



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR ELECTRICAL (WIRE, SWITCH & ETC), AS PER ENCLOSED.

PRINCIPAL

M.G.N. Public School
Adarsh Nagar, Jalandhar
REQUISITION / DEMAND FORM

Serial No./Ref. No. 4404
Date: 02/04/2026

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Name of the Requisitioner Amrik Singh Yadav Designation Electrician
Employee code 619 Department Electrical
Name & Type of work/ project/purchase

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)	Sheet 12 module	6 PC		Cure for new Room (Mass)	
2)	Sheet 6 module	20 PC			
3)	Switch panel module	100 PC		9 gen. work	
4)	Socket panel module	50 PC			
5)	Socket 16amp.	6 PC			
6)	switch ac starter	10 PC			
7)	led 15 Watt (Square)	50 AC			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Amrik Singh Yadav 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)

Name & type of work/ project



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

Serial No./Ref. No. 4402

Date: 2/4/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Amrik Singh Yadav Designation Electrician

Employee code 619 Department Electrician

Name & Type of work/ project/purchase _____

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)	wire 4mm R+Blue	4+4=8 Roll		New Room 4 (mess)	
2)	wire 1.5mm Blue	5 Roll			
3)	wire 1.5mm Red	3 Roll			
4)	wire 1mm white	5 Roll			
5)	wire 1mm green	5 Roll			
6)	flexible pipe 1/4"	5 Bundle			
7)	flexible pipe 1/2"	5 Bundle			
8)	Tape Roll .Big	1 Box		(mix)	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Amrik Singh Yadav

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.
9)	6 modular Box metal - 12 PC	Gen. Used A
10)	12 modular Box metal - 12 PC	New Room

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)

(Carver/Principal)