



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

Sealed tenders/quotations are invited for **WOOD WORK (REPAIR)** of the school latest by **27.06.2025**

Principal

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

Serial No./Ref. No. 3488
Date: 20 / 5 / 20

REQUISITION / DEMAND FORM

Name of the Requisitioner Team Stem Lab Designation Mr. Manoj Kumar + Ravi Singh
Employee code 564, 134 Department Mr. Manoj Kumar + Ravi Singh
Name & Type of work/ project/purchase Wood Work (Repair)

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.	Cutting of a big table into 2 small tables (Alteration).				
2.	Change of Mica of bath tables & stools and teacher's (Coloured) table also				

*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

*****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)

Signature of the Requisitioner Signature of the Concerned Incharge /Sr. Supv. Signature of the Principal