



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **TRUSS BUILDING AT SCHOOL STAGE**, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 3794
Date: 25/09/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Ksanti Pal Singh Designation _____
Employee code 031 Department Biology & Cultural Activities
Name & Type of work/ project/purchase Truss building at school stage
Coordinator

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
	Truss to be built at main school stage	01		For lighting arrangement during annual & other functions.	
	Approx Dimensions Length 60 feet Height 20 feet Breadth 44 feet				

*Please use supplementary list of items if items are more

Signature of the Requisitioner [Signature] Signature of the Concerned Incharge/Sr. Supv. [Signature] 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 ₹ 1,50,000/-
In words _____

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator) (Financial/Nodal Officer) (Sr. Supervisor) (Store Keeper)
(Convener/Principal)