



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

Sealed tenders/quotations are invited for TENDER SUNBOARDS FOR WHOLE SCHOOL latest by 19.03.2025.

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

Serial No./Ref. No. 318P.
Date: 12/03/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Anku Pathak Designation KG Activity I/C
Employee code 417 Department Pre Primary
Name & Type of work/ project/purchase Sunboards for whole school (NO MOBILE + CCTV)
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.	No Mobile Zone Sunboard	10		size: 18.5" by 18.5"	
2.	CCTV Surveillance Sunboard	10		size: 12" by 18" (You are under CCTV Surveillance)	

Signature of the Requisitioner Anku Pathak 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.

Signature of Store Keeper [Signature] 12/3/25
*****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) [Signature]
(Convener/Principal)