



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **WALL OF STAGE (PRINCIPAL GREEN)**, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 3789
Date: 24/09/25

717 REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Rhatia Designation H.M. + Acad. Coord.
Employee code 029 Department _____
Name & Type of work/ project/purchase Principal's Green (Wall of Stage)

Tender required (Yes / No) ☒ Yes, If yes-Tender Date 24/09/2025 (Online ☐ or Newspaper ☒)
Estimated date of beginning of work 27/09/2025 Estimated date of completion of work _____

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
	Wall with school complete				
	Logo - Name -	Wall			
	Mission & Vision				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Rhatia 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) (Sr. Supervisor) (Store Keeper)
(Convener/Principal)