



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENOVATION AND DOWNCEILING OF MUSIC ROOM, AS PER ENCLOSED.

PRINCIPAL

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

837 **REQUISITION / DEMAND FORM**

Serial No./Ref. No. 4089
Date: 29 / 12 / 2025

Name of the Requisitioner Kanwarddeep Singh Designation P.G.T. H.O.D. MUX
Employee code 57 Department MUSIC
Name & Type of work/ project/purchase Renovation + Downceiling of music 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
1)	Down ceiling	525 to 600 Sq Ft Approx.			
2)	Aluminium Showase				
	Almirah with glass work				
3)	Lights work				
4)	A.C. 1 pr 2 Ton				
5)	Sound system with 8 pcs microphone, speakers				
6)	Paint work (Exterior) (continued at page No. 838)				

*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 ₹
In words

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



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

Serial No./Ref. No. _____

Date: 2 / 12 / 25

REQUISITION / DEMAND FORM

Name of the Requisitioner Kanwardeep Singh Designation P.G.T. H.O.D MusicEmployee code 57 Department MUSICName & Type of work/ project/purchase Renovation and Down Ceiling of Music RoomTender 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
7)	Blinds curtain	2 PCS			
8)	Revolving chair	1 PC			
9)	cushion chairs	5 PCS			
10)	outside Area of music Room				
	Paint and Renovation				
11)	Pictures of Music Legends				

*Please use supplementary list of items if items are more

Signature of the Requisitioner

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)