INVITATION FOR TENDER NOTICE

Quotations are required Paint and other related material of Asian and Nerolac companies. Please get the complete details from School office.

Last date for submission of tender is 03.1.2025

MGN Public Schoo
Adarsh Nagar

REQUISITION FORM

Serial No.: ____________ Ref. No. 3012 ____________ Date: 26/12/2024

Name of the Requisitioner Harish Chander ____________ Designation ____________

Name of work/ project/purchase ____________

Employee code 169 Department Painter

Estimated date of beginning of work ____________ Estimated date of completion of work ____________

S.No.	Description	Quantity	Amount	Purpose/Remarks
1).	Enamel Paint Nerolac 6391 (NO)	20LTR	(4+4 Box)	Used for Class 4th D and D, E / IInd A, E
2)	Patti JK	40kg.		V A, B, C, D, E
3).	Black enamel	20LTR	(4+4 Box)	ground grade.
4)	Tarpin oil	15LTR		
5)	Brush 3"	5PC		
6)	Roller 2" 4"	5PC/PCS.		

Signature of the Requisitioner ____________ Signature of the Concerned Incharge /Sr. Supv. ____________ Signature of the Principal ____________

**************************************For Store Keeper only***

Items Issued:(Same Serial Order to be mentioned as stated above against each item)

S.No.	Description	Qty.

Items not issued:

S.No.	Description	Reason

Estimated Date of Beginning of Work ____________ Estimated Date of End of Work ____________

Signature of Store Keeper ____________

***********************************For Purchase Committee Use Only**

For purchase through Purchase committee:

Estimated Cost ____________ Budgeted Amount ____________ Expenditure Head ____________

Expenditure till Date ____________ Office Supdt. ____________

MGN Public School
Adarsh Nagar

REQUISITION FORM

Serial No. ____________ Ref. No. 3013 Date: 26 / 12 / 2024

Name of the Requisitioner Anku Pathak Designation KG Activity Teacher

Name of work/ project/purchase Cemented/Tiled area on the right of Pre Primary entrance to be painted

Employee code 417 Department Pre Primary

Estimated date of beginning of work ____________ Estimated date of completion of work ____________

S.No.	Description	Quantity	Amount	Purpose/Remarks
1.	Asian Enamel Paints			Details Attached
2.	Turpentile Oil			
3.	Primer			
4.	Brushes			** Area opposite
5.	Rulers			I/C Office.

ANKU PATHAK

Signature of the Requisitioner Signature of the Concerned Incharge /Sr. Supv. Signature of the Principal

**************************************For Store Keeper only**************************************

Items Issued:(Same Serial Order to be mentioned as stated above against each item)

S.No.	Description	Qty.

Items not issued:

S.No.	Description	Reason

Estimated Date of Beginning of Work____________ Estimated Date of End of Work ____________

Signature of Store Keeper____________

**********************************For Purchase Committee Use Only**********************************

For purchase through Purchase committee:

Estimated Cost ____________ Budgeted Amount ____________ Expenditure Head____________

Expenditure till Date____________ Office Supdt. ____________