



MONTGOMERY GURU NANAK PUBLIC SCHOOL

Adarsh Nagar Jalandhar

SEALED TENDERS/QUOTATIONS

SEALED QUOTATIONS/TENDERS ARE INVITED FOR RENEWAL OF INSURANCE OF BUS (PB08EX5372), AS PER ENCLOSED.

PRINCIPAL

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

Serial No./Ref. No. 4325
Date: 06/03/2026

REQUISITION / DEMAND FORM

Name of the Requisitioner Sarwanjeet Singh Designation R/M (E-0)
Employee code 568 Department Transport
Name & Type of work/ project/purchase Renewal of Insurance

Tender required (Yes / No) Yes, If yes-Tender Date 06/03/2026 (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.	PB08EX5372			Valid upto 27/04/26	

*Please use supplementary slip if items are more

Signature of the Requisitioner Sarwanjeet 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 be not be
In words _____

(Headmistress Cum Acad. Co-ordinator/ HOD/Co-Ordinator)

(Financial Nodal Officer)

(Supervisor)

(Store Keeper)

(Convener/Principal)