



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

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

REQUISITION / DEMAND FORM

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.	Down Ceiling				
	37.2 X 14.5 = 535 sq. foot				
	12.4' X 6.9' = 83 sq. foot				
	Total 618 sq. foot				
	area				

*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 [Signature]

*****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)