



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for TROPHIES FOR PRIMARY WING (2025-2026) of the school latest by **13.05.2025**

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

Serial No./Ref. No. 3362.
Date: 25/04/2025
03/05/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Ms. Navjot Kaur Designation PRT
Employee code 400 Department PRIMARY WING (Activity)
Name & Type of work/ project/purchase Trophies for the session 2025-26

Tender required (Yes / No) ☒ Yes, If yes-Tender Date 6/5/2025 (Online ☒ or Newspaper ☐)
Estimated date of beginning of work 25/04/2025 Estimated date of completion of work 10/05/2025

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1	First Prize	100	Rs 105	Interclass	
2	Second Prize	100	each	Competitions	
3	Third Prize	100		year 2025-26	
4	Appreciation Prize	150	Rs 95 each	Amount for	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Navjot Kaur 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.

Signature of Store Keeper [Signature]

*****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)