

Montgomery Guru Nanak Public School, Adarsh Nagar, Jalandhar

Sealed tenders/quotations are invited for

One New school bus 36+1 seater of TATA /SML company is required within three days.

0181-2254463,64

Principal

Name & Type of work/ project/purchase Need New Bus

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

Serial No./Ref. No. 3461
Date 04.06.25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarvanjeet Singh Designation B/M (E-o)
Employee code 568 Department Transport
Name & Type of work/ project/purchase Need New Bus (36+1 Seats)

Tender required (Yes/No) ☒ Yes, If yes-Tender Date 18.06.2025 (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.	<u>Need New Bus</u>			<u>36+1 Seats</u>	

*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)