

ADITYA INFRASTRUCTURE PRIVATE LIMITED METHOD OF STATEMENT FOR PURCHASE

MOS/PUR/001 & 002 <u>REV.No: 0</u>

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

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