



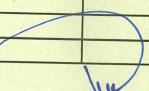
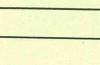
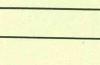
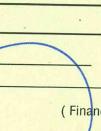
MONTGOMERY GURU NANAK PUBLIC SCHOOL

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 REQUISITION / DEMAND FORM	Serial No./Ref. No. 4215 Date: 29/01/2026																																																									
Name of the Requisitioner <u>Sarvjeet Singh</u> Designation <u>B/m of Class IV IC</u> Employee code <u>568</u> Department <u>All wing</u> Name & Type of work/ project/purchase <u>House keeping items</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>																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Amount</th> <th style="width: 20%;">Purpose/Remarks</th> <th style="width: 10%;">Item Issued or Not Issued</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><u>LIST ATTACHED</u> <u>BOOK SIDE</u> <u>ALL ITEMS</u></td> <td></td> <td></td> <td><u>Feb 2026 end</u> <u>March 2026</u> <u>USE of items</u></td> <td>*</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued	1.	<u>LIST ATTACHED</u> <u>BOOK SIDE</u> <u>ALL ITEMS</u>			<u>Feb 2026 end</u> <u>March 2026</u> <u>USE of items</u>	*																																										
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued																																																						
1.	<u>LIST ATTACHED</u> <u>BOOK SIDE</u> <u>ALL ITEMS</u>			<u>Feb 2026 end</u> <u>March 2026</u> <u>USE of items</u>	*																																																						
<small>*Please use supplementary list of items if items are more</small> Sarvjeet Singh Signature of the Requisitioner			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)																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No.</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Qty.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						S.No.	Description	Qty.																																																			
S.No.	Description	Qty.																																																									
Signature of Store Keeper																																																											
***** For Purchase Committee Use Only *****																																																											
Estimated Cost _____ Budgeted Amount _____ Expenditure Head _____ Expenditure till Date _____ Office Supdt. _____ <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.																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Comments/Recommendation</td> <td colspan="5"></td> </tr> <tr> <td></td> <td colspan="5"></td> </tr> </table>						Comments/Recommendation																																																					
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)																																																											



SUPPLEMENTARY SHEET - REQUISITION / DEMAND FORM

Scoranjit Singh