# MONTGOMERY GURU NANAK PUBLIC SCHOOL

**Adarsh Nagar Jalandhar**

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **LIBRARY CARDS (CLASSES 3RD TO 12TH),** AS PER ENCLOSED.

PRINCIPAL

1030 **M.G.N. Public School**
**Adarsh Nagar,Jalandhar**

Serial No./Ref. No. 1279
Date: 20 / 03 / 26

**REQUISITION / DEMAND FORM**

Name of the Requisitioner Inderpreet Kaur Sushma & Harjit Kaur Designation Co-ordinator and Librarians

Employee code 072 Department ~~Library~~ Library

Name & Type of work/ project/purchase Library Cards

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. | Library Cards for classes (3-12) | 2550 | | | |

*Please use supplementary sheet of items if items are more

Signature of the Requisitioner — 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)