



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 (PRIMARY) 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. 3277.
Date: 7/4/2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Kirti Walia Designation PRT
Employee code 127 Department Examination Primary
Name & Type of work/ project/purchase Printing of answer sheets and Report cards
Tender required (Yes / No) ☐, If yes-Tender Date 7/4/2025 (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.	Report Cards	2800			
2.	4 line sheet (supplementary)	4000			
3.	Printed single line sheets	8000			
4.	Single line (supplementary)	10,000			

Please use supplementary list of items if items are more

Signature of the Requisitioner Kirti Walia 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] 7/4/25

*****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)