



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for HOLISTIC PROGRESS REPORT CARDS FOR CLASSES 1 & 2 (2025-2026) of the school latest by **13.05.2025**

Note:- For Printing of Report cards (Pls see samples from Primary Examination dept)

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

Serial No./Ref. No. 3313
Date: 19 / 4 / 2025

REQUISITION / DEMAND FORM

Name of the Requisitioner Inderpal Kaur, Navdeep Ghobra Designation P.R.T.
Employee code 565, 646 Department Classes 1-2
Name & Type of work/project/purchase HOLISTIC Progress Report Cards (2025-2026)
Tender required (Yes/No) ☒ YES, If yes-Tender Date 6/5/2025 (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.	HOLISTIC Progress Report Cards for Class-1.	300		Yearly Assessment	
2.	HOLISTIC Progress Report Cards for Class-2.	300		Yearly Assessment	

*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 [Signature] 19/4/25

*****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) [Signature] (Store Keeper)
(Convener/Principal)