

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.

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.