



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

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

PRINCIPAL

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

Serial No./Ref. No. 4011
Date: 01 / 12 / 2023

REQUISITION / DEMAND FORM

Name of the Requisitioner Manpreet Singh Designation 27
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 Hard SSD	01		For IT Dept. to check CCTV	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Manpreet Singh Signature of the Concerned Incharge/Sr. Supv. Malhotra Signature of the Principal Malhotra

*****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)