



## MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

### SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR STEM LAB PRIMARY WING,  
AS PER ENCLOSED.

PRINCIPAL

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

**REQUISITION / DEMAND FORM**

Serial No./Ref. No. 4041  
Date: 5/12/2025

Name of the Requisitioner Maninder (for Stem Lab) Designation PRT  
Employee code 564 Department Down Ceiling  
Name & Type of work/ project/purchase Down Ceiling (STEM Lab Primary Wing)

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.	$37.2 \times 14.5 = 535 \text{ sq. feet}$				
	$12.4' \times 6.9' = 83.89 \text{ sq. feet}$				
	Total $618.89 \text{ sq. feet}$				

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

Signature of the Requisitioner Maninder Signature of the Concerned Incharge/Sr. Supv. Leisure 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.
1.	<u>Down Ceiling</u>	<u>6/12/28</u>

Signature of Store Keeper Maninder

\*\*\*\*\*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) (Financial Nodal Officer) (Sr. Supervisor) (Store Keeper)  
(Convener/Principal)