

**NAVODAYA VIDYALAYA SAMITI: REGIONAL OFFICE: SHILLONG**  
**LISTS OF STATIONERY ITEMS**

Sl.No	Name of Items	Specification	Unit	Rate quoted
1	Xerox Paper - A-3	(JK) 75 GSM	Each Pkt	
2	Xerox Paper - A-4	(JK) 75 GSM	Each Pkt	
3	Xerox Paper - F.S	(JK) 75 GSM	Each Pkt	
4	Envelop [ Plastic Coated]	Size 6" X 12"	100 each	
5	Envelop [Plastic Coated]	Size 15" X 12"	100 each	
6	Envelop [ Plastic Coated]	Size 10" X 5"	100 each	
7	Envelop [Plastic Coated]	Size 12" X 10"	100 each	
8	Envelop Brown [Good quality]	Size 10" X 5"	100 each	
9	Tag-Big [Nylon]	Size 50 cm	Each bundle	
10	Tag- [Nylon]	Size 6"	Each Bundle	
11	Cello Tape [Brown]	Size 2"	Each	
12	Cello Tape white	Size 1"	Each	
13	Gum -700 ml	Camlin	Each	
14	File Cover No-65	Neelgagan	Each	
15	File Board No 31	Neelgagan	Each	
16	Raynold pen 0.45 ( Blue, Black & Red)		Each Pkt of 10 nos	
17	Add-Gel Refill - Delux		Each	
18	Pilot Hi Techpoint- 05		Each	
19	Short Hand Note	Diplomat - 160 pages	Each	
20	Writing Pad (Plain)	Neelgagan No.40	Each	
21	Writing Pad (Ruled)	Neelgagan No. 40	Each	
22	Stapler Machine(Steel) 24/6	Kangaroo	Each	
23	Stapler Machine(Steel)No. 10	Kangaroo	Each	
24	Stapler Pin No.24/6	Kangaroo	1pkt with 20 boxes	
25	Stapler Pin No. 10	Kangaroo	1pkt with 20boxes	
26	Paper Pin(Good quality)King	Pkt/T Pin-100 Gram	Each	
27	Ledger No 12	251 Pages(Bonus)	Each	
28	Dak Receipt Register No.20		Each	
29	Register No. 10	Neelgagan	Each	
30	Register No. 08	Neelgagan	Each	
31	Adhesive Flag (Colour)	Desmat	Each	
32	Correction Pen (Kores)		Each	
33	Glue Stick	Kores 15 gm	Each Box	
34	Phenyle	Aromax	1 liter	
35	Harpic	500 ml	Each	
36	Colin		Each	
37	Stampad (Camel)	157 X 96 mm	Each	
38	Stampad Ink (Camel)	60 ml	Each	

