



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **ANNUAL SERVICE OF AC / WATER COOLER ETC**, AS PER ENCLOSED.

PRINCIPAL



245

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

Serial No./Ref. No. 4240

Date: 06/02/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Suresh Chander Designation Technician

Employee code 640 Department Electrical

Name & Type of work/ project/purchase Annual service of Ac, water cooler etc.

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	SPLIT AC	88		Annual service of school campus	
2	Window AC	3			
3	Ductable AC	3			
4	Water Cooler	22			
5	Dispenser	5			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Suresh Chander

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

*****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)

