



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders /quotations of paints and other materials of Asian Paints or Birla Opus paint companies are required by 16-05-2025

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

Serial No./Ref. No. 3342
Date 23/04/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Bhatia Designation HM + Acad Coord.
Employee code 029 Department Classrooms, Corridors, Building, Boundary wall
Name & Type of work/ project/purchase Paint work. AV-2 Chalking Gate to Bank
Army Gate to Coll. gate

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
-	List of Classrooms + Corridors, AV-2 details attached along with.				
-	Total area details of Boundary walls list attached.				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Bhatia Signature of the Concerned Incharge/Pr. Supv. Sarwanjit Singh 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 23/4/24

*****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) (Sr. Supervisor) (Store Keeper)
(Convener/Principal)

①

Signature of the Principal

Outer wall BSL (Parking gate to Bank) ②

Supplementary Sheet - Requisition form

[illegible]

Signature of the Requisitioner

Signature of the Concerned Incharge / St. Supv.

Signature of the Principal