

Department of English
Bahauddin Zakariya University, Multan



No. ENG.4-1/569

Dated: 15-03-2021

ACCOUNTS BRANCH

NO.R. 4265 A/C's

Dated 15-3-21

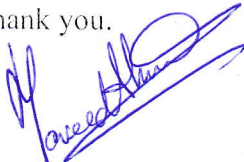
The Purchase Officer
Bahauddin Zakariya University
Multan


Subject: **PURCHASE OF STATIONERY FOR USE IN THE DEPARTMENT OF ENGLISH**


Kindly arrange to purchase the following items for the use in the Department of English. These items are needed urgently. The expenditure will be met out from the budget head Sundry Charges/Stationery in the budget estimate 2020-2021.

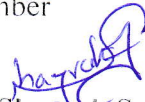
Sr. No.	Specification	Quantity
1.	Paper Rim (A-4, 70 gm)	20 Rim
2.	Board Maker (Black)	07 Box
3.	Duster (Classroom)	24 nos.
4.	Duster (Romal)	50 nos.
5.	Stapler Pin (Large)	02 Box
6.	File Covers	24 nos.
7.	Glue Stick	12 nos.
8.	Eraser	12 nos.
9.	Ink Stamp pad (Dollar)	02 nos.
10.	Clock Cell	12 nos.
11.	Paper Clips	06 Box
12.	Stapler Pin Remover	05 nos.

Thank you.


Prof. Dr. Naveed Ahmad
Chairman


Dr. Sarwat Jabeen
Member


Prof. Dr. Qamar Khushi
Member


Dr. Shazran Salam
Member


15/3/2021

Mr. M. Asif