



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for GENERATOR SERVICE of the school latest by **14.04.2025**

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

Serial No./Ref. No. _____
Date: 3/4/2025
11/4/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Jeetesh Chander Designation Technician
Employee code 640 Department _____
Name & Type of work/ project/purchase Electrical
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)	320 KVA Gen Set Service Annual			Service	
	oil Seal				
2)	200 KVA Gen Set Service annual			Service	
	Switch ON/OFF				

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 _____
*****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)
(Convenor/Principal)