



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR DUPLICATOR MACHINE, RISO CV3130 (WITH BUYBACK OF OLD MACHINE) INK / MASTER ROLL, AS PER ENCLOSED.

PRINCIPAL

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

REQUISITION / DEMAND FORM

Name of the Requisitioner ROHIT MALHOTRA Designation PGT, I/c EXAM.
Employee code 30 Department SR. EXAMINATION.

Serial No./Ref. No. 4174
Date: 21/01/2026

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.	RISO CV3130 Digital Duplicator	01			
2.	INK.	10			
3.	MASTER ROLL	04		Test	

* Please use supplementary list of items if items are more

Signature of the Requisitioner Malhotra 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.
1.		

Signature of Store Keeper Malhotra

*****For Purchase Committee Use Only*****
Estimated Cost 10000/- Budgeted Amount 10000/- Expenditure Head Office Supdt.
Expenditure till Date 10000/-

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 ₹ 10000/-
In words Ten Thousand Rupees Only

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-ordinator) Malhotra (Financial Nodal Officer) Malhotra (Sr. Supervisor) Malhotra (Store Keeper) Malhotra
(Convener/Principal) Malhotra