Circular no.**892(b)** – Construction Division Date: 24.08.2019

Sub.: Lead time for requisition

Engineers are requested to send requisitions well in advance as per the lead time for delivery of material given below. Purchase department shall ensure that material is delivered within the lead time specified below. Lead time to be calculated from date of requisition in no. of working days.

|  |  |  |  |
| --- | --- | --- | --- |
| S No. | Item | Lead time for item stocked at SSLLP | Lead time for items being purchased from other vendors |
|  | Aluminium Windows | 1 day | 12 days |
|  | Brochure / registers | 1 day | 7 days |
|  | Stationery  | 1 day | 4 days |
|  | Cement | 1 day | 4 days |
|  | Cement Blocks | 1 day | 7 days |
|  | Cement covers & pipes | 1 day | 7 days |
|  | Ceramic Tiles | 1 day | 15 days |
|  | Chemicals | 1 day | 4 days |
|  | Computers &peripherals | 1 day | 7 days |
|  | Electrical pipes & Junction boxes | 1 day | NA |
|  | Flush Doors / panel doors | 1 day | NA |
|  | Furniture – sofa sets, beds, wardrobes, dining table | NA | 14 days |
|  | Furniture – side tables, dressing table, buffet table | NA | 14 days |
|  | Generator | NA | 30 days |
|  | GI, CPVC & PVC Pipes & fittings | 1 day | 7 days |
|  | Glass | NA | 7 days |
|  | Gym / sports equipment | 1 day | 30 days |
|  | Hardware  | 1 day | 4 days |
|  | Heavy equipment | 1 day | 14 days |
|  | Lifts | 1 day | 6 months |
|  | Marble, Granite & Stone | 7 days | 14 days |
|  | Mosaic tiles, footpath tiles, pavers | NA | 14 days |
|  | Paints | 1 day | 4 days |
|  | Play ground equipment | NA | 2 months |
|  | Pumps | NA | 7 days |
|  | RMC | NA | 3 days |
|  | Roof tiles | NA | 14 days |
|  | Sanitary ware  | 1 day | 7 days |
|  | C.P. fittings | 1 day | 7 days |
|  | Signage | NA | 30 days |
|  | Steel – TOR/Rebar | 1 day | 4 days |
|  | Steel plates, Boxes, angles & rods | NA | 4 days |
|  | Toner & Refill | 1 day | 4 days |
|  | Tools (all kinds) | 1 day | 4 days |
|  | Wire, switches, MCB’s etc., | 1 day | 4 Days |
|  | Wooden door frames | 1 day | 7 days |
|  | Modular kitchens | NA | 30 days |
|  | Soft furnishings  | NA | 14 days |
|  | Solar Panels, PCB batteries | NA | 6 weeks |
|  | Online purchases not covered above | NA | 7 days |

Soham Modi