



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

SEALED TENDERS/QUOTATIONS ARE INVITED FOR WATER COOLER 250 LITRE OF THE SCHOOL AS PER ENCLOSED

M.G.N. Public School
Adarsh Nagar, Jalandhar
REQUISITION / DEMAND FORM

Serial No./Ref. No. 3844
Date: 14/10/25

Name of the Requisitioner 248 Designation 4th grade
Employee code 248 Department 4th grade
Name & Type of work/ project/purchase माली कम

Tender required (Yes / No) ☒ , If yes-Tender Date 14/10/25 (Online ☒ or Newspaper ☐)
Estimated date of beginning of work 20/10/25 Estimated date of completion of work / /

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
	<u>वाटर कुलर</u>	<u>250 लीटर 1 पीस</u>			

*Please use supplementary list of items if items are more

Signature of the Requisitioner 248 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)