



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **SCHOOL ALMANAC**, AS PER ENCLOSED.
PRINCIPAL

M.G.N. PUBLIC SCHOOL
Adarsh Nagar, Jalandhar
Date: 28/01/20

909

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Rhatia Designation H.M + Acad Co
Employee code 029 Department _____
Name & Type of work/ project/purchase School Almanac

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>Almanac</u> | <u>3600</u> | | | |
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*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Rhatia 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. |
|-------|-------------|------|
| | | |
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| | | |
| | | |

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 Modal Officer) _____ (Sr. Supervisor) _____ (Store Keeper) _____
(Convener/Principal) _____