



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR I.D. CARDS (CLASSES 3<sup>RD</sup> TO 12<sup>TH</sup>) 2026-2027, AS PER ENCLOSED.

PRINCIPAL

Serial No./Ref. No. 4344  
Date: 10<sup>th</sup> / Mar / 2026

**M.G.N. Public School**  
**Adarsh Nagar, Jalandhar**  
**556**  
**REQUISITION / DEMAND FORM**

Name of the Requisitioner Sangeeta Bhatia Designation H.M + Acad. Co-Ord  
Employee code 029 Department \_\_\_\_\_  
Name & Type of work/ project/purchase I.D. Cards (Class: 3<sup>rd</sup> to 12<sup>th</sup>)

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.	Class: 3 <sup>rd</sup> to 5 <sup>th</sup>	730 approx		I.D. Cards	
2.	Class: 6 <sup>th</sup> to 10 <sup>th</sup>	1350 approx		I.D. Cards	
3.	Class: 1 <sup>st</sup> to 12 <sup>th</sup>	580 approx		I.D. Cards	
		<u>2660</u> approx		I.D. Cards	

\*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 [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) \_\_\_\_\_  
(Convener/Principal) [Signature]