




MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR HOUSE KEEPING ITEMS FOR ALL WINGS, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4215
Date: 29 / 01 / 2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarwanjit Singh Designation B/m of Class V IC
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. | List Attached | | | Feb 2026 end | |
| | Back side | | | March 2026 | |
| | All items | | | used items | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarwanjit 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 |
|-------------------------|
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| |
| |

The total financial implications will ₹
In words

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator) (Financial Nodal Officer) (Sr. Supervisor) (Store Keeper)
(Convener/Principal)



Saonvjud Singh