



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR SECURITY STAFF FOR SESSION 2026-2027, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4230
Date: 02/02/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Sangeeta Khatia Designation HM + Acad Coord.
Employee code 029 Department _____

Name & Type of work/project/purchase Security Staff for session 2026-27

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
1	Security staff appointment (Contractee/Partly) (List attached) with Duty Points	10			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sangeeta Khatia Signature of the Concerned Incharge/Sr. Supv. Sangeeta Khatia 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 ₹ 26-27 Expenditure Head STAFF FRAM P.T.
Expenditure till Date _____ Office Supdt. AG, ENKISS
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)
(Convener/Principal)

OUTSOURCE SECURITY 2026-27

Sr.No.	Duty point	Remark
1	Primary gate (supervisor)	
2	Ground shutter gate (near main stage)	
3	Out side gate near KPT road (near karn hospital)	
4	Out side gate near satyam hospital	
5	Parking gate (near punjab book)	
6	KG wing shutter	
7	Bus graze shutter (TPT department)	
8	Evening time 2pm-10pm (main gate)	
9	Evening time 2pm-10pm (main gate)	
10	Night duty 10pm-6am (main gate)	


PRINCIPAL

