



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR FOR COMPUTER SETS, AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4018
Date: 02/12/2021

REQUISITION / DEMAND FORM

The Requisitioner ROHIT MALHOTRA Designation PGT MOD Comp.
 Code 30 Department Computer, Examination, Main office
 & Type of work/project/purchase Purchase of Computer sets.

Order required (Yes/No) Yes, 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+2=11		For Sr. Computer Lab. & Main office	
2.	CPU i7, 16GB, 1TB SSD Windows 11 MS Office, HP	03+1=4		For Sr. Exam. DEPT. & Main office.	

3. *Please use supplementary list of items if items are more
 unless 400 more
 Signature of the Requisitioner [Signature] Signature of the Concerned Incharge/Sr. Supv. [Signature] Signature of the Principal [Signature]
 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 [Signature]

For Purchase Committee Use Only*
 Estimated Cost _____ Budgeted Amount _____ Expenditure Head _____
 Expenditure till Date _____ Office Supdt. [Signature]
 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
(15) Computer Set (15) as per enclosed configuration are required for Computer Lab, Examination & Main office from Computer Lab & MS Office, Jalandhar

The total financial implications will be ₹ 9,8,000/-
 In words _____

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator) _____ (Sr. Supervisor) _____ (Store Keeper) _____
 (Convener/Principal) _____