

# CONTRACTING AND PROCUREMENT PLAYBOOK – WIND POWER PROJECT

**Comprehensive Procurement Guide for Wind Project Execution** 



Part 4/6 | Playbook Series for Project Nav Saksham Developed for Torrent Power

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#### Contents

Abstract	_
Objectives	3
Scope	3
Coverage	
Who is this playbook for?	4
Chapter 1 – Cost Estimation for PPA Bid Submission	5
1.1 Process Steps	5
1.2 – RACI	7
1.3 – Process Map	9
Chapter 2 – Vendor Empanelment	10
2.1 Process Steps	10
2.2 – RACI	13
2.3 – Process Map	15
Chapter 3 – Contract Award and PR Execution	16
Chapter 3a.1 – Contract Award for Project-specific Agreement	16
3a.1.1 Process Steps	16
3a.1.2 RACI	19
3a.1.3 – Process Map	21
Chapter 3a.2 – Purchase Requisition Execution under Project-specific Agreement	22
Chapter 3a.2 – Purchase Requisition Execution under Project-specific Agreement	
	22
3a.2.1 Process Steps	22 24
3a.2.1 Process Steps	22 24 25
3a.2.1 Process Steps	22 24 25
3a.2.1 Process Steps	22 24 25 26
3a.2.1 Process Steps  3a.2.2 RACI  3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements  3b.1.1 Process Steps	22 24 25 26 29
3a.2.1 Process Steps  3a.2.2 RACI  3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements  3b.1.1 Process Steps  3b.1.2 RACI	22 24 25 26 29 31
3a.2.1 Process Steps  3a.2.2 RACI  3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements  3b.1.1 Process Steps  3b.1.2 RACI  3b.1.3 – Process Map	22 24 25 26 29 31
3a.2.1 Process Steps  3a.2.2 RACI  3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements  3b.1.1 Process Steps  3b.1.2 RACI  3b.1.3 – Process Map  Chapter 3b.2 – Framework Agreement Execution	22 24 25 26 29 31 32
3a.2.1 Process Steps  3a.2.2 RACI  3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements  3b.1.1 Process Steps  3b.1.2 RACI  3b.1.3 – Process Map  Chapter 3b.2 – Framework Agreement Execution  3b.2.1 Process Steps	
3a.2.1 Process Steps	
3a.2.1 Process Steps 3a.2.2 RACI 3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements 3b.1.1 Process Steps 3b.1.2 RACI 3b.1.3 – Process Map  Chapter 3b.2 – Framework Agreement Execution 3b.2.1 Process Steps 3b.2.2 RACI 3b.2.2 RACI 3b.2.3 – Process Map  Chapter 4 – Contractor Management  Chapter 4.1 – Issue Escalation and Resolution	
3a.2.1 Process Steps	
3a.2.1 Process Steps 3a.2.2 RACI 3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements 3b.1.1 Process Steps 3b.1.2 RACI 3b.1.3 – Process Map  Chapter 3b.2 – Framework Agreement Execution 3b.2.1 Process Steps 3b.2.2 RACI 3b.2.2 RACI 3b.2.3 – Process Map  Chapter 4 – Contractor Management  Chapter 4.1 – Issue Escalation and Resolution	
3a.2.1 Process Steps 3a.2.2 RACI 3a.2.3 – Process Map  Chapter 3b.1 – Contract Award for Framework Agreements 3b.1.1 Process Steps 3b.1.2 RACI 3b.1.3 – Process Map  Chapter 3b.2 – Framework Agreement Execution 3b.2.1 Process Steps 3b.2.2 RACI 3b.2.3 – Process Map  Chapter 4 – Contractor Management  Chapter 4.1 – Issue Escalation and Resolution 4.1.1 Process Steps	

4.2.1 Process Steps	40
4.2.1 Process Steps.	40
4.2.2 RACI	42
4.2.3 – Process Map	43
Key Performance Indicators	44
Glossary	45
Appendix	46
Items Requiring Third-Party Inspection	46
Service Contracts	48

#### **Abstract**

This playbook is a comprehensive guide to the Contracting and Procurement (C&P) processes of wind projects at Torrent Power. Its primary objective is to standardize, streamline, and optimize C&P activities, ensuring continued execution excellence as the organization scales up the RE portfolio. The playbook brings a structured approach to managing procurement across each stage of the project lifecycle — from vendor identification and qualification to contract management and contractor performance monitoring.

Each chapter outlines clear process steps, process maps, RACI matrices, and KPIs to further streamline operations, ensuring consistency and efficiency across projects. By establishing standardized operating procedures (SoPs) and integrating best practices, this playbook will support Torrent Power in scaling its wind projects more effectively, while maintaining high standards of quality and performance.

#### **Objectives**

- Establish a Standardized Approach Provide a unified, repeatable methodology for the C&P function, ensuring consistency across all wind projects.
- Streamline C&P Activities and Enhance Collaboration Foster improved communication and decision-making through well-defined steps and roles, ensuring efficient project execution.
- **Support Scalable Growth** Facilitate the growth of Torrent Power's wind projects by creating a robust C&P process, that can aid scale enhancement with increasing project portfolio complexity.
- **Vendor Relationship Management** Build and maintain strong relationships with vendors through clear evaluation criteria, performance monitoring, and feedback mechanisms.

#### Scope

This playbook outlines the structured approach to Contracting & Procurement (C&P) for wind projects at Torrent Power. The scope includes:

- Process Steps Detailed guidelines for each stage of the C&P process, from vendor identification and RFP issuance to contract finalization and contractor performance monitoring. These steps ensure a standardized, systematic approach to procurement activities, aligning with project objectives and timelines.
- RACI Clear RACI matrices that define roles and responsibilities for each step of the C&P process.
   This fosters accountability and transparency, ensuring each stakeholder understands their involvement at every step, from initial procurement requests to contract closure.
- **Process Maps** Visual representations of key procurement workflows, illustrating the sequence of activities, approval stages, and decision points. These maps enhance clarity, improve cross-functional collaboration, and ensure alignment across teams.
- **KPIs** Defined metrics to track performance throughout the procurement lifecycle, covering areas such as vendor responsiveness, contract adherence, cost efficiency, and delivery timelines. These KPIs enable proactive monitoring and continuous improvement.

This playbook serves as the foundation for establishing consistent and efficient Contracting & Procurement practices, supporting the successful execution of future wind projects at Torrent Power.

#### Coverage

The document covers the Contracting & Procurement process throughout a project's lifecycle. It is structured as follows –

- Chapter 1 Role in Bid Submission
  - Cost Estimation Process for PPA Bid Submission Establishes alignment between BD, engineering and procurement teams to prepare an accurate cost estimation for PPA bid submission.
- Chapter 2 Vendor Empanelment
  - Vendor Empanelment Framework Structured process for vendor qualification and empanelment through RFI (Request for Information) evaluation.
- Chapter 3 Contract Award and Purchase Requisition Execution
  - **3a.1 Contract Award for Project-Specific Contract –** Process of vendor selection through the issuance of RFPs (Request for Proposal), bid qualification and contract negotiation.
  - 3a.2 Purchase Requisition Execution under Project-Specific Contract Process of executing the contract and ensuring timely delivery for procured goods.
  - o **3b.1 Contract Award for Framework Agreements –** Centralized approach for identifying high-value or long lead items, conducting RFPs, and finalizing vendors for framework agreements.
  - 3b.2 Purchase Requisition Execution under Framework Agreement Process of executing a contract under the framework agreement and ensuring timely delivery for procured goods.
- Chapter 4 Contractor Management
  - 4.1 Dispute Escalation & Resolution Framework Defines a clear chain of escalation for handling disputes with vendors, minimizing project impact while ensuring timely resolution.
  - 4.2 Amendment of Contract Formalizes the process for handling unexpected changes in contractor scope or contract terms.

#### Who is this playbook for?

- Procurement Team Leads the end-to-end contracting and procurement processes, from vendor
  identification and bid qualification to contract management and performance monitoring. Responsible
  for floating RFPs, managing bid evaluations, handling negotiations, and ensuring procurement aligns
  with project requirements and timelines.
- **Project Team** Coordinates with procurement to ensure alignment with project needs, and monitors vendor deliverables to ensure timely execution of project milestones.
- Engineering Team Provides technical inputs for vendor qualification, assists in bid evaluation by assessing technical compliance, and supports procurement in defining technical requirements and acceptance criteria for goods and services.
- **Supply Chain Management Team** Collaborates with procurement to ensure seamless supplier onboarding and contract execution for logistical requirements.
- **Business Development Team** Supports procurement during vendor empanelment by providing insights into market growth outlook, vendor capacity, and long-term scalability for future projects.

## **Chapter 1 – Cost Estimation for PPA Bid Submission**

#### 1.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Bid In-charge<sup>1</sup> requests Wind Engineering Head (WEH) to share the design requirements and initial Bill of Quantities (BoQ) and Bill of Services (BoS) with Wind Procurement Head (WPH)<sup>2</sup> for cost estimation</li> </ul>					-
P1	<ul> <li>WEH leverages the standardized BoQ and BoS templates and selects basis project requirements and site conditions</li> </ul>	11	Standardized BoQ and BoS templates	01	BoQ and BoS	0.5
P2	<ul> <li>WEH shares the BoQ and BoS with WPH and requests for the cost estimate</li> </ul>					-
P3	<ul> <li>WPH places items from BoQ and BoS within procurement packages</li> </ul>	12	BoQ and BoS			
73	<ul> <li>WPH assigns those packages to the Procurement Leads</li> </ul>	13	Contracting Strategy Packages			3
P4	<ul> <li>Procurement Leads check<sup>3</sup> availability and costs of package items in the market</li> <li>Procurement Leads prepare the Market availability report and share it with WPH</li> </ul>			O2	Market availability report	
P5	<ul> <li>WPH and WEH align on requirements basis market availability and finalize BoQ and BoS</li> </ul>	14	Market availability report			-
P6	WPH prepares the Cost Estimate report basis estimates <sup>4</sup> from Procurement Leads	12	BoQ and BoS	О3	Cost Estimate	0.5

<sup>&</sup>lt;sup>1</sup> Bid Incharge is responsible for overseeing end to end bid submission.

<sup>&</sup>lt;sup>2</sup> For packages under the scope of ESC (Evacuation, Substation, Connectivity) Procurement Head (EPH), this and following steps will be conducted by EPH rather than WPH

<sup>&</sup>lt;sup>3</sup> Procurement Leads may refer to costs from recent past orders or get informal quotes from vendors

<sup>&</sup>lt;sup>4</sup> Contingency allowance to be taken on all costs

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>WPH receives IRR sensitivity report from Chief BD</li> </ul>			04	IRR Sensitivity Report	-
P8	<ul> <li>WPH shares Cost Estimate and IRR sensitivity report with Engineering and BD Teams for finalization and sign-off</li> </ul>					-
P9	<ul> <li>Changes recommended are incorporated and re-shared for finalization and sign-off</li> </ul>					0.5
E	WPH shares approved Cost Estimate and IRR sensitivity report with Chief BD					<b>Total –</b> 4 – 5 weeks

## 1.2 - RACI

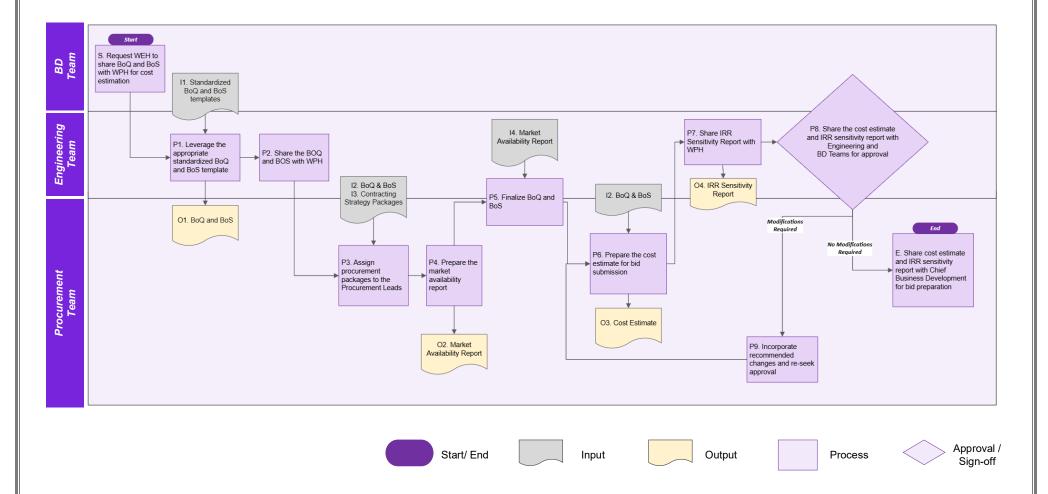
#	Key Task	Responsible	Accountable	Consulted	Informed
S	Request WEH to share BoQ and BoS with WPH for cost estimation	Bid Incharge			Wind Engineering Head
P1	Leverage the appropriate standardized BoQ and BoS template	Wind Engineering Head			
P2	Share the BOQ and BOS with WPH	Wind Engineering Head			Wind Procurement Head
Р3	Assign procurement packages to the Procurement Leads	Wind Procurement Head			Procurement Leads
P4	Prepare the market availability report	Procurement Leads			Wind Procurement Head
P5	Align on requirements basis market availability and finalize BOQ and BOS	Wind Procurement Head		Wind Engineering Head	
P6	Prepare the cost estimate report for bid submission	Wind Procurement Head		Procurement Leads	
P7	Share IRR Sensitivity Report with WPH	Chief BD			Wind Procurement Head
P8	Share the cost estimate and IRR sensitivity report with Engineering and BD Teams for approval	Wind Procurement Head		Engineering and BD Team	Chief Procurement
	KEY - S: Start   P:	Process Steps	I: Input   O: Outp	ut   E: End	

TP-RE-WIND-CNP-2025-V1

#	Key Task	Responsible	Accountable	Consulted	Informed
<b>P9</b>	Incorporate recommended changes and re-seek approval	Wind Procurement Head			Chief Procurement
E	Share cost estimate and IRR sensitivity report with Chief Business Development for bid preparation	Wind Procurement Head			Chief Business Development, Chief Procurement

KEY - S: Start | P: Process Steps | I: Input | O: Output | E: End

#### 1.3 - Process Map



TP-RE-SOLAR-CNP-2025-V1 9

<sup>&</sup>lt;sup>1</sup> Map Glossary - WPH: Wind Procurement Head

## **Chapter 2 – Vendor Empanelment**

#### 2.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Chief Business Development shares the quarterly Growth Outlook<sup>1</sup> with Wind Procurement Head (WPH)<sup>2</sup></li> <li>For the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the financial year</li> </ul>					-
P1	<ul> <li>WPH identifies land parcels for projects in the pipeline</li> </ul>	I1 I2	Growth Outlook Land Bank	01	Project-wise Land Parcel List	
P2	<ul> <li>WPH assigns the contracting packages with associated region/land parcel to Procurement Leads</li> </ul>	13	Project-wise Land Parcel List  Contracting Strategy Packages			0.5
Р3	<ul> <li>Procurement Leads, for each package, create a Gap Assessment Summary, identifying regions where the empaneled vendors are insufficient to meet the projected demand</li> <li>Engineering and Land Teams to prepare the Gap Assessment Summary for service providers under their scope<sup>3</sup></li> </ul>	15	List of Empaneled Vendors	O2	Gap Assessment Summary	2.5
P4	<ul> <li>Once the gap is identified, Procurement Lead begins preparation of the RFI for their respective package</li> <li>Procurement Lead requests the Wind Engineering Head (WEH) to prepare the PQC and technical assessment section of the RFI</li> </ul>					-

<sup>&</sup>lt;sup>1</sup> It outlines projected evacuation and land requirements, based on market trends, Torrent's current market standing and growth projections, and central and state-level renewable energy policies.

<sup>&</sup>lt;sup>2</sup> Empanelment of Land Aggregators to be done by the Land Team.

<sup>&</sup>lt;sup>3</sup> Refer to Engineering Playbook for the list of Engineering-related contractors, and Pre-development Playbook for the list of Land-related contractors

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
	Procurement Lead receives the Pre- Qualification Criteria (PQC) and technical	16	Gap Assessment Summary			
P5	assessment section <sup>1</sup> of the RFI from the WEH  - Procurement Lead drafts all the other sections <sup>2</sup> of the RFI	17	RFI Template	О3	RFI	0.5
	<ul> <li>RFI is prepared by modifying the standard RFI template</li> </ul>	18	PQC & Technical Assessment			
P6	<ul> <li>Procurement Lead floats the RFI and collates responses from all the vendors</li> </ul>			04	RFI Responses	2 <sup>3</sup>
P7	<ul> <li>Procurement Lead shares responses with WEH for technical evaluation</li> </ul>					-
P8	<ul> <li>WEH performs technical evaluation, prepares<sup>4</sup> and shares the list of feasible / shortlisted vendors with the Procurement Lead</li> </ul>			O5	List of Feasible / Shortlisted Vendors	0.5
P9	<ul> <li>Procurement Lead evaluates the feasible/shortlisted vendors basis appropriate evaluation criteria and prepares a list of Vendors to be Empaneled</li> </ul>	19	List of Feasible / Shortlisted Vendors	O6	List of Empaneled Vendors	0.5
P10	<ul> <li>Procurement Lead shares the final list with WPH for approval</li> <li>If the package covered in the RFI &gt; 10% of the procurement budget, approval of Chief Procurement is also required</li> </ul>					-
P11	Procurement Lead incorporates any feedback and re-shares for approval					0.5

<sup>&</sup>lt;sup>1</sup> PQC includes pre-requisites (e.g., minimum 10 years of experience), and Required Capabilities

<sup>&</sup>lt;sup>2</sup> RFI Overview & Objectives, Scope of Work including BoQ and BoS, Vendor Information Request, Compliance and Certifications, Delivery and Logistics, Commercial Terms, Submission Guidelines, Next Steps and Timeline

<sup>&</sup>lt;sup>3</sup> Timeline may vary depending on category. Refer to the Master Plan for exact timelines.

<sup>&</sup>lt;sup>4</sup> Engineering Team takes inputs from the project team on technical evaluation of contractors and suppliers.

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P12	<ul> <li>Procurement Lead empanels the vendors and informs them, on receiving approval</li> </ul>					
E	<ul> <li>Procurement Lead shares the new list with the respective Engineering, Project or Land Team, basis who raise the PR for given packages' items</li> </ul>					Total – 6 – 7 weeks

KEY - S: Start | P: Process Steps | I: Input | O: Output | E: End

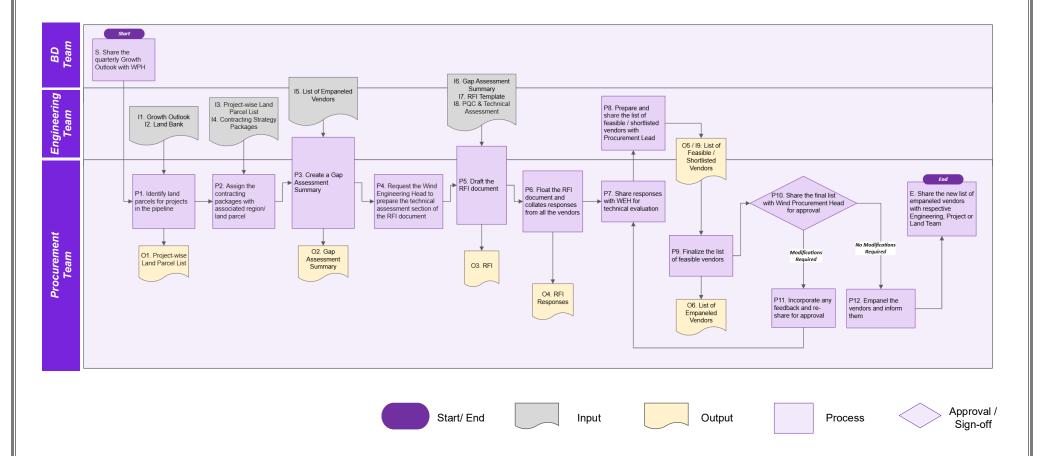
#### 2.2 - RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
S	Share the quarterly Growth Outlook with Wind Procurement Head (WPH) <sup>1</sup>	Chief Business Development (BD)			Wind Procurement Head
P1	Identify land parcels for projects in the pipeline	Wind Procurement Head		Chief Land Officer, Chief BD	
P2	Assign the contracting packages with associated region/land parcel to Procurement Leads	Wind Procurement Head			Procurement Lead
P3	Create a Gap Assessment Summary	Procurement Lead <sup>2</sup>		Wind Engineering Head, Project Team	
P4	Request the Wind Engineering Head (WEH) to share the PQC and technical assessment section of the RFI	Procurement Lead			Wind Engineering Head
P5	Draft the RFI document	Procurement Lead		Wind Engineering Head	
P6	Float the RFI document and collate responses from all the vendors	Procurement Lead	Procurement Lead		Wind Procurement Head
P7	Share responses with WEH for technical evaluation	Procurement Lead			Wind Engineering Head
	KEY - S: Start   P:	Process Steps	l: Input   O: Outpu	ut   E: End	

 <sup>&</sup>lt;sup>1</sup> Empanelment of Land Aggregators to be done by the Land Team.
 <sup>2</sup> Engineering and Land Teams to prepare the Gap Assessment Summary for service providers under their scope

#	Key Task	Responsible	Accountable	Consulted	Informed
P8	Prepare and share the list of feasible / shortlisted vendors with Procurement Lead	Wind Engineering Head		Project Team	Procurement Lead
P9	Evaluate the feasible/shortlisted vendors basis appropriate evaluation criteria and prepare a list of Vendors to be Empaneled	Procurement Lead			
P10	Share the final list with Wind Procurement Head for approval	Procurement Lead		Wind Procurement Head	
P11	Incorporate any feedback from Wind Procurement Head and re- share for approval	Procurement Lead		Wind Procurement Head	
P12	Empanel the vendors and inform them	Procurement Lead			Wind Procurement Head
E	Share the new list of empaneled vendors with respective Engineering, Project or Land Team	Procurement Lead			Wind Procurement Head, Engineering, Land, Project Team
	KEY - S: Start   P:	Process Steps	I: Input   O: Outpu	ut   E: End	

#### 2.3 - Process Map



TP-RE-SOLAR-CNP-2025-V1

<sup>&</sup>lt;sup>1</sup> **Map Glossary** - **PQC**: Pre-qualification criteria | **RFI**: Request for Information

## **Chapter 3 – Contract Award and PR Execution**

#### **Chapter 3a.1 – Contract Award for Project-specific Agreement**

#### 3a.1.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Technical Team<sup>1</sup> raises a comprehensive Purchase Requisition (PR)<sup>2</sup> to a Procurement Lead</li> </ul>					-
P1	<ul> <li>Procurement Lead reviews the PR and decides one of the following:</li> <li>Repeat order to a previously contracted vendor</li> <li>RFQ for empaneled vendors</li> <li>For repeat order, approval will be taken from WPH, and steps will continue from P9 onwards</li> </ul>	11	Purchase Requisition (PR)			
	<ul> <li>Procurement Lead prepares the RFQ and</li> </ul>	I1	PR			0.5
P2	incorporates:  - Technical requirements from the Wind Engineering Head (WEH) <sup>3</sup> - Timeline <sup>4</sup> that aligns with the Project	12	Technical requirements	01	RFQ	
	Procurement Plan		Project Procurement Plan			
Р3	<ul> <li>Procurement Lead floats the RFQ to empaneled vendors and collates the responses</li> </ul>	14	RFQ	O2	RFQ responses	<b>2</b> <sup>5</sup>

<sup>&</sup>lt;sup>1</sup> Technical Team refers to Engineering, Land or Project Team.

<sup>&</sup>lt;sup>2</sup> PR to include BoQ/BoS and Scope of Work. Detailed Engineering Deliverables (incl. BoQ/BoS) comes from Lead Project Engineering Manager.

<sup>&</sup>lt;sup>3</sup> For Land Aggregator, Technical Consultant for Land Feasibility, Owner's Engineer, Site Survey Consultant and Third-Party Inspection Consultant, separate technical requirements are shared as these contractors are selected before BoS creation.

<sup>&</sup>lt;sup>4</sup> Timeline can be for delivery of goods or resource mobilization and project milestones for services.

<sup>&</sup>lt;sup>5</sup> Timelines may vary by category. Refer to the Master Plan for exact timelines.

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P4	<ul> <li>Procurement Lead shares the responses / proposals with the WEH for technical evaluation</li> </ul>					-
P5	<ul> <li>WEH performs technical evaluation<sup>1</sup>, shortlists vendor proposals and shares the list with Procurement Lead</li> </ul>	15	RFQ responses	О3	Shortlisted Vendor Proposals	0.5
P6	<ul> <li>Procurement Lead reviews the quotations within these proposals</li> <li>Procurement Lead selects 2-3 vendors based on appropriate assessment criteria, highlighting the order of selection preference</li> </ul>	16	Shortlisted Vendor Proposals	04	Shortlisted Vendor List	
P7	<ul> <li>Procurement Lead shares the selected vendors' quotes with WPH for finalization and approval to initiate contract negotiations</li> <li>If the contract size &gt; 10% of the procurement budget, approval of Chief Procurement is also required</li> </ul>					0.5
P8	<ul> <li>WPH finalizes a vendor and directs the Procurement Lead to initiate contract negotiation</li> </ul>					-
P9	<ul> <li>Procurement Lead negotiates contract terms and finalizes them with the vendor</li> <li>Procurement Lead prepares the contract basis negotiated terms<sup>2</sup></li> </ul>			O5	Vendor Contract	
P10	<ul> <li>Procurement Lead shares the Vendor Contract with WPH for approval</li> <li>If the contract size &gt; 10% of the procurement budget, approval of Chief Procurement is also required</li> </ul>					2
P11	WPH reviews the Vendor Contract and provides comments, if any					0.5
	KEY - S: Start   P: Process Ste	ps   l:	Input   O: Outpu	t   E <u>:</u>	End	

<sup>&</sup>lt;sup>1</sup> Project Team inputs also taken during technical evaluation <sup>2</sup> L2 Schedule is included in the contract.

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P12	<ul> <li>Procurement Lead incorporates any feedback from WPH and re-negotiates with the vendor</li> </ul>					
P13	<ul> <li>Procurement Lead ensures signature of Vendor Contract<sup>1</sup> by signatories from both sides</li> </ul>					
E	<ul> <li>Procurement Lead shares the signed Vendor Contract with WPH</li> </ul>					Total – 6 – 7 weeks

KEY - S: Start | P: Process Steps | I: Input | O: Output | E: End

<sup>&</sup>lt;sup>1</sup> Including No Deviation Certificate.

#### 3a.1.2 RACI

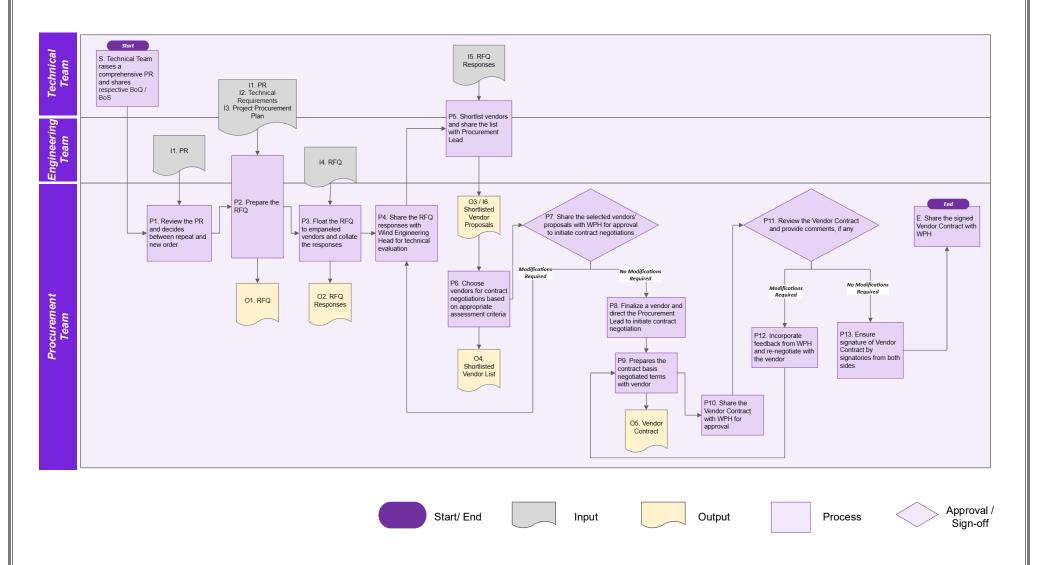
	V = 1			0 1/ 1	
#	Key Task	Responsible	Accountable	Consulted	Informed
S	Raise a comprehensive Purchase Requisition (PR) to the Procurement Lead	Technical Team <sup>1</sup>			Procurement Lead, Wind Procurement Head <sup>2</sup>
P1	Review the PR and decide between repeat and new order	Procurement Lead			
P2	Prepare the RFQ	Procurement Lead		Wind Engineering Head	
P3	Float the RFQ to empaneled vendors and collate the responses	Procurement Lead	Procurement Lead		Wind Procurement Head
P4	Share the RFQ responses with the Wind Engineering Head (WEH) for technical evaluation	Procurement Lead			Wind Engineering Head
P5	Shortlist vendors and share the list with Procurement Lead	Wind Engineering Head		Project Team	Procurement Lead
P6	Choose vendors for contract negotiations based on appropriate assessment criteria	Procurement Lead			
<b>P</b> 7	Share the selected vendors' proposals with Wind Procurement Head for finalization and approval to initiate contract negotiations	Procurement Lead		Wind Procurement Head	
	KEY - S: Start   P:	Process Steps	l: Input   O: Outp	ut   E: End	

<sup>&</sup>lt;sup>1</sup> Technical Team refers to Engineering, Land or Project Execution Team.
<sup>2</sup> For packages under the scope of ESC (Evacuation, Substation, Connectivity) Procurement Head (EPH), EPH will be informed instead

#	Key Task	Responsible	Accountable	Consulted	Informed
P8	Finalize a vendor and direct the Procurement Lead to initiate contract negotiation	Wind Procurement Head			Procurement Lead
P9	Prepare the contract basis negotiated terms with vendor	Procurement Lead		Selected Vendor	
P10	Share the Vendor Contract with WPH for approval	Procurement Lead		Wind Procurement Head	
P11	Review the Vendor Contract and provide comments, if any	Wind Procurement Head			Procurement Lead
P12	Incorporate any feedback from WPH and re-negotiate with the vendor	Procurement Lead			Wind Procurement Head
P13	Ensure signature of Vendor Contract by signatories from both sides	Procurement Lead			Wind Procurement Head
E	Share the signed Vendor Contract with WPH	Procurement Lead			Wind Procurement Head

KEY - S: Start | P: Process Steps | I: Input | O: Output | E: End

#### 3a.1.3 – Process Map



TP-RE-SOLAR-CNP-2025-V1 21

## **Chapter 3a.2 – Purchase Requisition Execution under Project-specific Agreement**

#### 3a.2.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Procurement Lead shares the signed Vendor Contract with WPH</li> </ul>					-
P1	<ul> <li>Procurement Lead issues a Purchase Order (PO) to the vendor basis requirements outlined in the contract</li> <li>Procurement Lead to serve as the Order Manager¹ for the given PO</li> </ul>	I1	Vendor Contract	01	Purchase Order (PO)	0.5
P2	<ul> <li>Order Manager updates the PO tracker and informs the Project Manager</li> </ul>					-
Р3	<ul> <li>SCM Chief aligns the schedule with the Vendor and informs Project Manager and Site Team</li> </ul>					0.5
P4	For goods <sup>2</sup> in the TPI list,  - SCM Chief sends <sup>3</sup> a third-party inspection (TPI) agency to inspect goods at manufacturing site			02	Inspection Checklist	44
P5	<ul> <li>Once the inspection is complete, Chief SCM grants approval for all components under evaluation and issues the Quality Release Note (QRN) to the vendor</li> </ul>	12	Inspection Checklist	O3	Quality Release Note	1 <sup>4</sup>
P6	<ul> <li>Goods are dispatched to the project site</li> <li>Delivery is tracked by the Store Manager in the Delivery Tracker</li> <li>If item is delayed, the PO gets added to the Delayed Items Tracker</li> </ul>					-

<sup>&</sup>lt;sup>1</sup> For procurement done by EPC, Order Manager for EPC serves as Order Manager for the PO, and steps start from P2

<sup>&</sup>lt;sup>2</sup> For services, Order Manager schedules the kick-off meeting between Technical Team and Contractor.

<sup>&</sup>lt;sup>3</sup> TPI hiring and onboarding procedure is the same as for other service contractors

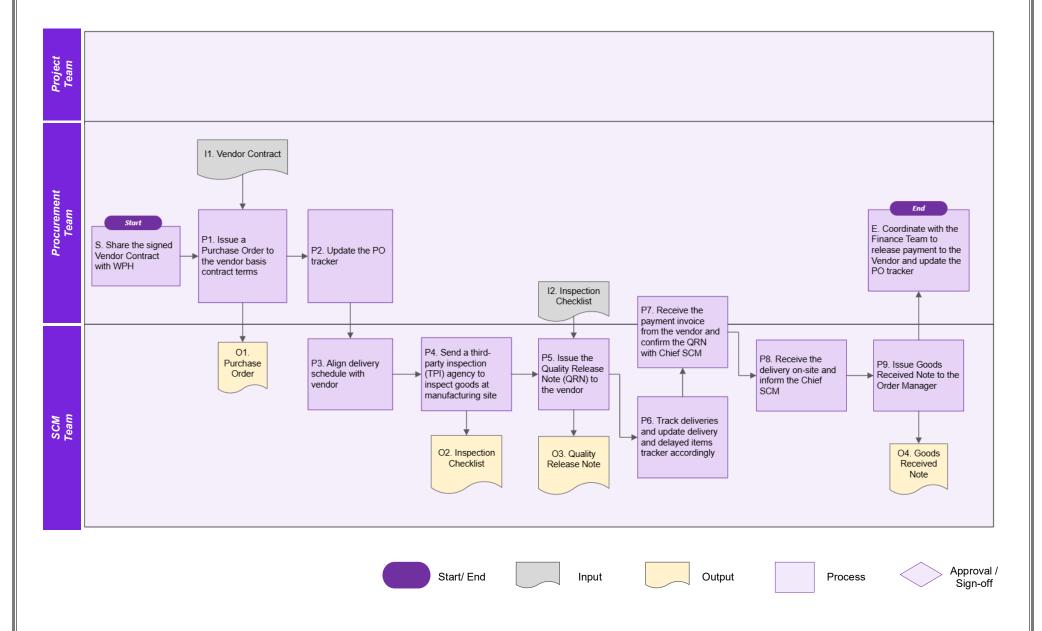
<sup>&</sup>lt;sup>4</sup> For inspections outside India, additional 2-3 days to be taken

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>On dispatch, Order Manager receives the payment invoice from the vendor and confirms the QRN with Chief SCM</li> </ul>					-
P8	<ul> <li>Store Manager receives the delivery on-site and informs the Chief SCM</li> </ul>					-
P9	<ul> <li>Chief SCM issues the Goods Received Note (GRN) to the Order Manager</li> </ul>			04	Goods Received Note	-
E	<ul> <li>Order Manager coordinates with the Finance Team to release payment to the Vendor and updates the PO tracker</li> </ul>					Total – 2 – 3 weeks + delivery lead time

#### 3a.2.2 RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
S	Share the signed Vendor Contract with WPH	Procurement Lead			Wind Procurement Head
P1	Issue a Purchase Order (PO) to the vendor basis requirements outlined in the contract	Procurement Lead			Technical Team
P2	Update the PO tracker	Order Manager			Project Manager
P3	Align delivery schedule with vendor	Chief SCM			Project Manager, Site Team
P4	Send a third-party inspection (TPI) agency to inspect goods at manufacturing site	Chief SCM			SCM Team, Order Manager
P5	Issue the QRN to the vendor	Chief SCM			Project Manager
P6	Track deliveries and update delivery and delayed items tracker accordingly	Store Manager		Chief SCM	Order Manager
P7	Receive the payment invoice from the vendor and confirm the QRN with Chief SCM	Order Manager		Chief SCM	
P8	Receive the delivery on-site and inform the Chief SCM	Store Manager			Chief SCM
<b>P9</b>	Issue the GRN to the Order Manager	Chief SCM			Order Manager, Project Manager
E	Coordinate with the Finance Team to release payment to the Vendor and update the PO tracker	Order Manager			Finance Team
	KEY - S: Start   P:	Process Steps	I: Input   O: Outp	ut   E: End	

## 3a.2.3 – Process Map



<sup>&</sup>lt;sup>1</sup> Map Glossary - TPI: Third-Party Inspection | QRN: Quality Release Note

TP-RE-SOLAR-CNP-2025-V1 25

#### **Chapter 3b.1 – Contract Award for Framework Agreements**

## 3b.1.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Chief Procurement (CP) requests Wind Procurement Head (WPH)<sup>1</sup> to identify packages for framework agreement and shortlist vendors for the same</li> <li>The vendor selection process is to be held via a closed RFQ for empaneled vendors only</li> </ul>					-
P1	<ul> <li>WPH reviews the packages based on the execution strategy for contracting, and identifies high-value / long-lead items<sup>2</sup></li> <li>WPH takes input from the Engineering and</li> </ul>	I1	Contracting Strategy Packages	01	BOQ	0.5
	BD teams on design specifications and BoQ, based on projected requirement in Growth Outlook	12	Growth Outlook	02	Technical specs	
P2	<ul> <li>WPH assigns a Procurement Lead to each package and requests to shortlist vendors for the same</li> </ul>					-
	- Procurement Lead reviews the List of	13	BOQ		Vendor List	
P3	<ul> <li>Procurement Lead reviews the List of Empaneled Vendors for given BOQ items and selects vendors for the closed RFQ</li> </ul>	14	List of Empaneled Vendors	О3	for RFQ	-
P4	<ul> <li>List is shared with WPH and Wind Engineering Head (WEH) for approval</li> </ul>					0.5
P5	<ul> <li>Procurement Lead incorporates any feedback and re-shares for approval</li> </ul>					-
	Procurement Lead prepares the RFQ and incorporates technical enceifications from	13	BOQ	04	DEO.	0.5
P6	incorporates technical specifications from WEH	15	Technical specs	04	RFQ	0.5
	KEY - S: Start   P: Process Ste		specs	ut I E	· End	

<sup>&</sup>lt;sup>1</sup> For packages under the scope of ESC (Evacuation, Substation, Connectivity) Procurement Head (EPH), it will be EPH <sup>2</sup> Framework agreements to be pursued for standardized items for cross-project application.

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>Procurement Lead floats the RFQ and collates responses</li> </ul>					2 <sup>1</sup>
P8	<ul> <li>Procurement Lead shares the responses / proposals with the WEH for technical evaluation<sup>2</sup></li> </ul>					-
P9	<ul> <li>WEH performs technical evaluation and shortlists vendor proposals and shares the list with Procurement Lead</li> </ul>	16	RFQ Responses	O5	Shortlisted Vendor Proposals	0.5
P10	<ul> <li>Procurement Lead reviews the quotations within these proposals</li> <li>Procurement Lead selects 2-3 vendors based on appropriate assessment criteria, highlighting the order of selection preference</li> </ul>	17	Shortlisted Vendor Proposals			
P11	<ul> <li>Procurement Lead shares the selected vendors' quote with WPH for finalization and approval to initiate contract negotiations</li> <li>If the contract size &gt; 10% of the procurement budget, approval of Chief Procurement is also required</li> </ul>					0.5
P12	<ul> <li>WPH finalizes a vendor and directs the Procurement Lead to initiate contract negotiation</li> </ul>					-
P13	<ul> <li>Procurement Lead negotiates and finalizes contract terms with the vendor</li> <li>Procurement Lead prepares the Framework Agreement basis negotiated terms</li> </ul>			O6	Framework Agreement	0.5
P14	<ul> <li>Procurement Lead shares the Framework         Agreement with WPH for approval         If the contract size &gt; 10% of the procurement         budget, approval of Chief Procurement is         also required     </li> <li>KEY - S: Start   P: Process Sterman</li> </ul>					3

<sup>&</sup>lt;sup>1</sup> Timelines may vary by category. Refer to the Master Plan for exact timelines. <sup>2</sup> Inputs from Project Team taken during technical evaluation too

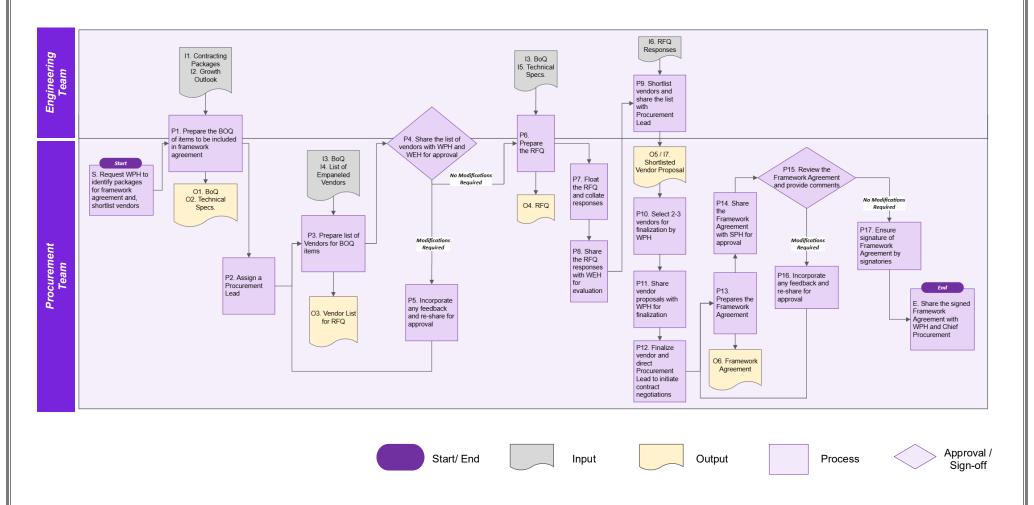
#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P15	<ul> <li>WPH reviews the Framework Agreement and provides comments, if any</li> </ul>					
P16	<ul> <li>Procurement Lead incorporates any feedback from WPH and re-negotiates with the vendor</li> </ul>					
P17	<ul> <li>Procurement Lead ensures signature of Framework Agreement by signatories from both sides</li> </ul>					-
E	<ul> <li>Procurement Lead shares the Framework Agreement with WPH and Chief Procurement</li> </ul>					Total – 8 – 9 weeks

#### 3b.1.2 RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
S	Request Wind Procurement Head (WPH) to identify packages for framework agreement and shortlist vendors for the same	Chief Procurement			Wind Procurement Head
P1	Review contracting strategy packages and identifying items for framework agreement	Wind Procurement Head		Engineering, BD Teams	
P2	Assign a Procurement Lead for the package	Wind Procurement Head			Procurement Lead
P3	Selects vendors for the closed RFQ	Procurement Lead		Wind Procurement Head, Wind Engineering Head	
P4	Share with vendor list with WPH and WEH for approval	Procurement Lead		Wind Procurement Head, Wind Engineering Head	
P5	Incorporate any feedback and re-share for approval	Procurement Lead			
P6	Prepare the RFQ	Procurement Lead		Engineering Team	
P7	Float the RFQ and collate responses	Procurement Lead			
P8	Share the RFQ responses with Wind Engineering Head (WEH) for technical evaluation	Procurement Lead			Wind Engineering Head
P9	Perform technical evaluation and shortlist vendors	Wind Engineering Head			Procurement Lead
	KEY - S: Start   P:	Process Steps	I: Input   O: Outp	ut   E: End	

#	Key Task	Responsible	Accountable	Consulted	Informed		
P10	Review vendor proposals and highlight 2-3 vendors in order of preference	Procurement Lead					
P11	Share the highlighted vendors' proposals with WPH for finalization and approval to initiate contract negotiations	Procurement Lead		Wind Procurement Head			
P12	Finalize vendor and direct Procurement Lead to initiate contract negotiations	Wind Procurement Head			Procurement Lead		
P13	Prepares the Framework Agreement basis negotiated terms with vendor	Procurement Lead		Selected Vendor, Legal Team			
P14	Share the Framework Agreement with WPH for approval	Procurement Lead		Wind Procurement Head			
P15	Review the Framework Agreement and provide comments	Wind Procurement Head			Procurement Lead		
P16	Incorporate any feedback and re-share for approval	Procurement Lead		Wind Procurement Head			
P17	Ensure signature of Framework Agreement by signatories from both sides	Procurement Lead			Wind Procurement Head		
E	Share the signed Framework Agreement with WPH and Chief Procurement	Procurement Lead			Chief Procurement, Wind Procurement Head		
KEY - S: Start   P: Process Steps   I: Input   O: Output   E: End							

#### 3b.1.3 – Process Map



TP-RE-SOLAR-CNP-2025-V1

<sup>&</sup>lt;sup>1</sup> Map Glossary - WPH: Wind Procurement Head

#### **Chapter 3b.2 – Framework Agreement Execution**

#### 3b.2.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Procurement Lead shares the Framework Agreement with WPH and Chief Procurement</li> <li>Procurement Lead will serve as the Order Manager for the given framework contract</li> </ul>					-
P1	<ul> <li>Order Manager requests Project Manager to align delivery timelines with vendor</li> </ul>					-
P2	<ul> <li>Project Manager finalizes the delivery schedule with vendor</li> </ul>	I1	Delivery Schedule <sup>1</sup>			0.5
Р3	<ul> <li>Project Manager informs Chief SCM when items are ready at factory</li> </ul>					-
P4	<ul> <li>Chief SCM sends<sup>2</sup> a third-party inspection (TPI) agency to inspect<sup>3</sup> items at the manufacturing site</li> </ul>			01	Inspection Checklist	1 <sup>4</sup>
P5	<ul> <li>Once inspection is complete, Chief SCM grants approval for all components under evaluation and issues the Quality Release Note (QRN) to the vendor</li> </ul>	12	Inspection Checklist	O2	Quality Release Note	
P6	<ul> <li>Order Manager receives the payment invoice from the vendor, as per the milestones<sup>5</sup>, and confirms the QRN with the Chief SCM</li> </ul>			О3	Payment Invoice	-

<sup>&</sup>lt;sup>1</sup> Timelines will be agreed in the contract, at a monthly level. This alignment is at a day-wise level.

<sup>&</sup>lt;sup>2</sup> TPI Onboarding Process is outlined in Chapter 5 of the Wind Engineering Playbook.

<sup>&</sup>lt;sup>3</sup> Inspection procedure is outlined in Chapter 6 of the Wind Engineering Playbook.

<sup>&</sup>lt;sup>4</sup> For inspections outside India, additional 2-3 days to be taken

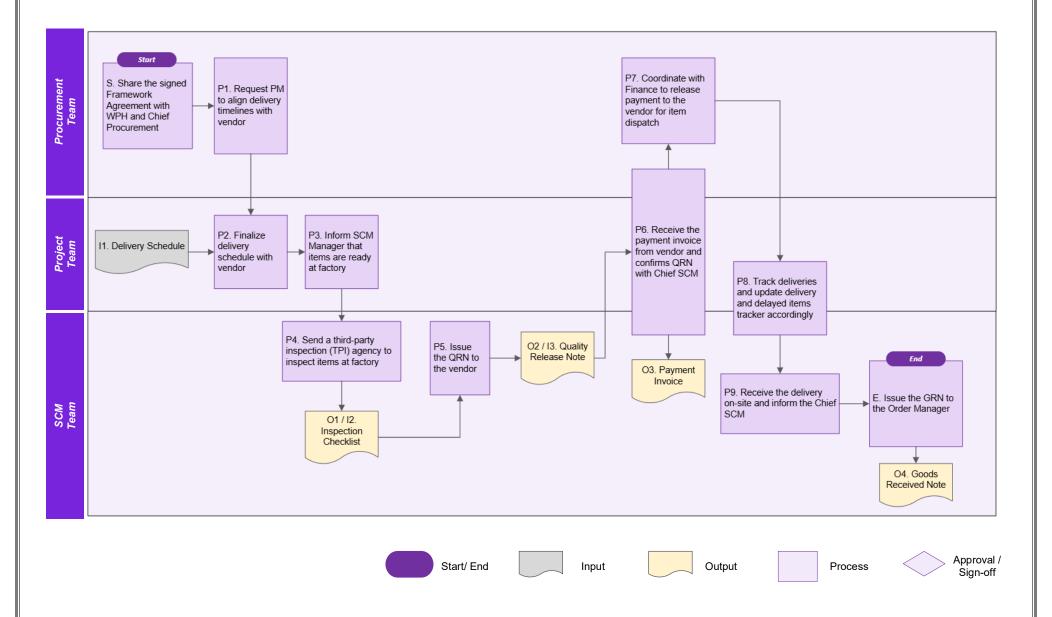
<sup>&</sup>lt;sup>5</sup> For example, Vendor prepares and shares the payment invoice, along with QRN, to the Order Manager

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>Order Manager coordinates with the Finance Team to release payment to the Vendor and requests the vendor to release the items for dispatch</li> </ul>					-
P8	<ul> <li>Goods are dispatched to the project site</li> <li>Delivery is tracked by the Store Manager in the Delivery Tracker</li> <li>If item is delayed, PO is added to the Delayed Items Tracker</li> </ul>					-
P9	<ul> <li>Store Manager receives the delivery on-site and informs the Chief SCM</li> </ul>					-
E	<ul> <li>Chief SCM issues the Goods Received Note (GRN) to the Order Manager</li> </ul>			04	Goods Received Note	Total – 2 – 3 weeks + delivery lead time

#### 3b.2.2 RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
s	Share the Framework Agreement with WPH and Chief Procurement	Procurement Lead			Wind Procurement Head, Chief Procurement
P1	Request Project Manager to align delivery timelines with vendor	Order Manager			Project Manager
P2	Finalize delivery schedule with vendor	Project Manager			Order Manager
P3	Inform Chief SCM that items are ready at factory	Project Manager			Chief SCM
P4	Send a third-party inspection (TPI) agency to inspect items at manufacturing site	Chief SCM			Project Manager
P5	Issue the Quality Release Note (QRN) to the vendor	Chief SCM			Project Manager
P6	Receive payment invoice from the vendor and confirm the QRN with Chief SCM	Order Manager		Chief SCM	
P7	Coordinate with Finance to release payment to the vendor for item dispatch	Order Manager			Chief SCM, Project Manager, Finance Team
P8	Track deliveries and update delivery and delayed items tracker accordingly	Store Manager		Chief SCM	Order Manager
P9	Receive the delivery on-site and inform the Chief SCM	Store Manager			Chief SCM
E	Issue the GRN to the Order Manager  KEY - S: Start   P:	Chief SCM			Order Manager, Project Manager

## 3b.2.3 – Process Map



<sup>&</sup>lt;sup>1</sup> Map Glossary - PR: Purchase Requisition

TP-RE-SOLAR-CNP-2025-V1 35

# **Chapter 4 – Contractor Management**

#### **Chapter 4.1 – Issue Escalation and Resolution**

#### 4.1.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Project Manager¹ (PM) identifies an issue with a contractor that may impact schedule or cost</li> </ul>					-
P1	<ul> <li>PM attempts immediate resolution with the contractor</li> <li>If unsuccessful, PM escalates it to the Order Manager (OM)</li> </ul>					0.5
P2	<ul> <li>OM holds a discussion with the contractor to resolve the issue</li> </ul>					0.5
P3	<ul> <li>OM implements a short-term fix to minimize schedule delays or cost overruns</li> <li>E.g. arranging temporary alternate vendors to supply goods or provide services</li> </ul>					0.5
P4	<ul> <li>For recurring issues, OM conducts Root Cause Analysis (RCA) prepares a report and shares it with Wind Procurement Head (WPH)</li> </ul>			01	RCA Report	0.5
P5	<ul> <li>WPH consults respective team<sup>2</sup> and ensures process enhancements and preventive actions</li> </ul>					0.5
P6	Based on the terms laid out in the contract,     Wind Procurement Head calculates     penalties / assesses grounds for formal		RCA Report			
1-0	warning  - If there are grounds for contract termination, WPH escalates to Chief Procurement	12	Vendor Contract			

<sup>&</sup>lt;sup>1</sup> Engineering, Project, Land or Supply Chain Management (SCM) Manager, depending on the issue

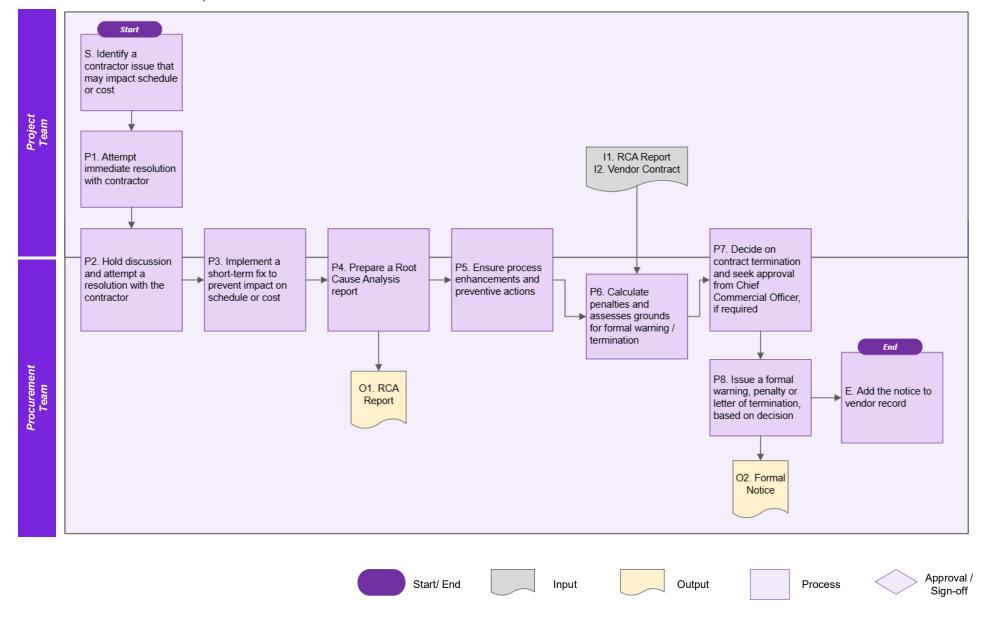
<sup>&</sup>lt;sup>2</sup> Engineering, Project, Land or Supply Chain Management team based on which team the contractor works with

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>Chief Procurement assesses the situation and decides on contract termination</li> <li>If contract size &gt; 10% of capex budget, Chief Procurement seeks approval from Chief Commercial Officer for contract termination</li> </ul>					1
P8	<ul> <li>Chief Procurement accordingly issues a formal warning, penalty or letter of termination</li> </ul>			02	Formal Notice	
E	<ul> <li>Chief Procurement adds the notice to vendor record and shares it with WPH and OM</li> </ul>					Total – 2 - 3 weeks

### 4.1.2 RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
S	Identification of a contractor issue that may impact schedule or cost	Project Manager			
P1	Attempt immediate resolution with the contractor	Project Manager			Order Manager
P2	Hold discussion and attempt a resolution with the contractor	Order Manager		Project Manager	
Р3	Implementation of a short-term fix to prevent impact on schedule or cost	Order Manager		Project Manager	Project Manager
P4	Prepare a Root Cause Analysis (RCA) report and share it with Wind Procurement Head (WPH)	Order Manager		Project Manager	Wind Procurement Head
P5	Ensure process enhancements and preventive actions	Wind Procurement Head		Project Manager	Order Manager
P6	Calculate penalties and assesses grounds for formal warning / termination	Wind Procurement Head			Chief Procurement
P7	Decide on contract termination and seek approval from Chief Commercial Officer, if required	Chief Procurement	Chief Procurement	Project team	
P8	Issue a formal warning, penalty or letter of termination, based on decision	Chief Procurement			Wind Procurement Head
E	Add the notice to vendor record and share it with WPH and OM  KEY - S: Start   P:	Chief Procurement			Wind Procurement Head, Order Manager

### 4.1.3 – Process Map



<sup>&</sup>lt;sup>1</sup> Map Glossary - RCA: Root Cause Analysis

TP-RE-SOLAR-CNP-2025-V1 39

### **Chapter 4.2 – Amendment of Contract**

#### 4.2.1 Process Steps

#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
S	<ul> <li>Project Manager (PM)¹ encounters a situation that requires amendment of a contractor's contract</li> </ul>					-
P1	<ul> <li>PM requests Wind Engineering Head (WEH) for Technical Scope Change Note, to capture any technical deviation</li> <li>For changes in quantity, this note is not required</li> </ul>					-
P2	<ul> <li>WEH prepares the Technical Scope</li> <li>Change Note and shares it with the PM</li> </ul>	I1	Technical Section of Vendor RFQ	01	Technical Scope Change Note	0.5
P3	<ul> <li>PM prepares a follow-up PR and shares it with the Order Manager (OM)</li> </ul>	12	Technical Scope Change Note	02	Follow-up PR	-
P4	<ul> <li>Order Manager calculates the Value at Risk² for the given contract</li> <li>Approval authority for the PR is determined by a matrix³ that has tiers basis the Value at Risk calculated</li> </ul>					0.5
P5	<ul> <li>Order Manager shares the PR with the appropriate Approving Authority, basis the matrix</li> </ul>					0.3
P6	<ul> <li>Approving Authority reviews the Follow-up PR and provides the approval</li> </ul>					2

Project Manager, Engineering Manager or Land Manager, depending on the contractor
 Value at Risk is calculated as the sum of the current contract's remaining payout value and any additional value charged

<sup>&</sup>lt;sup>3</sup> Approval requirement escalates in the order, Project Manager, Chief Wind, Chief Project, Chief Operating Officer, Chairman. The Value at Risk amount at each tier are determined by the Commercial and Projects Team at the start of the project.

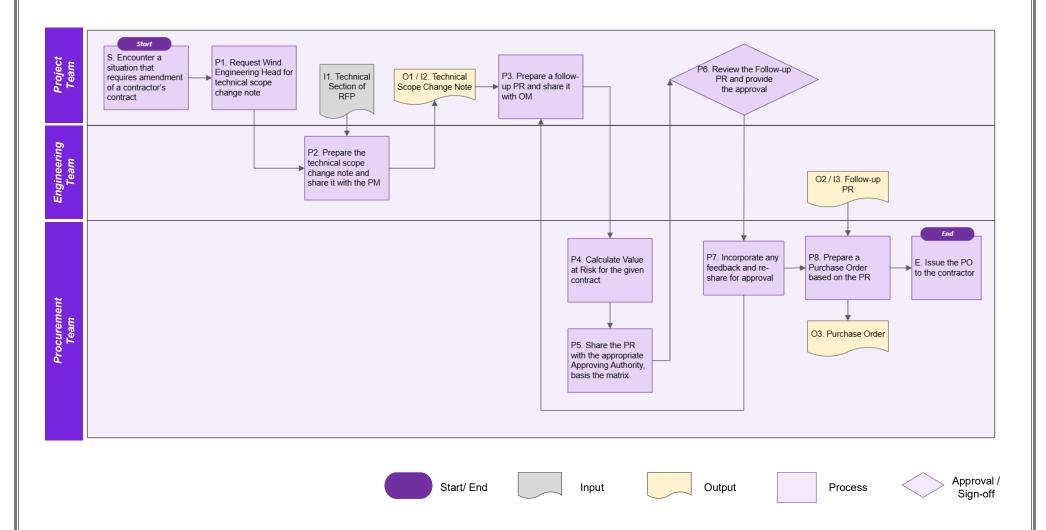
#	Activity	#	Inputs	#	Outputs	Timeline (in weeks)
P7	<ul> <li>Order Manager incorporates any feedback and re-shares for approval</li> </ul>					0.5
P8	<ul> <li>Order Manager prepares a Purchase Order (PO) basis the follow-up PR</li> </ul>	13	Follow-up PR	О3	Purchase Order	0.5
E	<ul> <li>Order Manager issues the PO to the contractor</li> </ul>					Total – 3 - 4 weeks

KEY - S: Start | P: Process Steps | I: Input | O: Output | E: End

### 4.2.2 RACI

#	Key Task	Responsible	Accountable	Consulted	Informed
S	Encounter a situation that requires amendment of a contractor's contract	Project Manager			
P1	Request Wind Engineering Head for technical scope change note	Project Manager			Wind Engineering Head
P2	Prepare the Technical Scope Change Note and share it with the PM	Wind Engineering Head			Project Manager
P3	Prepare a follow-up PR and share it with the Order Manager (OM)	Project Manager			Order Manager
P4	Calculate Value at Risk for the given contract	Order Manager		Project Manager	
P5	Share the PR with the appropriate Approving Authority, basis the matrix	Order Manager			Approving Authority
P6	Review the Follow-up PR and provide the approval	Approving Authority			Order Manager
P7	Incorporate any feedback and re-share for approval	Order Manager			Approving Authority
P8	Prepare a Purchase Order (PO) basis the follow-up PR	Order Manager			
E	Issue the PO to the contractor	Order Manager			Wind Procurement Head, Project Manager

### 4.2.3 – Process Map



TP-RE-SOLAR-CNP-2025-V1 43

<sup>&</sup>lt;sup>1</sup> Map Glossary – WPH: Wind Procurement Head

# **Key Performance Indicators**

Metric	Definition	How to Calculate
Cost Variance (calculated as a %)	Variance in the actual cost paid for an item, with respect to the budgeted cost.	Calculated as the difference in the actual cost paid for an item and budgeted cost for the item, divided by the budgeted cost for the item, and taken as a percentage.
Budget Variance (calculated as a %)	Variance in the L1 bid, for a given item or service, with respect to the budgeted cost.	Calculated as the difference in the L1 bid for an item and budgeted cost for the item, divided by the budgeted cost for the item, and taken as a percentage.
Supply Schedule Variance (calculated as a %)	Variance in the actual delivery schedule, with respect to the planned delivery schedule.	Calculated as the difference in the actual number of days and the planned number of days for delivery, divided by the number of planned days, for delivery and taken as a percentage.
Vendor Empanelment Time (measured in days)	Number of days taken to empanel a vendor.	Calculated as the number of days between date of RFI being floated to the date of vendor empanelment.
PR-to-PO Time (measured in days)	Average number of days taken to complete the procurement process.	Calculated as the number of days between purchase requisition being raised to procurement team and purchase order being raised to the vendor.
Issue Resolution Turn-around-Time (measured in days)	Average number of days taken to resolve a contractor issue which has been escalated to Procurement Team.	Calculated as the average of, days spent resolving issues, for all issues that were escalated to Procurement Team.  Days spent to resolve an issue is the number of days between issue being escalated to Procurement Team and issue being resolved.
Service Contract Issue Count (calculated as a number)	Number of issues for a given service contract.	Calculated as the number of issues logged in the issue log, for a given service contract.
Vendor Defect Rate (calculated as a percentage)	Percentage of rejected shipments per supply contract.	Calculated as the number of rejected shipments divided by the total number of shipments, for a given supply contract, and calculated as a percentage.

## Glossary

Abbreviation	Expanded
BD	Business Development
BOQ	Bill of Quantities
BOS	Bill of Services
ссо	Chief Commercial Officer
ЕРН	ESC (Evacuation, Substation, Connectivity) Procurement Head
GRN	Goods Received Note
IRR	Internal Rate of Return
KPI	Key Performance Indicator
ОМ	Order Manager
РМ	Project Manager
РО	Purchase Order
PPP	Project Procurement Plan
PQC	Pre-qualification Criteria
PR	Purchase Requisition
QRN	Quality Release Note
RACI	Responsible, Accountable, Consult, Inform
RCA	Root Cause Analysis
RFI	Request for Information
RFQ	Request for Quotation
SCM	Supply Chain Management
TPI	Third-Party Inspection
WEH	Wind Engineering Head
WPH	Wind Procurement Head

# **Appendix**

## Items Requiring Third-Party Inspection

Sr. No	Item
1	220 KV CRP
2	220 KV CT
3	220 KV CW
4	220 KV Isolator
5	220 KV LA
6	220 KV MCT
7	220 KV MPT
8	33 KV CRP
9	33 KV CT
10	33 KV Isolator
11	33 KV LA
12	33 KV PT
13	33KV USS Transformer/WTG
14	ABT meter
15	Aux. Transformer
16	Battery & Battery Charger
17	Blade
18	Control, Power and Communication Cable & it's accessories
19	DG & DG AMF Panel
20	Fire Alarm & Annunciator
21	FOTE
22	Hub
23	Indoor & Outdoor Illumination Material

Sr. No	Item
24	LT Panels (ACDB, DCDB, MLDB, ELDB)
25	Master PPC
26	NIFPS
27	PLCC
28	Power Transformer
29	PQ Meter
30	SAS
31	Tower
32	USS Transformer
33	WTG - Nacelle

### Service Contracts

Sr. No	Item	Team
1	Land Aggregators	Land
2	Technical Consultant for Land Feasibility	Land
3	Site Survey Consultant	Engineering
4	Owner's Engineer	Engineering
5	Third Party Inspection	Engineering
6	Engineering, Procurement, Construction (EPC)	Engineering, Project