



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR FLEX FOR NEW ADMISSIONS (NY, LKG & UKG

2026-2027), AS PER ENCLOSED.

PRINCIPAL

M.G.N. Public School
Adarsh Nagar, Jalandhar
REQUISITION / DEMAND FORM

Serial No./Ref. No. 3600
Date 25/7/25

Name of the Requisitioner SUKHAM Designation I/c P-Primary
Employee code 103 Department P. Primary
Name & Type of work/ project/purchase Flex for new admissions (2026-27)
NY, LKG & UKG
Tender required (Yes/No) ☒ Yes, If yes-Tender Date 29/7/2025 (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.	Flex	19 pcs		For display at various points	
	4 big ones & 15 smaller ones for the buses.			*Details attached	
				*Frames not required	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sukham 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]

*****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)

Supplementary Sheet – Requisition form

S.No.	Description	Quantity	Amount	Purpose/Remarks	
				Length	Breadth
1.	GT Road Turning	1 pc		12 ft	9 ft.
2.	T-Point near garage	1 pc		10 ft.	8 ft.
3.	Opposite Reception	1 pc		9 ft	7 ft.
4.	KG Back Gate	1 pc		8 ft	5 ft
5.	Behind School Buses	15 pc		3.5 ft	2 ft.
		19 pc			

Signature of the Requisitioner

Signature of the Concerned Incharge /Sr. Supv.

Signature of the Principal