



Sealed tenders/quotations are invited for **GRASS MAT FOR PRIMARY WING (PHYSICAL EDUCATION)** of the school latest by **16.05.2025**



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

Serial No./Ref. No. 3365
Date 02/05/21

REQUISITION / DEMAND FORM

Name of the Requisitioner Ms. Ankita

Employee code 723 Department Primary wing

Name & Type of work/ project/purchase Grass mat

Designation PRT

Tender required (Yes/No) ☒ Yes, If yes-Tender Date 14/5/2025 (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
1.	Grass mat play area primary wing	100 ft		Approximately 100ft	
2.	Grass mat Pre-Primary Backside	250ft		+250 ft.	

*Please use supplementary list of items if items are more

Signature of the Requisitioner [Signature]

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]

Signature of Purchase Committee Use Only [Signature]

Signature of Expenditure Head [Signature]

Estimated Cost

Expenditure till Date

Budgeted Amount

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)

(Convener/Principal)

(Sr. Supervisor)

(Store Keeper)