

**DEPARTMENT OF EDUCATION
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN**

No. Edu/ 277 /2021

Dated: 22-04-2021

The Purchase Officer
Bahauddin Zakariya University
Multan



Subject: URGENT DEMAND FOR OFFICE STATIONERY ITEMS.

Dear Sir,

The following stationery items are urgently required for the Office and Examinations Cell and Faculty of the Department of Education, as per their specifications below:

| Sr. # | Name of Items | Quantity |
|-------|--------------------------------|----------|
| 1. | Paper Rims A-4-size | 20-Nos. |
| 2. | Ball Pen (Blue) | 02.Pkts. |
| 3. | Ball Pen (Red) | 02.Pkts. |
| 4. | White Board Marker | 02-Pkts. |
| 5. | Folder Files (fine quality) | 24-Nos. |
| 6. | Stapler Machine cum pin opener | 02-Nos. |
| 7. | Stapler Pins | 02-pkt. |

It is requested that the necessary arrangements may be made to purchase the above mentioned stationary items on priority basis. The expenditure may be met out from the Departmental budget head (1) "Sundry Charges/Stationery" (Morning) in the budget estimates 2020-2021, where the sufficient balance is available.

Yours sincerely

Prof. Dr. Khalid Khurshid
Chairman,

Department of Education,
Bahauddin Zakariya University, Multan

Mr. M. Asif
23/4/2021