



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **DOWN CELLING (CLASS XF)**, AS PER ENCLOSED.

PRINCIPAL

 846		M.G.N. Public School Adarsh Nagar, Jalandhar			Serial No./Ref. No. <u>4097</u>
Name of the Requisitioner <u>Sarvjeet Singh</u>		Designation <u>Class IV & T.P.T</u>			Date <u>30/12/25</u>
Employee code <u>568</u>		Department <u>X-F</u>			
Name & Type of work/ project/purchase <u>Down celling (room)</u>					
Tender required (Yes / No) <input type="checkbox"/> , If yes-Tender Date <u> / / </u> (Online <input type="checkbox"/> or Newspaper <input type="checkbox"/>)					
Estimated date of beginning of work <u> / / </u> Estimated date of completion of work <u> / / </u>					
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1)	<u>Down Celling (210" x 242") Size</u>				
*Please use supplementary list of items, if items are more					
<u>Sarvjeet Singh</u>			<u>Signature of the Concerned Incharge/Sr. Supv.</u>		<u> </u> <u>Signature of the Principal</u>
*****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 Suptd. _____			
<u>Valid and responsive quotations were received.</u> <u>Bids/quotes were technically found acceptable & were considered for Financial/ Commercial comparison.</u>					
Certified that Committee has scrutinized all valid quotations/bids.					
Comments/Recommendation _____					
The total financial implications will <u>₹ _____</u> in words _____					
Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)			(Financial Nodal Officer)		(Sr. Supervisor) (Store Keeper)
(Controller/Principal)					