

031

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

REQUISITION / DEMAND FORM

Serial NO./Ref. No. 3494

Date: 18 / 6 / 2025

Page - 1

Name of the Requisitioner Lakshmi Parthach Designation Member

Employee code 184 Department Mgson

Employee code 101 Department 21
Name & Type of work/ project/purchase Toilet Renovation, tile work, class-IV
Staff washroom, first floor work, second floor girl
Second floor girl & boy washroom day room
Serial No./Ref. No. 31-21

Serial No./Ref. No. 2494

Date: 18 / 6 / 2015



031

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

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Bhatia Designation HM + Acad Coord.

Employee code 029. Department _____

Employee code 024 Department
Name & Type of work/ project/purchase Tile work (details attached)

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.)	Floor tile (32"x12")	900 Sqft			
2.)	wall tile plain (2' x4')	4100 Sqft			
3.)	wall tile pattern (2'x4')	900 Sqft			
4.)	Arboline 20 kg	800 Bags			
5.)	Sand Narsala, P	200 Cuft.			
6.)	Cement Ultra tend	30 Bags			
7.)	Cement (Brown)	20 kg			
8.)	Tile Spacer	20 Pkt			

*Please use supplementary list of items if items are more

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)

(Convener/Principal)



032

M.G.N. Public School
Adarsh Nagar, Jalandhar
REQUISITION / DEMAND FORM

Serial No./Ref. No. 94935

Date: 18/6/25

Page-2

Name of the Requisitioner Lakshmi pasahad Designation Mason
 Employee code 184 Department Mason
 Name & Type of work/ project/purchase Toilet Renovation, tile work



032

M.G.N. Public School
Adarsh Nagar, Jalandhar
REQUISITION / DEMAND FORM

Serial No./Ref. No. 3495

Date: 18/6/25

Name of the Requisitioner Sandeep Rathi Designation HM + Acad coord.
 Employee code 029 Department
 Name & Type of work/ project/purchase Tile work (at places mentioned)

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
9.)	Discontinuing Labourer Tied up mulla lifting (TV)		9000/-		
10.)	Staff washroom Discontinuing + lifting		15000/-		
11.)	Extra miscellaneous		5000/-		

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sandeep RathiSignature 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)

(Coordinator/Principal)