



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

Sealed tenders/quotations are invited for TENDER INVESTITURE CEREMONY FOR ACTIVITY of the school latest by 17.03.2025.

 **MGN Public School**
Adarsh Nagar

REQUISITION FORM

Serial No. 3191 Ref. No. MPGJAW/RPL/21/1 Date: 10/03/2025

Name of the Requisitioner Deminder / Hajor Designation 1st (Activity)

Name of work/ project/purchase Investiture

Employee code 76 Department Activity

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

S.No.	Description	Quantity	Amount	Purpose/Remarks
1.	Investiture Ceremony (30 th April, 2025) 124 Shirts, 124 epulettes, Refreshment, Badges		1,00,000 (approx)	

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. _____