



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR FOGGING MACHINE, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 3785
Date: 19/09/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarwajit Singh Designation Sgt.
Employee code _____ Department Security Admin. Band
Name & Type of work/ project/purchase Fogging Machine

Tender required (Yes / No) ☒ , If yes-Tender Date 19/09/2025 (Online ☒ or Newspaper ☐)
Estimated date of beginning of work _____ Estimated date of completion of work 23/09/2025

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
①	Fogging Machine	②		one for own school one for MGN	
	(Inkton Made)			100	

Please use supplementary list of items if items are more

Signature of the Requisitioner Sarwajit Singh 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) (S. Supervisor) (Store Keeper)
(Convener/Principal)