



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF BUS INSURANCE (PB08CX8981), AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 3803
Date 29, 09, 25

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarwanjeet Singh Designation B/M (E-0)
Employee code 568 Department Transport
Name & Type of work/ project/purchase Renewal of Bus Insurance

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

Serial No./Ref. No. 3803
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Name of the Requisitioner Sarwanjeet Singh Designation B/M (E-0)
Employee code 568 Department Transport
Name & Type of work/ project/purchase Renewal of Bus Insurance

Tender required (Yes / No) ☒ . If yes-Tender Date 03/10/2025 (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	PB08CX8981				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Sarwanjeet 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

(Principal/Store Keeper/Co-ordinator/ HOD/Co-ordinator) (Financial Nodal Officer) (Sr. Supervisor) (Store Keeper)