



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

Web site: www.mgnps.org Serial No. (Ref. No. 4018)
484 Date: 02/12/2024

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 SA Computer Lab.	
2.	CPU I7, 16GB, 1TB SSD Windows 11, MS OFFICE, HP	03		For SA Exam. DEPT.	

3. *Please use separate sheet for items if items are more
Signature of the Requisitioner M.R.L. Signature of the Concerned Incharge/Sr. Supv M.R.L. Signature of the Principal M.R.L.

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 M.R.L. Date 21/12/2024

For Purchase Committee Use Only

Estimated Cost Budgeted Amount Expenditure Head
Expenditure till Date Office Suptd.

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)
(Convenor/Principal)