



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **HOLISTIC PROGRESS REPORT CARD AND RECORD REGISTERS**, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 43795
Date: 27/02/26

REQUISITION / DEMAND FORM

Name of the Requisitioner Inderpal, Navdeep (Ghotia) Designation PRT (Class 1,2)
Employee code 565,646 Department Class 1 and 2
Name & Type of work/project/purchase Holistic Progress Report Cards and Record Registers

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.	Holistic Progress Report Card class 1	250		To assess	
2.	class 2	250		To assess	
3.	Holistic Record Registers	15		To maintain the record	

*Please use supplementary list of items if items are more

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) _____
(Convener/Principal)