



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

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

PRINCIPAL

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

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

REQUISITION / DEMAND FORM

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

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 Pkt.	100 Ft			
3.	Cement Acc/units	30 Bag			
4.	Aluminium window	2 PC	5 1/2 Ft X 3 Ft		
5.	Floor tile	500 Ft			
6.	Mason	15 days			
7.	Laborer	15 days			

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

Signature of the Requisitioner Dr. Komal Singh Signature of the Concerned Incharge/Sr. Supv. Somesh Singh 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)