



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

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

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

REQUISITION / DEMAND FORM

Name of the Requisitioner ROHIT MALHOTRA Designation PGT, I/C EXAM.
Employee code 30 Department SR. 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.	RISO CV3130	01			
	Digital Duplication				
2.	INK.	10			
3.	MASTER ROLL	04			

*Please use supplementary list of items if items are more

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)