




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

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

Serial No./Ref. No. 4125
Date: 7/01/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Mayraat Syk Designation 2T
Employee code 317 Department 27
Name & Type of work/ project/purchase Renewal

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
<u>01</u>	<u>Lease line Renewal</u> <u>For 1 year</u>	<u>-</u>	<u>-</u>		

*Please use supplementary list of items if items are more

Signature of the Requisitioner Mayraat Syk 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

The total financial implications will ₹
In words

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