



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR CPU I7, 16GB, 512GB SSD WINDOWS 11, HP / CPU I7, 16GB, 1TB SSD WINDOWS 11, MS OFFICE HP/ WIRELESS KEYBOARD & MOUSE AS PER ENCLOSED.

PRINCIPAL

Serial No./Ref. No. 4013  
Date: 02/12/2021

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

**REQUISITION / DEMAND FORM**

Name of the Requisitioner: ROHIT MALHOTRA Designation: PGT HOD Comp.  
Employee code: 30 Department: Computer, Examination  
Name & Type of work/project/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
1.	CPU I7, 16GB, 512GB SSD Windows 11, HP	09		For Sr. Computer Lab.	
2.	CPU I7, 16GB, 1TB SSD Windows 11, MS OFFICE, HP	03		For Sr. Exam. Dept.	
3.	Wireless Keyboard & Mouse	03			

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)