



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED TENDERS/QUOTATIONS ARE REQUIRED FOR **SPORTS DAY** AS PER ENCLOSED.

PRINCIPAL

 **M.G.N. Public School**
Adarsh Nagar, Jalandhar
166

Serial No./Ref. No. 3704
Date: 28 Aug, 25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sanjay Kunder Designation P.G.T.
Employee code 24 Department Phy. Education & Sports
Name & Type of work/ project/purchase Sports Day

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
✓	Pandal / Tent	As per spec		Mr. Ragab School Vendor	
✓	Screen	"		"	
✓	Drone & Photography	"		"	List Attached
✓	Medal, Monalisa Trophies	"		"	
✓	Milkman's equity blocks	"		"	
✓	Ath. event equip	"		"	
✓	Refreshment to Ath & Anti	"		"	
✓	Other emergency	"		"	

*Please use supplementary list of items if item is more than one

Signature of the Requisitioner Sanjay Kunder 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)
(Owner/Principal)

28th August, 2025

Principal,
Guru Nanak Public School,
Adarsh Nagar, Jalandhar

Subject: Seeking permission for Releasing of Fund for School Sports Day (8th to 10th October 2025)

Respected Sir,

With due regard; request you to kindly release Sports Fund of Rs 3,00,000/- (Three Lakhs only) for Annual School Sports Day/ Athletic Meet (Inter house / Section) for the session 2025-26. In these games approximately 2000 students participate (Mass Participation) in various Athletic Events/ Show Events from different wings. The tentative dates for the meet are 8th to 10th October 2025 (Three days). Exact schedule of Meet is yet to Finalise (as per higher authority's availability).

Approximate expenses are like:

S.N	Item	Session 2024	Session 2025	Remarks
1.	Pandal/ Tent arrangements like shamiana, tables, chairs, Darries, Curtains etc	Rs20000/-	Rs 30,000/- Approx	From regular school vender/ through quotations
2.	Sound etc	Rs 20000/-	Rs 25,000/- Approx	From regular school vender/ through quotations
3.	Drone coverage/ still photography	Rs 20500/-	Rs 25,000/- Approx	From regular school vender/ through quotations
4.	i. Approx 800 pc Medals to athletes of all wings: Die based @Rs 65 x800 = Rs 52,000/- ii. 8 Memento's to guests @Rs 1000x8 = Rs 8,000/- (As per need/ Stickers etc) iii. Trophies @Rs 2000x6 = Rs 12000/- for Inter House (As per need/ Stickers etc) iv. Certificates Approx 2000 pc x@Rs5 = Rs 10,000/-	Rs27750/- Rs2500/-	Rs 90,000/- Approx	From regular school vender/ through quotations, as per Sample already approved by ADC/SDM Sir
5.	Show event Requirements like Ribbons, Balloons, Bouquets, Rope, Cards, Flex etc.	Rs 8200/-	Rs 15,000/- Approx	From regular School vender/ through quotations
6.	Athletic Events equipments, Marking Powder etc.	Rs 4500/-	Rs 5,000/- Approx	From regular School vender/ through quotations
7.	Refreshment to participant Approx 2000 1100 Athletes (1 st to 12 th) @Rs 50/- = 2 Bananas + 1 Orange/Apple + 1 Juice = Rs. 55000 550 Participants (KG wing) @ Rs. 25= 1 Banana + 1 Biscuit = Rs. 13750/- 450 Participants of Cultural Prog. @Rs.30=2 Bananas+1 Orange/Apple=Rs. 13500/- = Rs. 82250/- Misc=Rs.7750/- = Rs.90000/-	Rs.75000/-	Rs 90,000/- Approx	From School Canteen
8.	Miscellaneous / Emergency need	Rs5000/-	Rs 20,000/- Approx	
	Total	Rs.1,82,450/-	Rs 3,00,000/- Approx.	

Thus request you to kindly do the needful and guide us in this regard.

Thanking you.

Yours Sincerely

(Sanjay Kundra)
(HOD Physical Education).

Principal
Montgomery Guru Nanak Public School
Adarsh Nagar, Jalandhar

