



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED TENDERS/QUOTATIONS ARE REQUIRED FOR THE VARIOUS ITEMS/WORK TO BE REQUIRED LATEST BY **15TH SEPT 2025** FOR CONDUCT OF **ANNUAL FUNCTION 2025 IN OCT 2025**. AS PER ENCLOSED. FOR DETAILS PLEASE VISIT/CONTACT SCHOOL.

PRINCIPAL



142

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

Serial No./Ref. No. 3673

Date: 19 / 08 / 25

REQUISITION / DEMAND FORM

Name of the Requisitioner Devinder Kaur Designation Activity Incharge
Employee code 76 Department Activity
Name & Type of work/ project/purchase Annual Function - 2025

Tender required (Yes / No) ☐ , If yes-Tender Date / / (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.	Tenting Chain etc. ✓				
2.	for pandal. ✓				
3.	Menelatos ✓				
4.	Polishing of old trophies ✓				
5.	Dinner (approx 120 ppl) ✓				
6.	Video & still photography ✓				
7.	Silver bands ✓				
8.	Gift & bouquets ✓				

*Please use supplementary list of items if items are more

Signature of the Requisitioner

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

*****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)

[illegible]

Signature of the Concerned Incharge /Sr. Supv.

Signature of the Principal