



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

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

REQUISITION / DEMAND FORM

Serial No./Ref. No. 4202
Date: 28/01/2020

Name of the Requisitioner Parvinder Kaur Pasricha Designation Examination Incharge
Employee code 118 Department Pre-primary
Name & Type of work/ project/purchase 5 Ream Boxes for Final Exams of Pre-primary

Tender required (Yes / No) ☐ , If yes-Tender Date 28/1/2020 (Online ☒ or Newspaper ☐)
Estimated date of beginning of work / / Estimated date of completion of work 01/02/2020

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	Ream Boxes A4 sheets	5 Boxes		For Final Recapitulation of N.Y. 1st, 2nd, 3rd, 4th, 5th and 6th sheets	

*Please use supplementary list of items 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)
(Convener/Principal)