



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS / QUOTATIONS

Sealed tenders/quotations are invited for RENEWAL OF SCHOOL VEHICLE INSURANCE FOR TRANSPORT DEPARTMENT of the school latest by **17.05.2025**

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

Serial No./Ref. No. 3368
Date: 05, 05, 25.

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarvanjeet Singh Designation B/M LE-0)
Employee code 568 Department Transport
Name & Type of work/ project/purchase Renewal of School Vehicle Insurance

Tender required (Yes/No) ☒ Yes, If yes-Tender Date 12, 05, 2025 (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.	PROBEA 7900 4/6/25				
2.	PROBER 5833 9/6/25				
3.	PROBER 5827 10/6/25				
4.	PROBEM 2459 9/7/25				
5.	PROBEM 2387 9/7/25				
6.	PROBCH 5620 16/7/25				
7.	PROBBE 7771 19/7/25				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarvanjeet Singh 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)