



# **MONTGOMERY GURU NANAK PUBLIC SCHOOL**

**Adarsh Nagar Jalandhar**

## **SEALED TENDERS/QUOTATIONS**

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **LEASE LINE RENEWAL FOR 1 YEAR**, AS PER ENCLOSED.

## PRINCIPAL

	<b>853</b>	<b>M.G.N. Public School</b> <b>Adarsh Nagar, Jalandhar</b>																																	
		Serial No./Ref. No. <u>4125</u> Date: <u>7/01/2026</u>																																	
<b>REQUISITION / DEMAND FORM</b>																																			
Name of the Requisitioner		<u>Maypreet S. L</u>																																	
Employee code		<u>317</u>																																	
Department		<u>27</u>																																	
Name & Type of work/ project/purchase																																			
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																														
<u>01</u>	<u>Leave line Renewal</u> <u>For 1 year</u>	<u>-</u>																																	
*Please use supplementary list of items if items are more			<u>Maypreet</u>																																
Signature of the Requisitioner		Signature of the Concerned Incharge/Sr. Supv.			Signature of the Principal																														
<b>*****For Store Keeper only*****</b>																																			
Items not issued :(Same Serial Order to be mentioned as stated above against each item)																																			
S.No.	Description	Qty.																																	
Signature of Store Keeper																																			
<b>*****For Purchase Committee Use Only*****</b>																																			
Estimated Cost		Budgeted Amount		Expenditure Head																															
Expenditure till Date		Office Supdt.																																	
<i>Valid and responsive quotations were received.</i>																																			
<i>Bids/quotes were technically found acceptable &amp; were considered for Financial/ Commercial comparison.</i>																																			
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 <b>₹</b> _____																																			
In words _____																																			
(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)			(Financial Nodal Officer)		(Sr. Supervisor)																														
					(Store Keeper)																														
			(Convener/Principal)																																