



## MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

### **SEALED TENDERS/QUOTATIONS**

**SEALED QUOTATIONS/TENDERS ARE INVITED FOR TROPHIES FOR APPLAUDS  
(ANNUAL PRIZE DISTRIBUTION (SESSION 2025-2026)), AS PER ENCLOSED.**

PRINCIPAL

	<b>M.G.N. Public School Adarsh Nagar, Jalandhar</b>		Serial No./Ref. No. <u>4141</u> Date: <u>12/01/2020</u>																																
<b>REQUISITION / DEMAND FORM</b>																																			
Name of the Requisitioner		<u>Anku Pathak</u>		Designation <u>KG Activity 1/c</u>																															
Employee code		<u>417</u>	Department	<u>Pre Primary</u>																															
Name & Type of work/ project/purchase <u>536 Trophies for APPLAUDS (Annual Prize Distribution for N.Y, L.K.G, U.K.G Students - Session 2025-2026)</u>																																			
Tender required ( Yes / No ) <input type="checkbox"/> , If yes-Tender Date <u>  /  /  </u> (Online <input type="checkbox"/> or Newspaper <input type="checkbox"/> )																																			
Estimated date of beginning of work <u>  /  /  </u> Estimated date of completion of work <u>  /  /  </u>																																			
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued																														
1	<u>Titles for Trophies</u>																																		
2	<u>Best Teammate</u>																																		
2	<u>Highly Perceptive</u>																																		
3	<u>Ever Smiling</u>	<u>536</u>		<u>NY - 155</u>																															
4	<u>Promising Performance</u>			<u>LKG - 188</u>																															
5	<u>Well Turned Out</u>			<u>UKG - 193</u>																															
<i>* All the students are awarded.</i>																																			
*Please use supplementary list of items if items are more			Signature of the Requisitioner		Signature of the Concerned Incharge/Sr. Supv.																														
			<u>Anku Pathak</u>		<u>S. S. S. S. S.</u>																														
*****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.																																	
<u>Valid and responsive quotations were received.</u>																																			
<u>Bids/quotes were technically found acceptable &amp; were considered for Financial/ Commercial comparison.</u>																																			
Certified that Committee has scrutinized all valid quotations/bids.																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Comments/Recommendation</td> <td colspan="5"></td> </tr> <tr> <td></td> <td colspan="5"></td> </tr> </table>						Comments/Recommendation																													
Comments/Recommendation																																			
The total financial implications will <u>₹</u> _____ In words _____																																			
(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator)		( Financial Nodal Officer)		(Sr. Supervisor)																															
				(Store Keeper)																															
(Convenor/Principal)																																			