



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

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

Serial No./Ref. No. 4141
Date: 12/01/2020

REQUISITION / DEMAND FORM

Name of the Requisitioner Ankur Pathak Designation KG Activity 1/c
Employee code 417 Department Pre Primary
Name & Type of work/ project/purchase 536 Trophies for APPLAUDS (Annual Prize Distribution for NY, LKG, UKG students session 2025-2026)

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
	<u>Titles for Trophies</u>				
<u>1</u>	<u>Best Teammate</u>				
<u>2</u>	<u>Highly Perceptive</u>			<u>NY - 155</u>	
<u>3</u>	<u>Ever Smiling</u>	<u>536</u>		<u>LKG - 188</u>	
<u>4</u>	<u>Promising Performer</u>			<u>UKG - 193</u>	
<u>5</u>	<u>Well Turned Out</u>				
				<u>* All the students are awarded.</u>	

* Please see supplementary list of items if items are more

Signature of the Requisitioner Ankur Pathak Signature of the Concerned Incharge/Sr. Supv. Sudham 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)
(Coordinator/Principal)