



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR PRINTING OF SCHOOL PROSPECTUS FOR NEW ADMISSION (2026-2027) (PHOTOGRAPHY AND DESIGNING TO BE DONE) , AS PER ENCLOSED.

PRINCIPAL



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

Serial No./Ref. No. 3601.
Date 25/07/25

REQUISITION / DEMAND FORM

Name of the Requisitioner SUKHAM Designation I/c P. Primary
Employee code 103 Department Pre Primary
Name & Type of work/ project/purchase Printing of school prospectus for new adm (2026-27)
N4/ till grade 12 (photography + designing to be done)
Tender required (Yes/No) ☒ , If yes-Tender Date 29/7/25 (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.	Printing of school prospectus with number of pages <u>32</u>	<u>700</u>	<u>1000</u>	For new admissions for session 2025-26 for classes N4 onwards * Photography, designing & printing of prospectus.	

*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)