



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

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

Name of the Requisitioner SUKHAM Designation S/c Pte Primary
Employee code 103 Department Pte Primary
Name & Type of work/ project/purchase Preparation of I-cards for session 2026-27 (N4 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 / /

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	Photographs to be clicked + preparation of I- cards	approx for 965 students		* I- cards for new session 2026-27	
				* For N4 to grade 2 students	
	* New admissions N4, LKG & UKG need to be clicked on 28 Feb & 27th March '26			* N4 I-cards need to be ready before the session begins	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sukham 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)
(Con. Supr./Principal)