



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **BLINDS FOR MODEL CLASSROOM (2F)**, AS PER ENCLOSED.

PRINCIPAL



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

REQUISITION / DEMAND FORM

Serial No./Ref. No.

Date: 4 / 8

Name of the Requisitioner Sangeeta Bhatia
Employee code 025 Department _____ Designation HM + Acc

Name & Type of work/ project/purchase Blinds for Model classroom

Tender required (Yes / No) ☐ , If yes-Tender Date _____ (Online ☐ or News

Estimated date of beginning of work _____ Estimated date of completion of work _____

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item No
	Blinds for 2F classroom Windows Approx (6'x6')	2 pieces			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Bhatia Signature of the Concerned Incharge/Sr. Supv. [Signature]

*****For Store Keeper only*****
Items not issued :(Same Serial Order to be mentioned as stated above against each item)

S.No.	Description	

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)

(Convener/Principal)