



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR **Exide Batteries, SSD 512, Power Supply & Wifi Router Outdoor** AS PER ENCLOSED.

PRINCIPAL

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

478 REQUISITION / DEMAND FORM

Serial No./Ref. No. 4010
Date: 01/12/2015

Name of the Requisitioner Abdul Kumar Designation Network Mst.
Employee code 538 Department IT
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	Exide Batteries 7ah	100	✓		
02	TP Link	15	✓		
03	SSD 512 gb	15	✓		
04	Power Supply 800W 0.5	10	✓		
05	Power Supply 4 Pin 16A 0.5	10	✓		
	TP Link	10	✓		

*Please use supplementary list of items if items are more
Abdul Kumar Signature of the Requisitioner Mr. Balbir Singh Signature of the Designated Incharge/Sr. Supv.

Signature of the Principal Mr. Balbir Singh

*****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) _____
(Convenor/Principal) _____