



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR PRINTING OF TEACHER'S PLANNER (2026-2027), AS PER ENCLOSED.

PRINCIPAL

Serial No./Ref. No. 4327
Date: 07/03/2026

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

Name of the Requisitioner SATWINDER PANNU Designation PGT
Employee code 368 Department _____
Name & Type of work/ project/purchase PRINTING OF TEACHER'S PLANNER (26-27)

Tender required (Yes / No) , If yes-Tender Date 04/03/2026 (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
	TEACHER'S PLANNER (2026-2027) (1st Sec)	150			
	PRE-PRIMARY	120			

*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)