

**Rajasthan Skill and Livelihoods Development corporation**

(A Government of Rajasthan enterprise)

**List of Tools, Equipment and Material**

Job Role Name	Retail Team Leader	Sector Name	Retail			QP Code -	RAS/Q0105
Sr. No.	Equipment Name	Quantity proposed for a batch of 30 trainees	Unit Type	Is this a mandatory Equipment (Yes/No)	Dimension/ Specification/ Description of the Equipment/ ANY OTHER REMARK	No. of Tools Available	Remark
1	Offers /Policy Signage	10	Nos	Yes	Customised		
2	Banners /Posters	2	Nos	Yes	Customised		
3	Signage Board	2	Nos	Yes	Customised		
4	POS Display (LED Lightbox)	1	Nos	Yes	Multibranded		
5	Danglers, Wobblers, Hangers,	17	Nos	Yes	17 each		
6	Sample Retail Standard Operating Procedures (SOP) manual covering do's & don'ts in a store	2	Nos.	Yes	0		
7	Shopping Basket/Shopping Cart	1	Piece	Yes	0		
8	Customer Feedback Forms	20	Nos.	Yes	0		
9	Sample forms showing Loyalty scheme/EMI Offers	25	Nos.	Yes	0		
10	Stock Almirah	1	Piece	Yes	0		
11	Customer Inquiry /Lead Register	3	Nos.	Yes	0		
12	Dummy Stock Transfer Notes / Invoice	2	Nos.	Yes	0		
13	Sample Stock delivery note / challan	1	Piece	Yes	0		
14	Mannequins (Full & Half Bust)	3	Nos	Yes	Multibranded		
15	Register to record customer delivery	2	Nos.	Yes	0		
16	Dummy Products (Products with ad -on accessories such as mobile handsets with ear phones etc.) with barcode, specifications, price tags	30	Piece	Yes	0		
17	Gondola	2	Nos	Yes	Size 3' X 1.5' X 5, Non Branded		
18	Stock Inward/Stock Outward register	2	Nos.	Yes	0		
19	Dummy Fire Extinguishers	1	Piece	Yes	0		
20	Sample Team Target vis-à-vis Team Performance Report sample (In hardcopy or digital form)	5	Nos.	Yes	0		
21	Sample contact list of key internal and external stakeholders	2	Nos.	Yes	0		
22	Calculator	1	Piece	Yes	0		
23	Point of Sale (POS) Terminal (Computer, Cash drawer, Receipt printer, Barcode scanner, Card swiping machine)	1	Piece	Yes	0		
24	Display/Boards/ Standedes for product categories and offers (Different Types)	2	Piece	Yes	0		
25	Sample employee appraisal form	5	Nos.	Yes	0		
26	Sample script for team briefing	5	Nos.	Yes	0		
27	In-store induction training manual, HR Manual	2	Nos.	Yes	0		
28	Attendance register / Employee Work Shift planner	2	Nos.	Yes	0		