



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for JBL PARTY BOX 310 SPEAKER of the school latest by **05.06.2025**

Name & type of work/ project _____

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

Serial No./Ref. No. 3447
Date: 29/05/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner BHAVNA SHARMA Designation PRT - DANCE
Employee code 690 Department Pr - Primary
Name & Type of work/ project/purchase JBL Party Box 310 speaker
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-	JBL Party Box 310 speaker required in KG wing.			Previous speaker can't be repaired	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Bhavna Sharma Signature of the Concerned Incharge/Sr. Supv. S. P. Singh 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]

*****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)