



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR NEW PERSONAL COMPUTER WITH PRINTER AND PC TABLE, AS PER ENCLOSED.

PRINCIPAL

**307 M.G.N. Public School Adarsh Nagar, Jalandhar** Serial No./Ref. No. 3926  
Date: 08/11/25

**REQUISITION / DEMAND FORM**

Name of the Requisitioner Sanjay Kumar Designation 1/C Store  
Employee code 165 Department STORE  
Name & Type of work/ project/purchase New Pc Complete set with Printer  
new computer table  
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	New Pc With new Printer Complete set	1 Set		② New Computer Table Complete Set	

\*Please use supplementary list of items if items are more

Signature of the Requisitioner [Signature] Signature of the Concerned Incharge/Sr. Supv. [Signature] 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.
	<u>N.A</u>	

Signature of Store Keeper [Signature]

\*\*\*\*\*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)