



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR (SKILL LAB) CARPENTER [FURNITURE, WORKING TABLE ETC], AS PER ENCLOSED.

PRINCIPAL



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

Serial No./Ref. No. 4193
Date: 24/01/26

REQUISITION / DEMAND FORM

Name of the Requisitioner Deeinder Kaur Designation Act. Incharge
 Employee code 76 Department Composite Skill Lab
 Name & Type of work/ project/purchase Construction of skill lab

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.	Carpenter (furniture, working table) etc.				

*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 _____

*****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)

