



## Bahauddin Zakariya University, Multan

Quality Enhancement Directorate

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Ref No: QED/PO/D-544

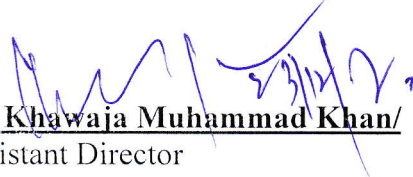
Dated: Dec 24, 2020


**Subject: Purchase of Stationery Items**

The Quality Enhancement Directorate requires following Stationery Items for the Office.

Serial #	Items	Quantity
1.	Imported paper 80 gm, A4 size	20 Ream
2.	Envelope (Registry size)	200 No's
3.	Ball points (Blue) (Piano crystal)	03 Packets
4.	Lead pencils (fine quality)	03 Packets
5.	Box Files (with clips)	10 No's
6.	Office files (with tags)	30 No's
7.	Paper clip	01 packet (large) 01 packet (medium)
8.	Common pins	01 packets


It is requested to supply these stationery items at the earliest please. The said expenditure may be charged from University Budget General Head as this office has limited budget head for "Sundry Charges" for the year 2020-21.

  
Dr. Khawaja Muhammad Khan/  
Assistant Director

  
Muhammad Kashif Nisar  
Data Analyst

Director Quality Enhancement/

Purchase Officer/

  
24/12/2020  
Mr. M. Asif

