



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited RENOVATION OF FEMALE STAFF WASHROOM (GROUND FLOOR) TEACHING AND NON-TEACHING of the school latest by **24.03.2025**

 **MGN Public School**
Adarsh Nagar

REQUISITION FORM

Serial No. 302P Ref. No. MPGNA/RR/302P Date: 13/1/25

Name of the Requisitioner Sangeeta Rhatia Designation HM + Acad. Coord.

Name of work/ project/purchase Renovation of female Staff Washroom (Ground floor)

Employee code 029 Department Teaching + Non Teaching

Estimated date of beginning of work _____ Estimated date of completion of work _____

S.No.	Description	Quantity	Amount	Purpose/Remarks
1	Separation wall (2+2)	1		
2	2 WC + 2 Indian seats	4		
3	2 wash basins	2		
4	2 Mirrors	2		
5	4 inside Doors + 2 outer doors	6		
6	Soap dispensers	2		

Signature of the Requisitioner Sangeeta 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
Not Issued		

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. _____

PRG wing staff	
Washroom	
	Purpose/Remarks
	Two

Two

Signature of the Principal