



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR SKILL CAB (COMPOSIT), AS PER ENCLOSED.

PRINCIPAL

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

REQUISITION / DEMAND FORM

Name of the Requisitioner Deewinder Kaur Designation Asst. Incharge
Employee code 176 Department Skill Cab (Composite)
Name & Type of work/ project/purchase Const. of Skill Cab (Composite)

Serial No./Ref. No. 4205
Date: 27/01/26

Tender required (Yes/No) If yes-Tender Date 28/1/26 (Online or Newspaper)
Estimated date of beginning of work / / Estimated date of completion of work 05/2/2026

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	Bricks	500			
2.	Sand Pct.	100 FT			
3.	Cement ACC/Ultra	50 Bag			
4.	Aluminium board	LPC	5'x2FT x 3FF		
5.	Florotile	500 FT			
6.	Mason	15 day			
7.	Labour	15 day			

*Please use supplementary list of items if items are more than 10

Signature of the Requisitioner Deewinder Kaur Signature of the concerned Incharge/Sr. Supv. S. Supervisor Signature of the Principal S. 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 Suptd. _____

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) S. Supervisor (Store Keeper) S. Principal
(Financial Nodal Officer) (Convenor/Principal)