



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR KOTA STONE FOR REPAIR WORK OF PRIMARY GATE, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 37/6
Date: 04 / Sep / 2025

175 REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Bhatia Designation HM + Acad Coord.
Employee code 029 Department _____

Name & Type of work/ project/purchase Kota stone for repair work of Pm Gate.

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	Kota stone for Pm Gate repair for sewer work.	300 (Sq ft)			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Bhatia Signature of the Concerned Incharge/Sr. Supv. _____ 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) _____
(Comptroller/Principal) [Signature]