



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

SEALED TENDERS/QUOTATIONS ARE INVITED FOR HOUSE KEEPING (ALL WINGS) OF THE SCHOOL AS PER ENCLOSED

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

Serial No./Ref. No. 3935
Date: 10 / 11 / 2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarwanjeet Singh Designation B.M. & IC class IV
Employee code 568 Department All wing
Name & Type of work/ project/purchase House Keeping items

Tender 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	House Keeping All items			items USE OF NOV-DEC (2025)	
	List Attached BACK side Page No. (2)				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarwanjeet 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) (S. Supervisor) (Store Keeper)
(Convener/Principal)

