



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR IFP PANEL WITH OPS I7 16GB 512 HDD, AS PER ENCLOSED.

PRINCIPAL

Serial No./Ref. No. 4012
Date: 01/12/2021

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

REQUISITION / DEMAND FORM

Name of the Requisitioner: Manpreet Singh Designation: 27
Employee code: 317 Department: IT Dept.
Name & Type of work/ project/purchase: Purchase

Tender required (Yes/No) ☐ , If yes-Tender Date 1/1/ (Online ☐ or Newspaper ☐)
Estimated date of beginning of work 1/1/ Estimated date of completion of work 1/1/

S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
01	25.85 ZFP Panel with OPS i7 16GB 512 HDD	02		1 IT Dept. for CCTV 1 Reception (Movable) with Stand.	

*Please use supplementary list of items if items are more

Signature of the Requisitioner: Manpreet Singh Signature of the Concerned Incharge/Sr. Supv. M. Singh Signature of the Principal M. 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)
(Convener/Principal)

