




**MONTGOMERY GURU NANAK PUBLIC SCHOOL**  
Adarsh Nagar Jalandhar

**SEALED TENDERS/QUOTATIONS**

SEALED QUOTATIONS/TENDERS ARE INVITED FOR I9 CPU, 32 GB RAM 1TB HDD  
FOR ID DEPARTMENT, AS PER ENCLOSED.

PRINCIPAL

 **479** **M.G.N. Public School**  
**Adarsh Nagar, Jalandhar**

Serial No./Ref. No. 4011  
Date: 01 / 12 / 2025

**REQUISITION / DEMAND FORM**

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	I9 CPU 32GB Ram 1TB HDD Dell	01		For IT Dept. to check CCTV	

\*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.

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)