



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF BUS INSURANCE (PB08EC1263), AS PER ENCLOSED.

PRINCIPAL

Name & Type of work/ project/purchase _____

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

Serial No./Ref. No. 3787
Date: 24/9/25

REQUISITION / DEMAND FORM

Name of the Requisitioner Saranyjeet 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 30/9/25 (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	PB08EC1263				

*Please use supplementary list of items if items are more

Signature of the Requisitioner Saranyjeet 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)