MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **WOODEN & HARDWARE ETC. MATERIAL FOR CLASS ROOM FURNITURE** of the school **latest by 08.03.2025,** AS PER ENCLOSED

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

Serial No./Ref. No. 3159.
Date: 20/02/25.

REQUISITION / DEMAND FORM

Name of the Requisitioner Amrik Chand Designation Carpenter
Employee code 222 Department Class 4th A to E
Name & Type of work/ project/purchase

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	Ply 19MM	55 Pcs			
2	Sunmica	37 Pcs			
3	Marzin 3/4"	4000ft			
4					

Please use supplementary list of items if items are more

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

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 20/2/25

************************************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)

(Convener/Principal)

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

Serial No./Ref. No. 3155.
Date: 18/2/25.

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Bhatia Designation HM + Acad Coord.
Employee code 029. Department Primary
Name & Type of work/ project/purchase Frame for Chair & Table for Students

Tender required (Yes / No) ✓, **If yes-Tender Date** 6/3/2025 **(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
	Class 4 furniture			Iron frame for	
	Chairs	240		Table + chair.	
	Tables Single.	240.		(Current furniture	
				is undersized for	
				students of class 4)	

*Please use supplementary list of items if items are more

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

***************************************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___________

*********************************** **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)

(Convener/Principal)

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

Serial No./Ref. No.
Date: 20/02/25.

REQUISITION / DEMAND FORM

Name of the Requisitioner Amrik Chand Designation Carpenter
Employee code 222 Department Class 4th A to 12
Name & Type of work/ project/purchase

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	Fevicol	40kg	20,000/-		
2	Nail 3/4" 18No	1Kg			
3	Nut 3/16	3400Ps			
4	Masking Tape	3Roll			
5					

Please use supplementary list of items if items are more

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

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 20/02/25.

*************************************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)

(Convener/Principal)

MGN Public School
Adarsh Nagar

REQUISITION FORM

Serial No. 3135 Ref. No. MPS/AN/RM/3135 Date: 10/02/2025

Name of the Requisitioner Amrik Chand Designation Carpenter

Name of work/ project/purchase For new classes in Nursery wing

Employee code 222 Department Technical

Estimated date of beginning of work ______ Estimated date of completion of work ______

S.No.	Description	Quantity	Amount	Purpose/Remarks
(1)	Favical	10kg		
(2)	Hinges 4"	3box		
(3)	Aral 8"	6p		
(4)	Door Handle 6"	2box		
(5)	Tower bolt 6"	1box		
(6)	DoorStoper	1box		
(7)	Door Closer	4p		

Amrik Chand

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
	Not Available	

Estimated Date of Beginning of Work ______ Estimated Date of End of Work ______

Signature of Store Keeper ______ 10/2/25

*************************************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. 3134 Ref. No MPS/AN/RR/3134 Date: 10/02/2025

Name of the Requisitioner Amrik Chand Designation Carpenter

Name of work/ project/purchase For new Classes in nursery wing

Employee code 222 Department Technical

Estimated date of beginning of work ______ Estimated date of completion of work ______

S.No.	Description	Quantity	Amount	Purpose/Remarks
(1)	Door Frame 8'×3'3"	6p		
(2)	Flush doors 8'×3'	6p		
(3)	Wooden 6'×2½"×1½"	8p		
(4)	Flush doors 6'×2'6"	4p		
(5)	Sunmica	10p		
(6)	Margen 1½"	250ft		

Amrik Chand

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
	Not Available	

Estimated Date of Beginning of Work ______ Estimated Date of End of Work ______

Signature of Store Keeper ______ 10/2/25

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

For purchase through Purchase committee:

Estimated Cost ______ Budgeted Amount ______ Expenditure Head ______

Expenditure till Date ______ Office Supdt. ______