




MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **DOWN CELLING (CLASS XF)**,
AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4097
Date: 30/12/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarvagat Singh Designation Off. d J.C. class IV & off duty T.P.T
Employee code 568 Department X-F
Name & Type of work/ project/purchase Down ceiling (Room)

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
<u>1</u>	<u>Down Ceiling</u> <u>(21'0" x 24'0")</u> <u>Size</u>				

*Please use supplementary list of items if items are more
Signature of the Requisitioner Sarvagat Singh 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)
(Coordinator/Principal)