

Subject: SOP for stocking material at SSLLP.

1. Material is being stored at VSC (Central stores in 10 villas), Vista (vitrified tiles), BNC/MPL (other tiles), SOV (Fabrication of grills, cement, steel & granite). Details of storerooms at VSC are given in Annexure - C.
2. 500 sft storeroom has been leased in basement floor of Soham Mansion. To be used for temporary storage of material purchased or items for repair till they are transferred to stores of VSC.
3. Deposits to be collected from each project in the name of SSLLP is as follows:

Sl. No	Project	Deposit in lakhs
1.	BNC	NIL
2.	Vista	15.00
3.	NE	15.00
4.	AGH	15.00
5.	KNM	10.00
6.	VOC	15.00
7.	SOV	15.00
8.	GVRC	10.00
9.	MPL	15.00
10.	GMR	15.00
11.	MFHLLP	5.00
12.	PMR II	NIL
	Total	130.00

4. Mark-up for material supplied to projects from SSLLP shall be as follows:
Initially mark-up for all items given in annexure - A including transportation charges shall be 5% and without transportation charges will be 4%. (if item is purchased for Rs. 100/- then it has to be sold for Rs. 105 or 104 respectively – use pre-GST rates).
5. Hamali charges unloading and loading to be included in invoice for supply of material to projects. Projects where material is stored to pay Hamali charges and account in favour of SSLLP. Details of Hamali are given in relevant circular of construction.
6. SSLLP to order in bulk using standard excel sheet. Weekly schedule for ordering each category of items is given below.

Day	Items to be ordered – team Prabakar	Items to be ordered – team Minish
Monday	All types of electrical items & appliances	Granite & all kinds of stones
Tuesday	All kinds of plumbing items	Paints & chemicals

Wednesday	Fasteners, adhesives, chemicals & any miscellaneous items and specialty items	Doors, hardware, door frames, etc.
Thursday	General materials & stationary	M.S. fabricated items
Friday	All kinds of tiles	Aluminum windows, etc.
Saturday	Any items missed from Monday to Friday	

7. Site shall send labour along with respective delivery vans for picking up heavy material. For light material office assistants and store keepers to load/unload material.
8. Store timing 10am to 6pm. Stores cannot be opened on Sundays and holidays without explicit permission from MD.
9. Auditing – Audit of all stores shall be taken up purchase team once in a week. Audit team to audit all the stores once in a month. Check arrangement of material and whether stock tallies with database. Schedule:
 - a. First week of month – Dakshina Murthy
 - b. Second week of month – Bhaskar
 - c. Third week of month – Goushee
 - d. Fourth week of month – Prabhakar/Minish
10. Photographs of all materials lying in stores to be sent by viber on purchase group once a week as follows:
 - a. Monday – VSC - 45A & 45B + Vista stores.
 - b. Tuesday – VSC – 45C & 45D + BNC, MPL stores
 - c. Wednesday – VSC – 45E & 45F + SOV stores
 - d. Thursday – VSC – 45G & 45H + Soham Mansion stores.
 - e. Friday – VSC – 45 I & 45J+ VSC open area.
 - f. Saturday – photos showing all store rooms are locked and sealed with barcode stickers by 6pm.

Soham Modi.