



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **CONSTRUCTION OF NEW ROOMS OF CLASS 2 WITH WASHROOM**. AS PER ENCLOSED.

PRINCIPAL



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

Serial No./Ref. No. 3608
Date: 28/7/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Sharma Designation HM + Acad Coord
Employee code 029 Department School Asst NBP
Name & Type of work/ project/purchase Construction of new rooms of class 2 with washroom.
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
	New rooms of class 2 in Kg wry (Foundation Sch)				
	Material Requirements				
	- List Attached by Civil Engg.				
	- Washroom				
	- Down ceiling				

*Please use supplementary list of items if items are more

Signature of the Requisitioner

Signature of the Concerned Incharge/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)

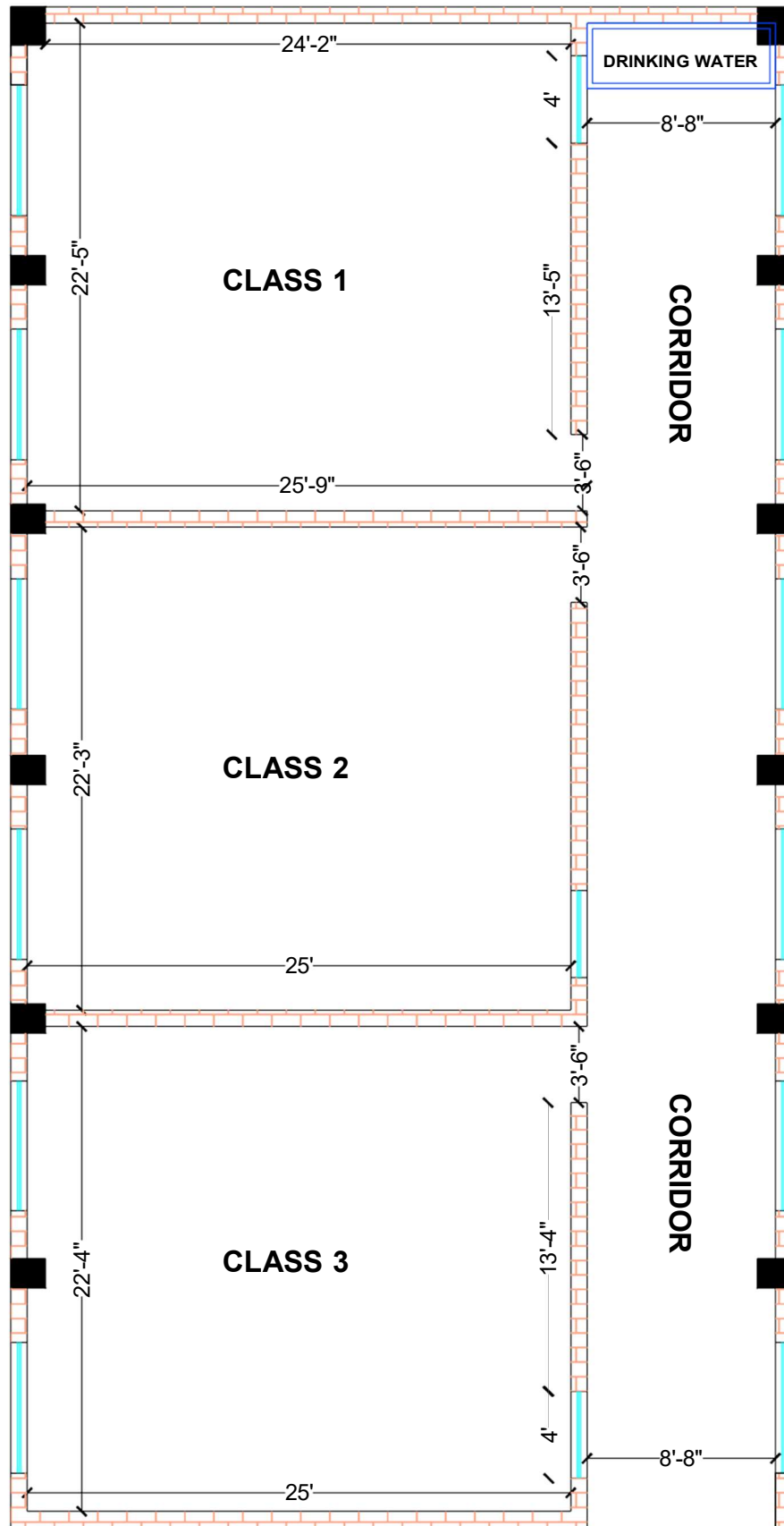
(Sr. Supervisor)

(Store Keeper)

(Convener/Principal)

Supplementary Sheet - Requisition form

No.	Description	Quantity	Amount- Unit	Purpose/Remarks
	<u>Remaining material quantity for New class Rm.</u>		Unit	
—	Civil work			
1.)	Cement Bags	90	Each	
2.)	C-Sand	100	C.ft	
3.)	Aggregate	100	C.ft	
4.)	Steel (10mm bars)	150	KG	
—	<u>Aluminium work</u>			
5.)	Class Room windows (6'-0" X 6'-0")	6	Each	
6.)	Class Room windows (4'-0" X 5'-0")	3	Each	
7.)	Almirah (4'-0" X 6'-6" X 1'-6")	3	Each	



CLASS ROOM PROPOSAL