

DEPARTMENT OF CIVIL ENGINEERING
FACULTY OF ENGINEERING & TECHNOLOGY
BAHAUDDIN ZAKARIYA UNIVERSITY MULATAN

The Purchase Officer,
Bahauddin Zakariya University,
Multan.



Subject: **DEMAND OF STATIONARY**

It is submitted that under mentioned items of stationary are required to be purchase for the use of Civil Engineering Department.

| Sr. No. | DESCRIPTION | QUANTITY |
|---------|---|-----------|
| 1. | Ink Fountain Pen (Blue) | 06 nos. |
| 2. | Ink Fountain Pen (Black) | 06 nos. |
| 3. | File Cover VIP luxry | 25 nos. |
| 4. | Ball point pen piano (Blue) | 12 Packet |
| 5. | Ball point pen piano (Black) | 01 Packet |
| 6. | Pointer (Blue) Unibal ub 150 | 02 Packet |
| 7. | Pointer (Black) Unibal ub 150 | 02 Packet |
| 8. | Correction Pen | 01 Packet |
| 9. | Lead pencil Hb | 10 Packet |
| 10. | Sharpner | 12 nos. |
| 11. | Eraser | 12 nos. |
| 12. | Highlighter (multi colours) | 36 nos. |
| 13. | Stapler machine | 03 nos. |
| 14. | Tag (multi coloured) | 24 nos. |
| 15. | Paper Clip | 06 nos. |
| 16. | Common Pin | 06 nos. |
| 17. | Rough cloth (duster) | 25 nos. |
| 18. | Paper tape 2" (doctor tape type) | 06 nos. |
| 19. | Binding Tape 2" | 03 nos. |
| 20. | Binding Plastic Sheets A4 (transparent colorless) | 06 packet |
| 21. | Envelope large | 100 nos. |

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| 22. | Blank Register | 06 nos. |
| 23. | Imprest Register 100 sheet | 02 nos. |
| 24. | Despatch Register | 02 nos. |
| 25. | Flash (USB) Drive 16 GB 3.1 otg | 03 nos. |
| 26. | Air Freshner cobra air 800ml | 04 nos. |
| 27. | Mortein Spray 800ml | 04 nos. |
| 28. | Soap (Lux) Large Size | 24 nos. |
| 29. | Towel large micro fiber | 03 nos. |
| 30. | Tissue paper multicolor | 12 nos. |
| 31. | Lock (medium size) rose petal multicolor | 04 nos. |
| 32. | File Board | 12 no's |

The payment may be made from budget sub-head "Sundry Charges / Stationery" of the Departmental budget head of Civil Engineering Department, University Budget 2020-2021.



Chairman,
 Department of Civil Engineering,
 Bahauddin Zakariya University,
 Multan