



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

## Adarsh Nagar Jalandhar

### SEALED TENDERS/QUOTATIONS

**SEALED QUOTATIONS/TENDERS ARE INVITED FOR FOR PA1 & MID TERM EXAM STATIONERY FOR SENIOR EXAMINATION, AS PER ENCLOSED.**

PRINCIPAL

**1030 M.G.N. Public School Adarsh Nagar, Jalandhar** Date: 02/04/2026

**REQUISITION / DEMAND FORM**

Name of the Requisitioner: ROHIT MAJHOTRA Designation: P.T Comp, J.K. Exam.  
 Employee code: 30 Department: SR. EXAMINATION.

Name & Type of work/project/purchase: \_\_\_\_\_

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
1.	4 Pgs Supplementary Books without printing	15000		For PA-1 & Mid Term Exam Class	
2.	8 Pgs printed	20,000		Sr to 12th	
3.	16 Pgs printed	5500			
4.	16 Pgs printed Pictorial slip	2000			

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

Signature of the Requisitioner: \_\_\_\_\_ Signature of the Concerned Incharge/St. 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/ Audit Officer)      (Sr. Supervisor)      (Store Keeper)  
 \_\_\_\_\_  
(Convenor/Principal)