



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR 5 REAM BOXES FOR FINAL EXAMS OF PRE-PRIMARY, AS PER ENCLOSED.

PRINCIPAL

<b>M.G.N. Public School</b> <b>Adarsh Nagar, Jalandhar</b> <b>REQUISITION / DEMAND FORM</b>									
Serial No./Ref. No. <u>4202</u> Date: <u>28/01/2028</u>									
Name of the Requisitioner <u>Pavinder Kaur Basiecha</u> Designation <u>Examination Incharge</u> Employee code <u>118</u> Department <u>Pre-primary</u> Name & Type of work/ project/purchase <u>5 Ream Boxes for Final Exams of Pre-primary</u> Tender required (Yes / No) <input type="checkbox"/> , If yes-Tender Date <u>28/01/2028</u> (Online <input checked="" type="checkbox"/> or Newspaper <input type="checkbox"/> ) Estimated date of beginning of work <u>1/02/2028</u> Estimated date of completion of work <u>10/02/2028</u>									
<b>S.No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>	<b>Purpose/Remarks</b>	<b>Item Issued or Not Issued</b>				
<u>1.</u>	<u>Ream Boxes</u> <u>A4 sheets</u>	<u>5 Boxes</u>	<u></u>	<u>For Final Recapitulation of N.C. 1kg. Udg. and Work Sheets</u>					
<small>*Please use supplementary list of items if items are more</small>									
<small>Signature of the Requisitioner</small>			<small>Signature of the Concerned Incharge/Sr. Supv.</small>		<small>Signature of the Principal</small>				
<b>*****For Store Keeper only*****</b>									
<b>Items not issued : (Same Serial Order to be mentioned as stated above against each item)</b>									
<b>S.No.</b>	<b>Description</b>	<b>Qty.</b>							
<u>A.P.</u>	<u>18/01/28</u>	<u>1</u>							
<small>*****For Purchase Committee Use Only*****</small>									
<small>Estimated Cost</small>		<small>Budgeted Amount</small>		<small>Expenditure Head</small>					
<small>Expenditure till Date</small>		<small>Office Supdt.</small>		<small></small>					
<small>Valid and responsive quotations were received.</small>									
<small>Bids/quotes were technically found acceptable &amp; were considered for Financial/ Commercial comparison.</small>									
<small>Certified that Committee has scrutinized all valid quotations/bids.</small>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 40px; vertical-align: top; padding: 5px;"> <b>Comments/Recommendation</b> </td> </tr> <tr> <td style="width: 100%; height: 40px; vertical-align: top; padding: 5px;"> </td> </tr> <tr> <td style="width: 100%; height: 40px; vertical-align: top; padding: 5px;"> </td> </tr> <tr> <td style="width: 100%; height: 40px; vertical-align: top; padding: 5px;"> </td> </tr> </table>						<b>Comments/Recommendation</b>			
<b>Comments/Recommendation</b>									
<small>The total financial implications will <u>₹</u> _____</small>									
<small>In words _____</small>									
<small>(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)</small>			<small>(Financial Nodal Officer)</small>		<small>(Sr. Supervisor)</small>				
<small>(Convener/Principal)</small>			<small>(Store Keeper)</small>						