

**Standard Operating Procedure for Purchase Request & Procurement Process;**

**1. Initiation of Purchase Request (PR)**

- The concerned planning engineer & Project manager prepares the Purchase Request (PR) using the stipulated format (CONST/PUR/001).

**- The PR must include:**

- Reference against the Bill of Quantities (BOQ) item.
- Total scope of the item of work.
- Cumulative quantity received to date.
- Required quantity for this purchase.
- Requirement date.
- Budgeted rate.

**2. Verification and Approval;**

- The PR is reviewed by the planning engineer and then by the project manager.
- The project management office (PMO) team verifies the PR.
- Upon verification, the PR is forwarded to the Chief Operating Officer (COO) for approval.

**3. Forwarding to Procurement Team;**

- Once approved by the COO, the PR is sent to the procurement team.

**4. Vendor Quotation Process;**

- The procurement team obtains at least three quotes from different vendors.
- The procurement team reviews the quotes and makes a comparison statement (CONST/PUR/002) and forward them to MD for approval.

**5. Final Approval and Order Placement;**

- The selected vendor quote is forwarded to the Managing Director (MD) for final approval with budget rates.
- Upon approval by the MD, the procurement team places the order with the selected vendor.

## **6. \*Delivery and Compliance\***

- The procurement team ensures that the materials are delivered on or before the requested dates.
- Vendor details and the order details are shared to site team.
- All deliveries are checked for compliance by the concerned requestee & QC with the PR specifications and quantities.

### ***REFERENCES: -***

- FORMAT - CONST/PUR/001 - PURCHASE REQUEST***
- CONST/PUR/002 - COMPARISION STATEMENT***

**ADITYA INFRASTRUCTURE PRIVATE LIMITED**



**ADITYA INFRASTRUCTURE PRIVATE LIMITED**

**DATE:**

**REF. PR. No:**

## **COMPARISON STATEMENT**

**APPROVED FOR VENDOR-**

**APPROVED BY**