




MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **NEW FURNITURE FOR UKG / NURSERY CHAIRS (PRE-PRIMARY WING)**, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4035
Date: 04/12/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Shilpi Sharma Designation UKG Co-ordinator
Employee code 457 Department KG
Name & Type of work/ project/purchase New furniture for UKG / Nursery chairs

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.	New furniture required (Tables & chairs)	Approx 200		* UKG classes	
	1 x B x H			* As the previous one is not appropriate according to size and height.	
Table	24" x 16" x 24"				
Chair	13" x 13" x 14"				
Back of chair	28"				PTO

*Please use supplementary list of items if items are more

Signature of the Requisitioner Shilpi Sharma 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)

Slaws

Sukhan

Signature of the Principal