



## 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**

**REQUISITION / DEMAND FORM**

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

Name of the Requisitioner Kanwardeep Singh Designation P.G.T. H.O.D. MUSIC  
Employee code 57 Department MUSIC

Name & Type of work/ project/purchase Renovation + Downceling 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 Showcase 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 (Exlusive)				

\*Please use Supplementary list of items if any and more (continued at Page No. 838)

Signature of the Requisitioner JKW Signature of the Concerned Incharge/Sr. Supv. JKW Signature of the Principal JKW

\*\*\*\*\*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)  
(Convenor/Principal)



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

Serial No./Ref. No. \_\_\_\_\_

Date: 21/12/25

## 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 Renovations				
11)	Pictures of Music legends				

\*Please use supplementary list of items if items are more

John  
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. \_\_\_\_\_

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In words \_\_\_\_\_

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)

( Financial Nodal Officer)

(Sr. Supervisor)

(Store Keeper)

(Convenor/Principal)