



# MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

## SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF INSURANCE OF PB08-FK-0827 & PB08-FR-5791 AS PER ENCLOSED.

PRINCIPAL

Serial No./Ref. No. 4227  
Date: 02/02/2026

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

**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 )  Yes , If yes-Tender Date 18/02/2026 (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	PB08FK0827			Valid upto 1/4/26	
2	PB08FR5791			Valid upto 31/3/26	

\*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 [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)  
(Convener/Principal)