



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

Sealed tenders/quotations are invited TROPHIES AND BADGES FOR PRIMARY of the school latest by **24.03.2025**

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

Serial No./Ref. No. 3222.
Date: 20/03/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner RUPINDER KHURAL Designation PRT
Employee code 410 Department PRIMARY (for session 2025-26)
Name & Type of work/ project/purchase Trophies and Badges (Activities Competition)
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	Items Issued or Not Issued
①	First Prize	100	Rs 65 each (Approx)	Total Amount	265.000 ✓
	Second Prize	150			
	Third Prize	100			
	Special Appreciation	150			
②	Badges:-				Rs 12,000 ✓
	Mentor	150	Rs 60 each (Approx)		277,000 ✓
	Volunteer	50			

Signature of the Requisitioner Rupinder K Signature of the Concerned Incharge /Sr. Supr. [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] 20/3/25

*****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)