MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for **12 VOLT BATTERY FOR ELECTRICAL** of the school **latest by 19.04.2025**

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

Serial No./Ref. No. 3297
Date: 15/4/2024

REQUISITION / DEMAND FORM

Name of the Requisitioner Rakesh Chandler Designation Technician
Employee code 640 Department Electrical
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).	12 Volt Battery (2pc)			use for 250 KVA Gen. set. old Batterys not working Properly dt. 23/9/2021	

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.

Signature of Store Keeper 15/04/24.

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) (Store Keeper)

(Convener/Principal)