



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

Sealed tenders/quotations are invited **ANNUAL SERVICE OF AC/WATER COOLER ETC** of the school latest by **11.03.2025**.

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

Serial No./Ref. No. **3153.**
Date: **17/2/2025**

REQUISITION / DEMAND FORM

Name of the Requisitioner **Sudesh Chander** Designation **Technician**
Employee code **640** Department **Electrical**
Name & Type of work/project/purchase **ANNUAL SERVICE OF AC, WATER COOLER etc**
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)	Split AC	887			
2)	Window AC	3	94	All Service	
3)	Ductable AC	3		8TON AV-2	
4)	Water Cooler	22			
5)	Dispenser	5			

Signature of the Requisitioner **[Signature]** Signature of the Concerned Incharge /Sr. Supv. **[Signature]** Signature of the Principal **[Signature]**
*****For Store Keeper only*****
Items not issued :(Same Serial Order to be mentioned as stated above against each item)

S.No.	Description	Qty.
	Not available	

Signature of Store Keeper **[Signature]**
*****For Purchase Committee Use Only*****
Estimated Cost **3153** Budgeted Amount **3153** Expenditure Head **Office Supdt.**
Expenditure till Date **17/2/25**
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 ₹ **3153**
In words **Three thousand one hundred and fifty three**

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator) (Financial Nodal Officer) (Sr. Supervisor) (Store Keeper)
(Convener/Principal)