



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

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

PRINCIPAL

Name & Type		Serial No./Ref. No. <u>4098</u>			
M.G.N. Public School Adarsh Nagar, Jalandhar		Date: <u>30/12/25</u>			
REQUISITION / DEMAND FORM					
Name of the Requisitioner <u>Sonjyot Singh</u>		Designation _____			
Employee code <u>568</u>		Department <u>X F</u>			
Name & Type of work/ project/purchase _____		Teacher Almirah (Aluminium)			
Tender required (Yes / No) <input type="checkbox"/> , If yes-Tender Date _____ / _____ / _____ (Online <input type="checkbox"/> or Newspaper <input type="checkbox"/>)		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)	Teacher Almirah (Aluminium)	01	_____	_____	_____
*Please use supplemental list of items if items are more					
Signature of the Requisitioner <u>Sonjyot Singh</u>		Signature of the Concerned Incharge/Sr. Supv. _____		Signature of the Principal <u>W</u>	
*****For Store Keeper only*****					
Items not issued : (Same Serial Order to be mentioned as stated above against each item)					
S.No.	Description			Qty.	
1)	_____			_____	
Signature of Store Keeper <u>for</u> <u>D</u>					
*****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 <u>₹</u> _____ words _____					
Administrator Cum Acad. Co-ordinator/ HOD/Co-ordinator)			(Financial Nodal Officer)		(Sr. Supervisor)
(Convener/Principal)			(Store Keeper)		