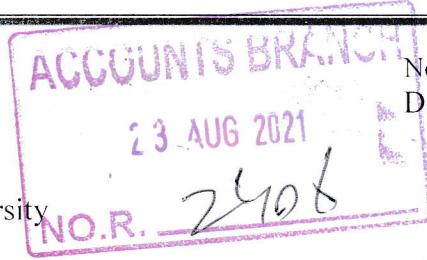


# Department of English

## Bahauddin Zakariya University, Multan



No. ENG.4-1 / 234  
Dated: 17-08-2021

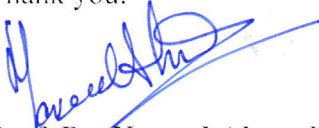
The Purchase Officer  
Bahauddin Zakariya University  
Multan

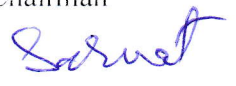
Subject: **PURCHASE OF STATIONERY FOR USE IN THE DEPARTMENT OF ENGLISH**


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 2021-2022.

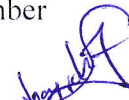
Sr. No.	Specification	Quantity
1.	Paper Rim (A-4, 70 gm)	30 Rim
2.	Board Maker (Black)	07 Box
3.	Duster (Classroom)	24 nos.
4.	Duster (Romal)	50 nos.
5.	Stapler Machine	05 nos.
6.	Stapler Pin	24 Box
7.	File Covers	24 nos.
8.	Glue Stick	12 nos.
9.	Eraser	12 nos.
10.	Ink Stamp pad (Dollar)	02 nos.
11.	Clock Cell	12 nos.
12.	Paper Clips	06 Box
13.	Stapler Pin Remover	05 nos.
14.	Envelop (file size)	100 nos.
15.	Envelop (letter size)	200 nos.

Thank you.

  
Prof. Dr. Naveed Ahmad  
Chairman

  
Dr. Sarwat Jabeen  
Member

  
Prof. Dr. Qamar Khushi  
Member

  
Dr. Shaznah Salam  
Member