



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **COMPUTER PERIPHERALS**, AS PER ENCLOSED.

PRINCIPAL



085

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

Serial No./Ref. No. 3583Date: 23 / 7 / 25

Name of the Requisitioner Manpreet Singh Designation IT
Employee code 317 Department IT Dept.
Name & Type of work/ project/purchase Purchase

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
01	Motex Cat 6 UTP Cable	06			
02	Wireless K/B Mouse Dell	02			
03	SSD 500GB WD	10			
04	RT45 (Box 100pic) D-link	02			
05	Wireless K/B & Mouse Dell	25			
06	UPS Batteries Ericc 12V 6A	100			
07	HDD 4TB WD (for CCTV)	05			

*Please use supplementary list of items if items are more

Signature of the Requisitioner Manpreet SinghSignature of the Concerned Incharge/Sr. Supv. Mahender

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

*****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)