



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF BUS INSURANCE (PB08CH9959), AS PER ENCLOSED.

PRINCIPAL



611

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

Serial No./Ref. No. 3952  
Date: 13/11/2025

### 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 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.	PB08CH9959			Valid upto 07/01/26	

\*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)