



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for PRINTING OF ANSWER SHEETS & REPORT CARD FOR EXAMINATION of the school latest by **14.04.2025**

Note:- For Printing of Answer sheets and Report cards (Pls see samples from School Examination dept)

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

Serial No./Ref. No. 3274
Date: 07/04/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner ROHIT MALHOTRA Designation PGT
Employee code 30 Department Examination
Name & Type of work/ project/purchase Printing of Answer sheets & Report Card
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.	4 Pgs Supplementary sheets	20,000	✓	For PA-1 & Mid Term	
2.	4 Pgs Printed	5000	✓	exam 1	
3.	8 Pgs Printed	20,000	✓	class 5th to 12th	
4.	16 Pgs Printed	6000	✓		
5.	16 Pgs Fictitious	2500			
6.	Report Cards (A4 size.)	2500			

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 [Signature] 07/04/25
*****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)