Draft

Internal Memo. 903/30 - Purchase Division Dt:18.02.2021

Subject: Standard items related to housekeeping – maintenance of stock.

Key words: housekeeping, paper dispenser, garbage bins.

Stock for the following items shall be maintained at SSLLP and used across all sites. Details to be added to circular no. 308.

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| Sl. No | item description | Usage | Cost | stock to be maintained at SSLLP |
| 1 | Paper dispenser – small – white – (lockable?) | Should be installed in all bathrooms at HO and site offices next to washbasin. | Rs. 450/- | 10 nos |
|  | M-fold paper for paper dispenser | -do- | Rs. 45/- per 150 pulls / packet | 100 nos |
|  | PVC garbage bin – 30 ltrs - with flip lid – blue | Should be kept at all site offices at suitable location – use for garbage | Rs. 350/- | 10 nos |
|  | PVC garbage bin – 30 ltrs - with flip lid – green | Should be kept at all site offices at suitable location – use for paper/plastic that can be recycled | Rs. 350/- | 10 nos |
|  | Bio degradable PVC garbage covers (30 to 40 ltrs) | Use in garbage bins | Rs. \_\_\_/- | 50 nos |
|  | SS dustbin with flip lid – 8 ltrs | Use in large bathrooms with multiple washbasins and urinals.  Place one bin in all toilets | Rs. 500/- | 10 nos |
|  | Bathroom mirror – 18” x 24” with frame | Use one for all basins in site offices and model flats/villas (hang vertically) | Rs. 600/- | 10 nos. |
|  | Broom holder – multipurpose wall mounted | Install in suitable place in all site offices and HO | Rs. 320/- | 5 nos. |

Soham Modi.