



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF INSURANCE OF TRANSPORT, AS PER ENCLOSED.

PRINCIPAL



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

Serial No./Ref. No. 3012

Date: 28/7/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarrajit Singh

Designation B/M (E-O)

Employee code 568

Department Transport

Name & type of work/ project/purchase Renewal of Insurance

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
1.	PB08D64667			Valid upto 2/9/25	

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarrajit 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)