



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR PREPARATION OF ICARDS FOR SESSION 2026 2027 (NURSERY TO GRADE 2), AS PER ENCLOSED.

PRINCIPAL

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

REQUISITION / DEMAND FORM

Name of the Requisitioner SUKHAM Designation S/c Pre Primary
Employee code 103 Department Pre Primary
Name & Type of work/ project/purchase Preparation of I-cards for session 2026-27 (Nursery to Grade 2)
Tender required (Yes / No) Yes, If yes-Tender Date / / (Online or Newspaper)
Estimated date of beginning of work / / Estimated date of completion of work / /

Serial No./Ref. No. 4178
Date: 22/01/2026

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	Photographs to be clicked & preparation of I-cards	approx for 165 students	₹ 65	* I-cards for new session 2026-27 * For NY to Grade 2 students	
	* New admissions NY, LKG & UKG need to be clicked			* NY I-cards need to be ready before the session begins	
	on 28 Feb & 7th March '26				

*Please use supplementary list of items if items are more

Sukham Sukham Sukham

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)

(Convenor/Principal)