



Department of Commerce
Bahauddin Zakariya University, Multan, Pakistan



Ref. No. D. Com/ 21/20
Dated: 12-01-2021

The Purchase Officer
Bahauddin Zakariya University
Multan

SUBJECT: REQUEST FOR PURCHASE & INSTALLATION OF DROP CLOTH CURTAIN

Dear Purchase Officer

It is stated that Department of Commerce intends to renovate M.Phil. classroom by installing drop cloth curtain. It is therefore requested to purchase the following item on urgent basis.

Sr #	Item	Specification	Quantity
1	Drop Cloth Curtain	Size 7x6.5	02
2	Curtain Rod	Size 6.75 ft.	02
3	Curtain Rod Holder		06
4	Curtain Rod Stopper		04

The payment will be charged against the budget head of "Departmental Charges"

Thanking you in anticipation.

Prof. Dr. Muhammad Hanif Akhtar
Chairman

Muhammad Hanif Akhtar
12/1/2021
CHAIRMAN
Department of Commerce
B.Z. University, Multan

Muhammad Asif
13/1/2021
Mu. M. Asif