



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

REQUISITION / DEMAND FORM

Name of the Requisitioner SudeshChander 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 1/1/ (Online or Newspaper)

Estimated date of beginning of work 1/1/ Estimated date of completion of work 1/1/

Serial No./Ref. No. 4240

Date: 06/02/2026

| S.No. | Description | Quantity | Amount | Purpose/Remarks | Item Issued or Not Issued |
|-------|--------------|----------|--------|---------------------------------|---------------------------|
| 1) | SPLIT AC | 88 | | | |
| 2 | Window AC | 3 | | | |
| 3. | Ductable AC | 3 | | Annual Service of School campus | |
| 4. | Water Cooler | 22 | | | |
| 5. | Dispenser | 5 | | | |
| | | | | | |
| | | | | | |
| | | | | | |

*Please use supplementary list of items if items are more

SudeshChander

Yashpal

W.P.

Signature of the Requisitioner Signature of the Concerned Incharge/Sr. Supv. 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. |
|-------|-------------|------|
| | | |
| | | |
| | | |

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)

(Convenor/Principal)

