ANSWER SHEET & REPORT CARD**, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 3842
Date 13/10/2021

REQUISITION / DEMAND FORM

Name of the Requisitioner ROHIT MALHOTRA Designation PGT, I/c Exam.
Employee code 30 Department Examination
Name & Type of work/project/purchase For PA-2, PB-1, PB-2, Final Term 9th, 11th

Tender required (Yes / No) ☒ , If yes-Tender Date 13/10/2021 (Online ☒ or Newspaper ☐)
Estimated date of beginning of work (SAMPLE AVAILABLE FROM SCHOOL) Estimated date of completion of work 17/10/2021

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	Ans. Sheet 8 Pgs	10,000	✓	PA-2 6th-9th, 11th	Ans. Sheet
2.	Ans. Sheet 16 Pgs	10,000	✓	PB-1 10th, 12th	Ans. PA-2
3.	Ans. Sheet 16 Pgs (FT)	3,000	✓	PB-2 10th, 12th	PB-1, PB-2
4.	Ans. Sheet 4 Pgs (Unprinted)	10,000	✓	FT 9th, 11th	FT, 11th, 12th
5.	Report Cards AM (1st to 12th)	4000	✓		PB-1, PB-2 Final Term

*Please use supplementary set of forms if items are more

Signature of the Requisitioner [Signature] Signature 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 [Signature]

*****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)
(Convenor/Principal)