



## 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		<b>M.G.N. Public School</b> Adarsh Nagar, Jalandhar			Serial No./Ref. No. <u>4/35</u>
		REQUISITION / DEMAND FORM			Date: <u>09.01.2026</u>
Name of the Requisitioner <u>Sarwanjeet Singh</u>		Designation <u>RHM (E-0)</u>			
Employee code <u>568</u>		Department <u>Transport</u>			
Name & Type of work/ project/purchase <u>Renewal of Bus Insurance</u>					
Tender required ( Yes / No ) <u>Yes</u>		If yes-Tender Date <u>/ /</u>			(Online <input checked="" type="checkbox"/> or Newspaper <input type="checkbox"/> )
Estimated date of beginning of work <u>/ /</u>		Estimated date of completion of work <u>/ /</u>			
S.No.	Description	Quantity	Amount	Purpose/Remarks	Item Issued or Not Issued
1.	PB08CP4935			<u>Valid up to 31/12/26</u>	
2.	PB08CP 4936				
Please use supplementary list if items are more					
<u>Sarwanjeet Singh</u> Signature of the Requisitioner		<u>Signature of the Concerned Incharge/Sr. Supv.</u>			<u>Neeru</u> 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.				
<u>Valid and responsive quotations were received.</u>					
<u>Bids/quotes were technically found acceptable &amp; were considered for Financial/Commercial comparison.</u>					
Certified that Committee has scrutinized all valid quotations/bids					
Comments/Recommendation					
The total financial implications will <u>₹</u> _____					
In words _____					
(Headmistress/Gum Acad. Co-ordinator/HOD/Co-ordinator)			(Financial Nodal Officer)	(Sr. Supervisor)	(Store Keeper)
<u>Neeru</u> (Name/Principal)					

