



MONTGOMERY GURU NANAK PUBLIC SCHOOL
Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

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

PRINCIPAL

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

Serial No./Ref. No. 4/35
Date: 09/01/2026

REQUISITION / DEMAND FORM

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

Tender required (Yes/No) ☒ Yes, 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.	PB08CP4935			Valid up to 24/2/26	
2.	PB08CP4936				

Signature of the Requisitioner Sarvanjeet Singh Signature of the Concerned Incharge/Sr. Supv. _____ Signature of the Principal [Signature]

*****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)
(Principal)

