

SUBJECT:- REQUISITION OF STATIONARY ITEMS.

It is submitted that the following Stationary Items are urgently required for Admin

Branch-I (Registrar Office): -

- | | | |
|-----|--|-----------|
| 1. | Ream Legal Size (AA) 80gm | 40 Nos |
| 2. | Ball Point (Solo) Blue | 15 Pkts. |
| 3. | Ball Point (Solo) Red | 05 Pkts. |
| 4. | Uni-Ball Signo Gel Ink Roller Ball(Black) | 04 pkts |
| 5. | Uni-Ball Signo Gel Ink Roller Ball(Blue) | 04 pkts |
| 6. | Sharpener (Dux) | 05 Boxes |
| 7. | Eraser (AL 30) Pelikan | 02 Boxes |
| 8. | Lead Pencil Goldfish HB | 20 Pkts |
| 9. | Stapler Pin (Dollar) standard size | 20 Boxes |
| 10. | Highlighter Signature (green color) | 05 Boxes |
| 11. | Gum Stick (amox/UHU) Large size | 05 Boxes |
| 12. | Paper Clip | 10 pkts. |
| 13. | Pasting Flag (Colorful) (Notes PET) | 50 Pkts. |
| 14. | Stapler Machine (standard size) | 05 Nos. |
| 15. | Correction Fluid (Dollar) | 02 Boxes |
| 16. | Dusting Cloth | 05 metres |
| 17. | Stapler Remover | 05 Nos. |
| 18. | Table Dairy 2021 | 02 Nos |
| 19. | Hand Dairy 2021 | 03 Nos. |

D.No. 72/2
AD-I
Dated 4/11/2020

Registrar Office
04 NOV 2020
No. 6331 / District-II

In view of above, if agreed, the ^{case} may be sent to **Purchase Officer** to purchase the above stationary items.

Submitted for appropriate orders please.

D.R. (Admin-I)

A.R. (Admin-I)

Registrar

ACCOUNTS BRANCH
06 NOV 2020
NO.R. 7310

4/11/2020

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REGISTRAR
Bahauddin Zakariya University
MULTAN.

P/10

06/11/2020

Mr. Tawel