



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR HOUSE KEEPING STAFF FOR SESSION 2026-2027, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 42  
Date: 02/02/22

**REQUISITION / DEMAND FORM**

Name of the Requisitioner Sangeeta Bhatia Designation HM + Acad Coord.  
Employee code 029 Department \_\_\_\_\_  
Name & Type of work/project/purchase House Keeping Staff for 2026-27 session.  
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
	House Keeping staff (Session 2026-27)	42		Outsource staff (With Material)	
	(List attached with duty points)				

\*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Bhatia Signature of the Concerned Incharge/Sr. Supv. Sarvjit Singh Signature of the Principal [Signature]

\*\*\*\*\*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 From 26-27 Expenditure Head STAFF FROM PEST  
Expenditure till Date \_\_\_\_\_ Office Supdt. BURST 5/2/26 ASERKES  
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)

## OUTSOURCE HOUSE KEEPING & DRIVER & CONDUCTOR 2026-27

Sr.No	DESIGAUATION
1	Sweeper
2	Sweeper
3	Sweeper
4	Bus Conductor
5	Sweeper
6	Sweeper
7	Sweeper
8	Sweeper
9	Sweeper
10	Helper
11	Helper
12	Helper
13	Sweeper
14	Sweeper
15	Sweeper
16	Helper
17	Sweeper
18	Sweeper
19	Helper
20	Bus Conductor
21	Helper
22	Sweeper

23	Sweeper
24	Sweeper
25	Sweeper
26	Sweeper
27	Sweeper
28	Sweeper
29	Bus Conductor
30	Sweeper
31	Sweeper
32	Sweeper
33	Sweeper
34	Sweeper
35	Driver
36	Driver
37	Painter
38	Painter cum helper
39	Mason
40	Labour
41	Carpenter
42	Ground man

*Singh*

*Principal* **PRINCIPAL**

