



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **PRE-PRIMARY, CERTIFICATES FOR STUDENTS (VARIOUS EVENTS IN SESSION 2025-2026)** AS PER ENCLOSED.

PRINCIPAL



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

Serial No./Ref. No. 3658

Date: 13/8/25

Name of the Requisitioner ANKU PATHAK Designation KG Activity I/c
 Employee code 417 Department PRE PRIMARY
 Name & Type of work/ project/purchase Certificates for Students (various events in session 2025-2026)
(Designing & Printing 18cm by 23cm)



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Tender required (Yes / No) YES, 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.	Mexit Certificate	1300		Designing & Printing of certificates	
2.	Participation Certificate	1000		SIZE: 18cm by 23cm	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Anku Pathak

Signature of the Concerned Incharge/Sr. Supv. Suhra

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

*****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)