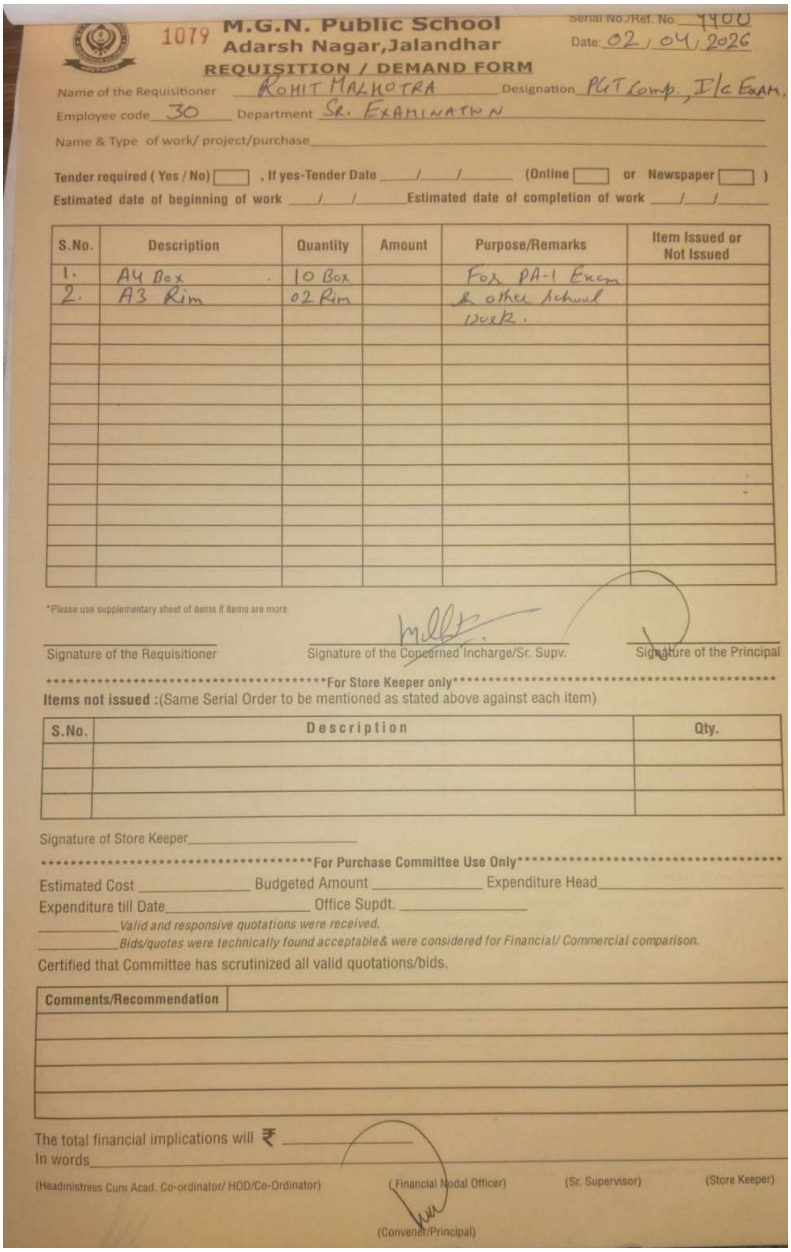
MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **FOR SENIOR EXAMINATION (A4 BOX AND A3 RIM),** AS PER ENCLOSED.

PRINCIPAL



1079 M.G.N. Public School
Adarsh Nagar, Jalandhar

Serial No./Ref. No. 1400
Date: 02/04/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner: ROHIT MALHOTRA Designation: PGT Comp. I/c 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.	A4 Box	10 Box		For PA-1 Exam	
2.	A3 Rim	02 Rim		& other School work.	

*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)