

14. PROJECTS



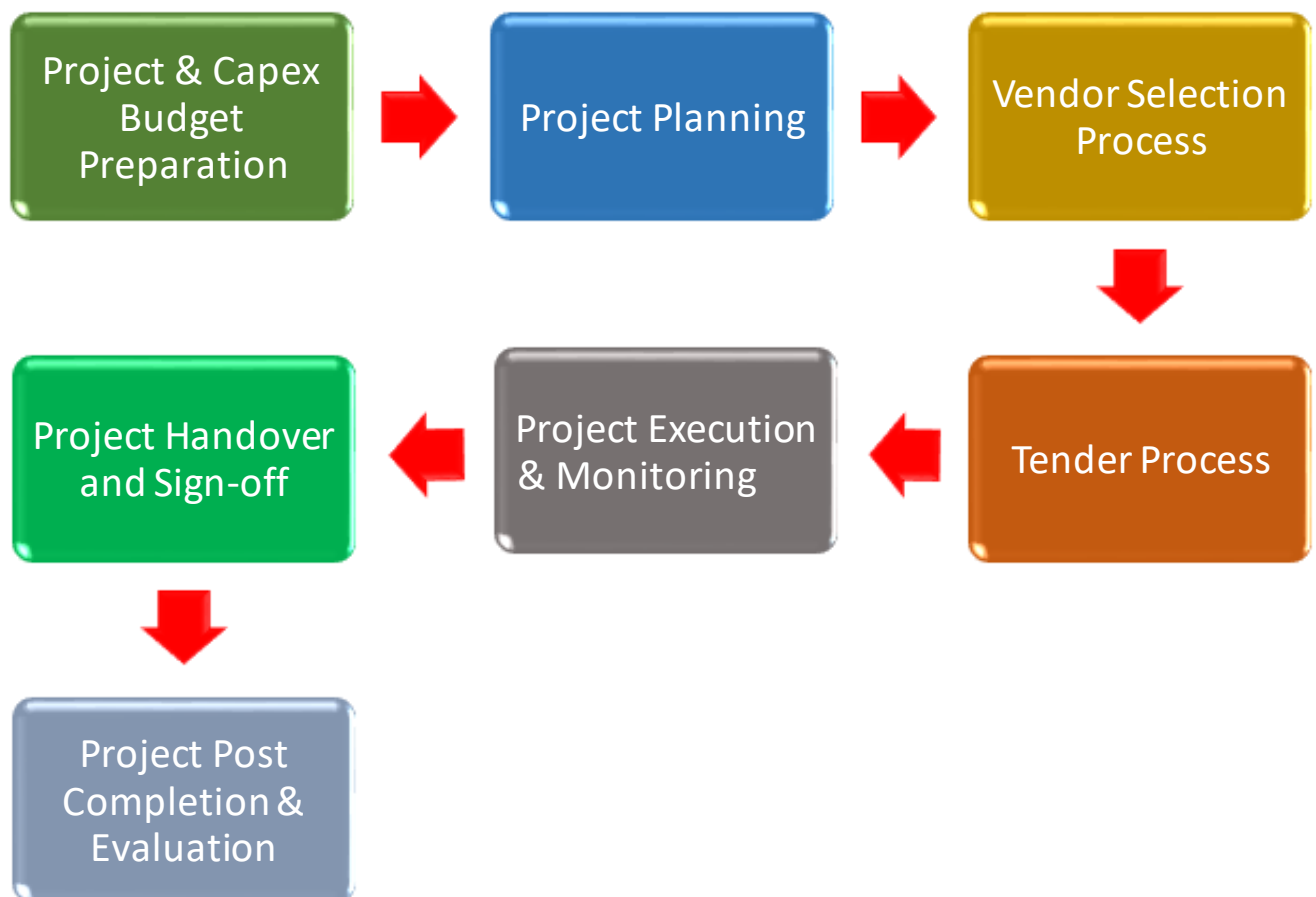
14. PROJECTS

PROCESS SUMMARY

Objective:

- To ensure organization's investments such as new machinery, replacement machinery, new plants, new products, and research development projects are worth pursuing.

Process Overview:



Process beginning:

- Project & Capex Budget Preparation

Process ending:

- Project Post Completion & Evaluation

Key Inputs

Particulars	From	Document Code
Annual Business Plan	S&M	S&M/COM/001
Project Requirement	Respective HOD	PRJ/COM/002
Vendor Quotes, Sample	Respective Vendor	-
Stage wise Project Plan	Respective Official	PRJ/COM/012
Commissioning Report	Respective Official	PRJ/COM/016
Project Completion Acknowledgement	Respective Head	PRJ/COM/018

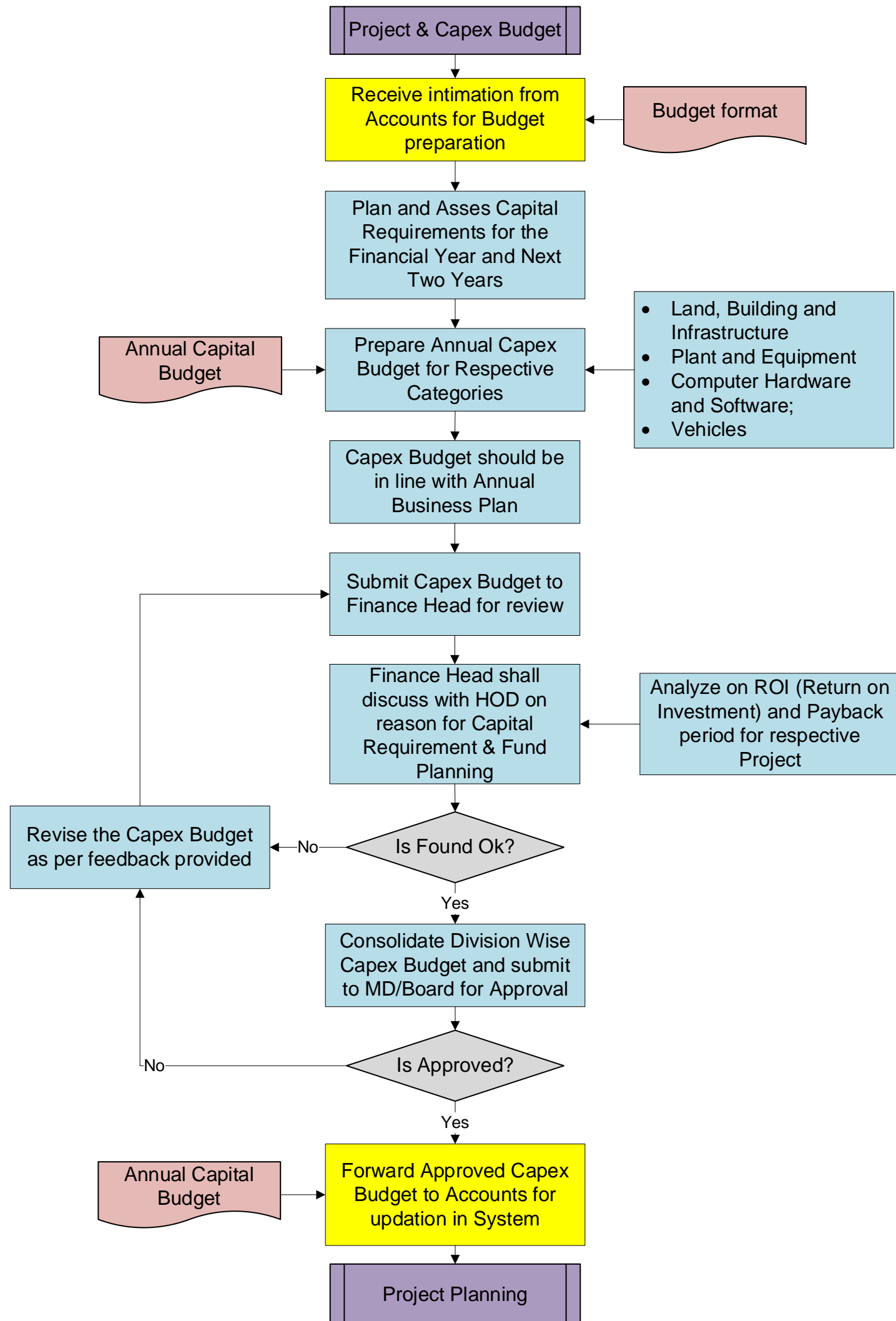
Key Outputs

Particulars	To	Document Code
Annual Capital Budget	F&A, MD	PRJ/COM/001
Project Study Report	Respective HOD	PRJ/COM/002
Project Schedule & Activity Planning	Respective HOD, Vendor	PRJ/COM/003
Project Code Creation	IT	PRJ/COM/004
Price Comparison Statement	Respective Head	PRJ/COM/007
Vendor Agreement	Respective Vendor	PRJ/COM/008
Tender Requisition	MD/Approving Authority	PRJ/COM/009
Tender Agreement	Respective Sub-Contractor	PRJ/COM/011
Project Completion Report	Respective Head/MD	PRJ/COM/017
Project Signoff	Respective Head	PRJ/COM/018
Project Post Completion & Evaluation Report	Respective HOD, F&D & MD	PRJ/COM/019

Key Documents / Register / Files

Document / Register Name	Document Format	Document Code
Annual Capital Budget	Excel	PRJ/COM/001
Project Study Report	Word	PRJ/COM/002
Project Schedule & Activity wise Planning	Excel	PRJ/COM/003
Project Code Creation Form	Pre-Printed Form	PRJ/COM/004
Project Planning	Excel	PRJ/COM/005
Vendor Quotes	Word	PRJ/COM/006
Price Comparison Statement	Excel	PRJ/COM/007
Vendor Agreement	Word	PRJ/COM/008
Tender Requisition Form	Pre-Printed Form	PRJ/COM/009
Newspaper Advertisement	Word	PRJ/COM/010
Tender Agreement	Word	PRJ/COM/011
Stage wise Project Plan	Excel	PRJ/COM/012
Project Control Sheet - Planned Vs Actuals	Excel	PRJ/COM/013
Capex Budget Vs Actuals	Excel	PRJ/COM/014
Project Tracking Report	Excel	PRJ/COM/015
Commissioning Report	External Document	PRJ/COM/016
Project Completion Report	Word	PRJ/COM/017
Project Sign off	Word	PRJ/COM/018
Project Post Completion & Evaluation Report	Word	PRJ/COM/019
Evaluation Timeline	Excel	PRJ/COM/020
Project Utilization	Excel	PRJ/COM/021
Return on Investment (ROI)	Excel	PRJ/COM/022

14.1 PROJECT & CAPEX BUDGET PREPARATION



Sub-process Owner:

Head F&A

Departments Involved:

All Departments

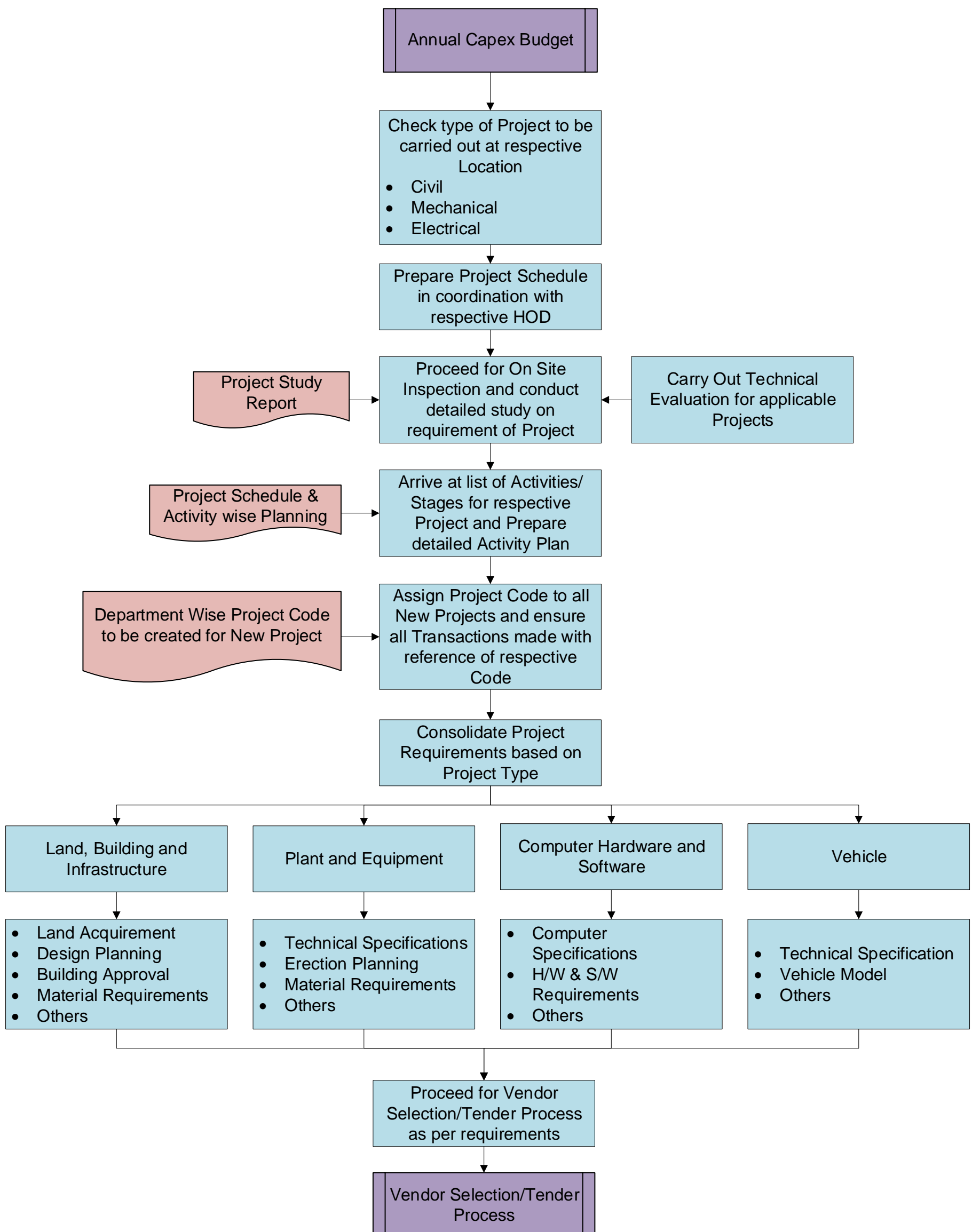
Key activities:

14.1.1 Capex Budget Planning

14.1.2 Preparation and Approval of Capex Budget

Process	Maker	Checker	Approver
14.1.1 Capex Budget Planning			
1) Receive intimation from Accounts for Budget preparation	Executive F&A	Project Manager	-
2) Plan and Asses Capital Requirements for the Financial Year and Next Two Years	Executive F&A	-	-
14.1.2 Preparation and Approval of Capex Budget			
1) Prepare Annual Capex Budget for following Respective Categories <ul style="list-style-type: none"> • Land, Building and Infrastructure • Plant and Equipment • Computer Hardware and Software; • Vehicles 	Executive F&A	-	-
2) Ensure Capex Budget is in line with Annual Business Plan	-	F&A Head	-
3) Submit Capex Budget to Finance Head for review	Executive F&A	F&A Head	-
4) Analyze on ROI (Return on Investment) and Payback period for respective Project and after that Finance Head shall discuss with HOD on reason for Capital Requirement & Fund Planning	Executive F&A	F&A Head	-
5) Check and Consolidate Division Wise Capex Budget and submit to MD/Board for Approval	Executive F&A	F&A Head	MD/Board
6) On Approval, circulate approved Capex Budget to Accounts for upadation in System	Executive F&A	F&A Head	MD/Board
7) In case of not approved, revise the Capex Budget as per feedback provided and resend for Approval	Executive F&A	F&A Head	-

14.2 PROJECT PLANNING



Sub-process Owner:

Project Manager

Departments Involved:

All Departments

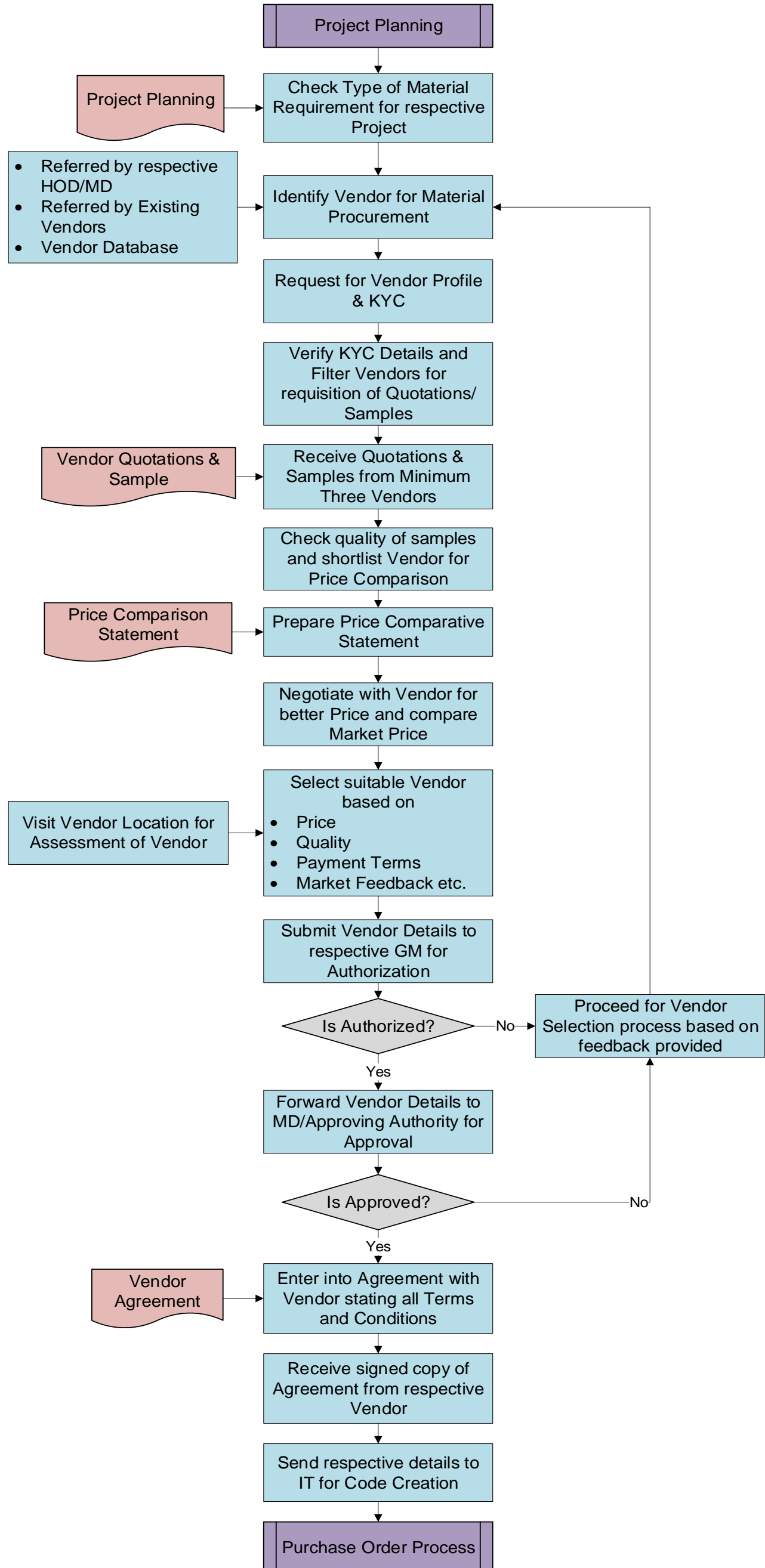
Key activities:

14.2.1 Preparation of Project Schedule

14.2.2 Project Requirements Arrival

Activity	Maker	Checker	Approver
14.2.1 Preparation of Project schedule			
1) Check type of Project to be carried out at respective Location <ul style="list-style-type: none"> • Civil • Mechanical • Electrical 	Respective HOD	Manager Projects	-
2) Prepare Project Schedule in coordination with respective HOD	Manager Projects	Respective HOD	-
3) Carry Out Technical Evaluation for applicable Projects and Proceed for On Site Inspection and conduct detailed study on requirement of Project	Manager Projects	Respective HOD	-
14.2.2 Project Requirement Arrival			
1) Arrive at list of Activities/Stages for respective Project and prepare detailed Activity plan	Manager Projects	Respective HOD	-
2) Assign Project Code to all New Projects and ensure all Transactions made with reference of respective Code	Manager Projects	IT	-
3) Consolidate Project Requirements based on Project Type <ul style="list-style-type: none"> ➤ Land, Building and Infrastructure <ul style="list-style-type: none"> • Land Acquisition • Design Planning • Building Approval • Material Requirements • Others ➤ Plant and Equipment <ul style="list-style-type: none"> • Technical Specifications • Erection Planning • Material Requirements • Others ➤ Computer Hardware and Software <ul style="list-style-type: none"> • Computer Specifications • H/W & S/W Requirements • Others ➤ Vehicle <ul style="list-style-type: none"> • Technical Specification • Vehicle Model • Others 	Manager Projects	Respective HOD	-
4) Proceed for Vendor Selection/Tender Process as per requirements	Manager Projects	Respective HOD	-

14.3 VENDOR SELECTION PROCESS



Sub-process Owner:

Project Manager

Departments Involved:

Respective Department

Key activities:

14.3.1 Identification of Vendor

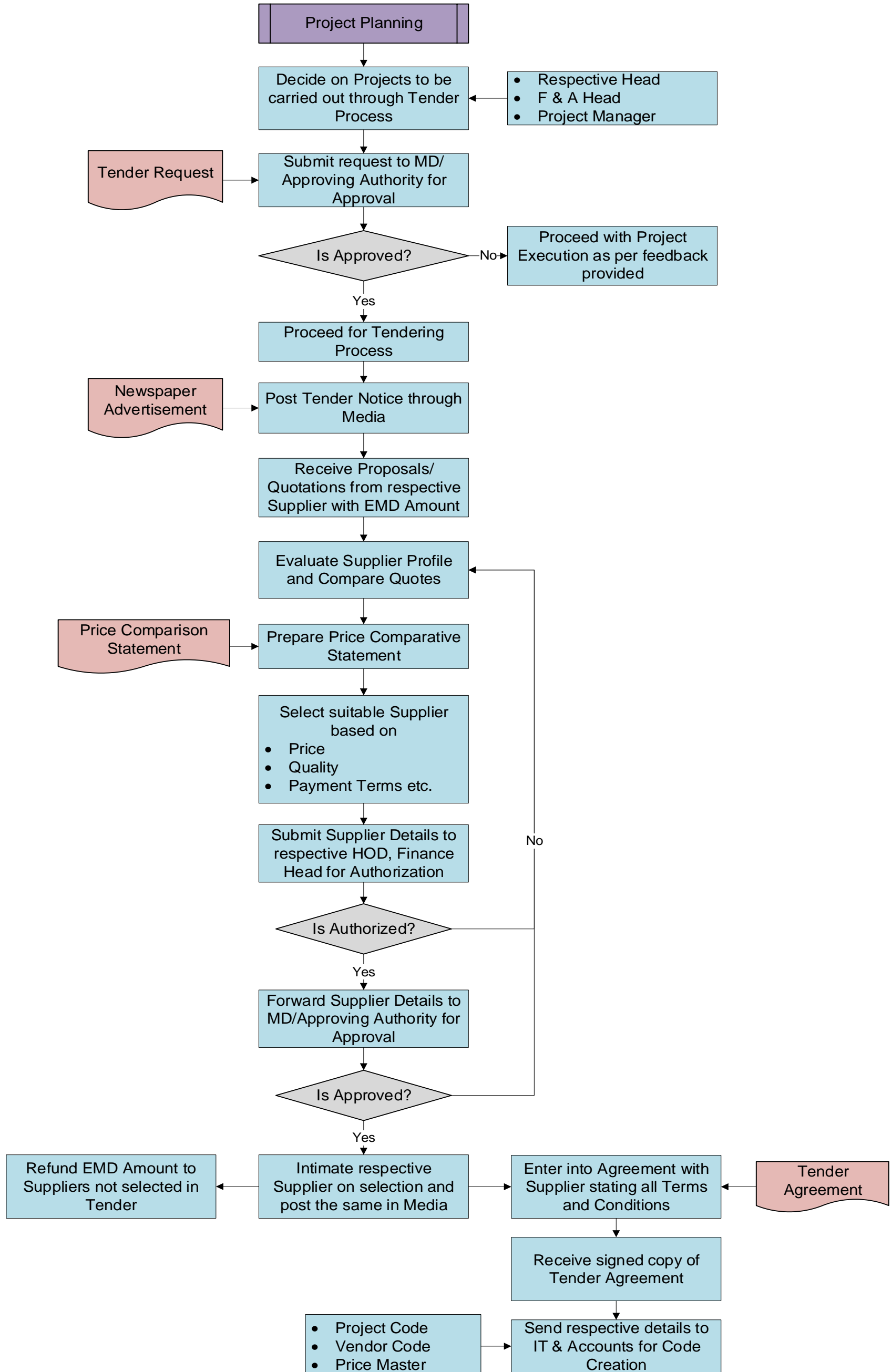
14.3.2 Verification of Vendor Profile & KYC

14.3.3 Receive Quotations & Sample

14.3.4 Selection & Approval of Vendor

Activity	Maker	Checker	Approver
14.3.1 Identification of vendor			
1) Check Type of Material Requirement for respective Project.	-	Project Manager	-
2) Identify Vendor for Material Procurement by the following means <ul style="list-style-type: none"> • Referred by respective HOD/MD • Referred by Existing Vendors • Vendor Database 	Project Manager	Respective HOD	-
14.3.2 Verification of vendor profile & KYC			
1) Request for Vendor Profile & KYC and Verify KYC Details and Filter Vendors for requisition of Quotations/ Samples	Project Manager	Respective HOD	-
14.3.3 Receive Quotations & Samples			
1) Receive Quotations & Samples from Minimum Three Vendors	Project Manager	Respective HOD	-
2) Check quality of samples and shortlist Vendor for Price Comparison	Project Manager	Respective HOD	-
3) Prepare Price Comparative Statement and Negotiate with Vendor for better Price and compare Market Price	Project Manager	Respective HOD	-
14.3.4 Selection & Approval of Vendor			
1) Visit Vendor Location for Assessment of Vendor and Select suitable vendor based on <ul style="list-style-type: none"> • Price • Quality • Payment Terms • Market Feedback etc. 	Project Manager	Respective HOD	-
2) Submit Vendor Details to the respective GM for authorization and forward the Vendor Details to MD for Approval	Project Manager	Respective HOD	MD
3) In case of rejection, Proceed for Vendor Selection process based on feedback provided	Project Manager	Respective HOD	-
4) On approval, enter in Agreement with Vendor stating all Terms and Conditions	Project Manager	Respective HOD	-
5) Receive signed copy of Agreement from the respective Vendor	Project Manager	Respective HOD	-
6) Send respective details to IT for Code Creation	Project Manager	IT	-

14.4 TENDER PROCESSING



Sub-process Owner:

Project Manager

Departments Involved:

Respective Department

Key activities:

14.4.1 Tender Requisition & Approval

14.4.2 Posting of Tender Notice

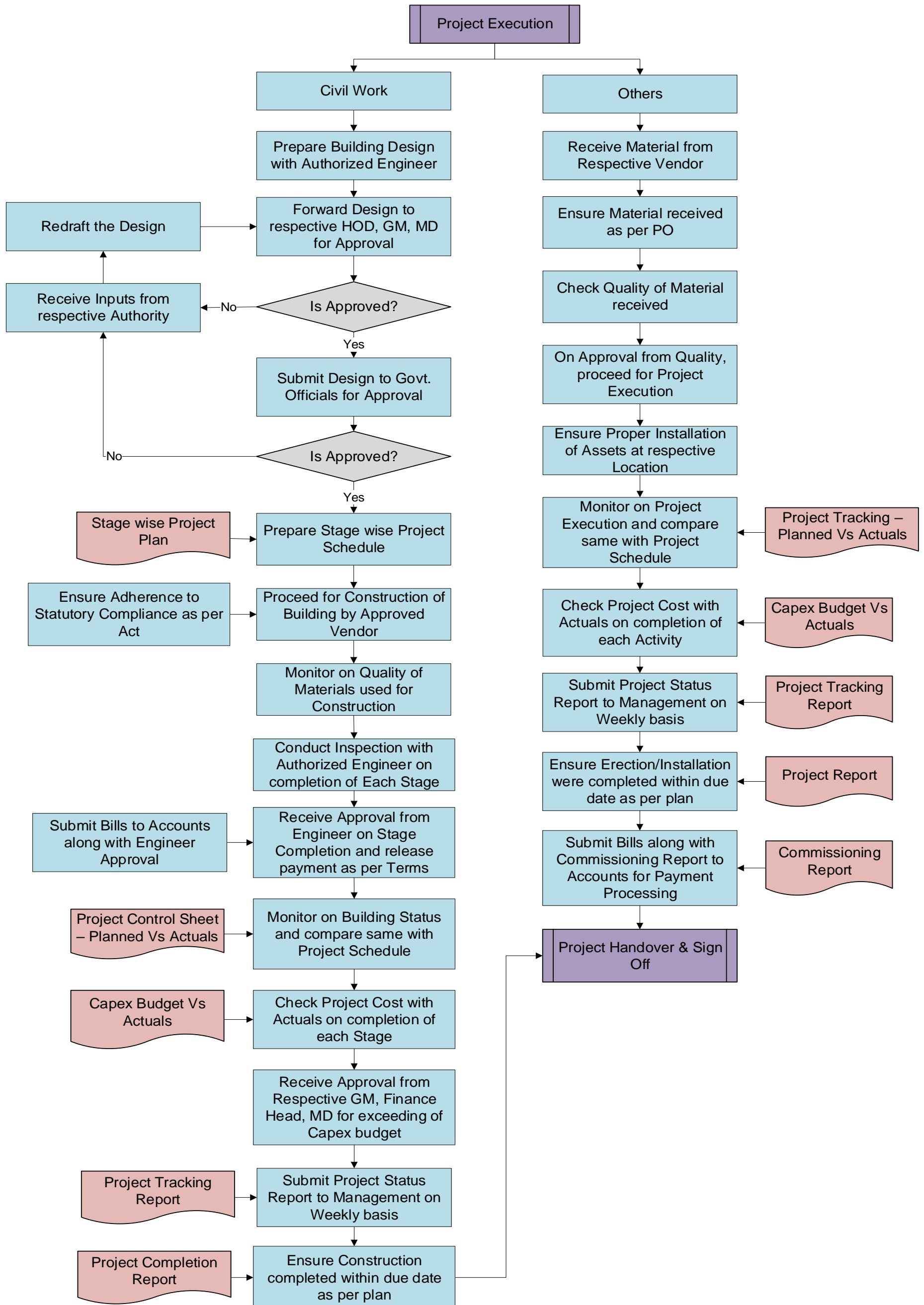
14.4.3 Supplier Comparison

14.4.4 Approval of Supplier

Activity	Maker	Checker	Approver
14.4.1 Tender Requisition & Approval			
1) Decide the Projects to be carried out through Tender Process with help from respective head, F&A head and project manager	Project Manager	Respective HOD	-
2) Submit request to MD/ Approving Authority for Approval	Project Manager	Respective HOD	MD/ Approving Authority
3) In case of not approved, proceed with Project Execution as per feedback provided	Project Manager	Respective HOD	-
14.4.2 Posting of Tender Notice			
1) Proceed for Tendering Process and Post Tender Notice through Newspaper advertisement	Project Manager	Respective HOD	-
2) Receive Proposals/ Quotations from respective Supplier with EMD Amount	Project Manager	Respective HOD	-
3) Check for authorization and Evaluate Supplier Profile and Compare Quotes	Project Manager	Respective HOD	-
14.4.3 Supplier Comparison			
1) Prepare Price Comparative Statement as per the quotations received	Project Manager	Respective HOD	-
2) Select suitable Supplier based on <ul style="list-style-type: none"> • Price • Quality • Payment Terms etc. 	Project Manager	Respective HOD	-
3) Submit Supplier Details to respective HOD, Finance Head for Authorization	Project Manager	Respective HOD	-
4) Forward Supplier Details to MD/Approving Authority for Approval	Project Manager	Respective HOD	-
5) In case of not authorized, evaluate alternate Supplier profile and compare Quotes	Project Manager	Respective HOD	-
14.4.4 Approval of supplier			
1) Intimate respective Supplier on selection and post the same in Media and Refund EMD Amount to Suppliers not selected in Tender	Project Manager	Respective HOD	-

Activity	Maker	Checker	Approver
2) Enter into Agreement with Supplier stating all Terms and Conditions	Project Manager	Respective HOD	-
3) Receive signed copy of Tender Agreement	Project Manager	Respective HOD	-
4) Send respective details to IT & Accounts for Code Creation of <ul style="list-style-type: none"> • Project Code • Vendor Code • Price Master 	Project Manager	Respective HOD	-

14.5 PROJECT EXECUTION & MONITORING



Sub-process Owner:

Project Manager

Departments Involved:

All Departments

Key activities:

14.5.1 Preparation & Approval of Design

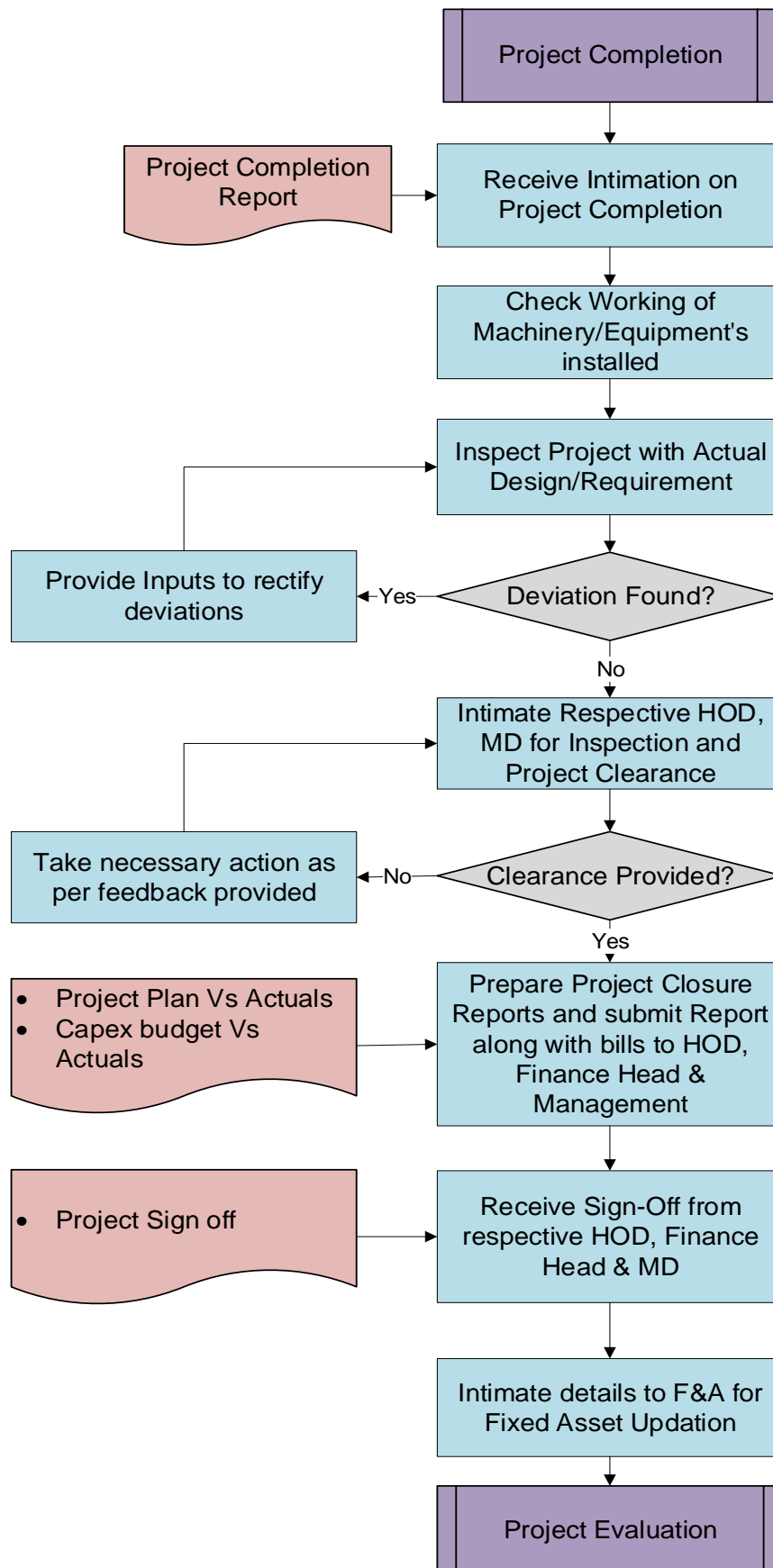
14.5.2 Receipt of Materials

14.5.3 Project Execution & Tracking

Activity	Maker	Checker	Approver
14.5.1 Preparation & Approval of design			
1) Prepare Building Design with Authorized Engineer	Engineer	Project Manager	-
2) Forward Design to respective HOD, GM, MD for Approval	Engineer	Project Manager	HOD, GM & MD
3) On approval, Submit Design to Govt. Officials for Approval	Project Manager	Respective HOD	-
4) In case of rejection, redraft the Design as per inputs received from respective Authority	Project Manager	Respective HOD	-
5) On approval, Prepare Stage wise Project Schedule	Project Manager	Respective HOD	-
6) Ensure Adherence to Statutory Compliance as per Act and Proceed for Construction of Building by Approved Vendor	Project Manager	Respective HOD	-
14.5.2 Material Receipts			
1) Receive Material from Respective Vendor and Ensure Material received as per PO	-	Project Manager	-
2) Check Quality of Material received and inward material in Stores	-	Project Manager	-
3) In-case of Sub-Contractor monitor on Quality of materials used for Construction	Project Manager	Respective HOD	-
14.5.3 Project Execution & Tracking			
A) Civil			
1) Conduct Inspection with Authorized Engineer on completion of Each Stage	Project Manager	Respective HOD	-
2) Submit Bills to Accounts along with Engineer Approval and after receiving approval release payment as per Terms	Project Manager	Accounts	-
3) Monitor on Building Status and compare same with Project Schedule	Project Manager	Respective HOD	-
4) Check Project Cost with Actuals on completion of each Stage	Project Manager	Respective HOD	-
5) Receive Approval from Respective GM, Finance Head, MD for exceeding of Capex budget	Project Manager	Respective HOD	GM, Head F&A, MD

Activity	Maker	Checker	Approver
6) Submit Project Status Report to Management on Weekly basis	Project Manager	GM, Head F&A, MD	-
7) Ensure Construction completed within due date as per plan	GM, Head F&A, MD		
B) Others			
1) Ensure Proper Installation of Assets at respective Location	Project Manager	Respective HOD	-
2) Monitor on Project Execution and compare same with Project Schedule	Project Manager	Respective HOD	-
3) Check Project Cost with Actuals on completion of each Activity	Project Manager	Respective HOD	-
4) Submit Project Status Report to Management on Weekly basis	Project Manager	Respective HOD	-
5) Ensure Erection/Installation were completed within due date as per plan	Project Manager	Respective HOD	-
6) Submit Bills along with Commissioning Report to Accounts for Payment Processing	Project Manager	Accounts	-

14.6 PROJECT HANDOVER AND SIGN OFF



Sub-process Owner:

Project Manager

Departments Involved:

All Departments

Key activities:

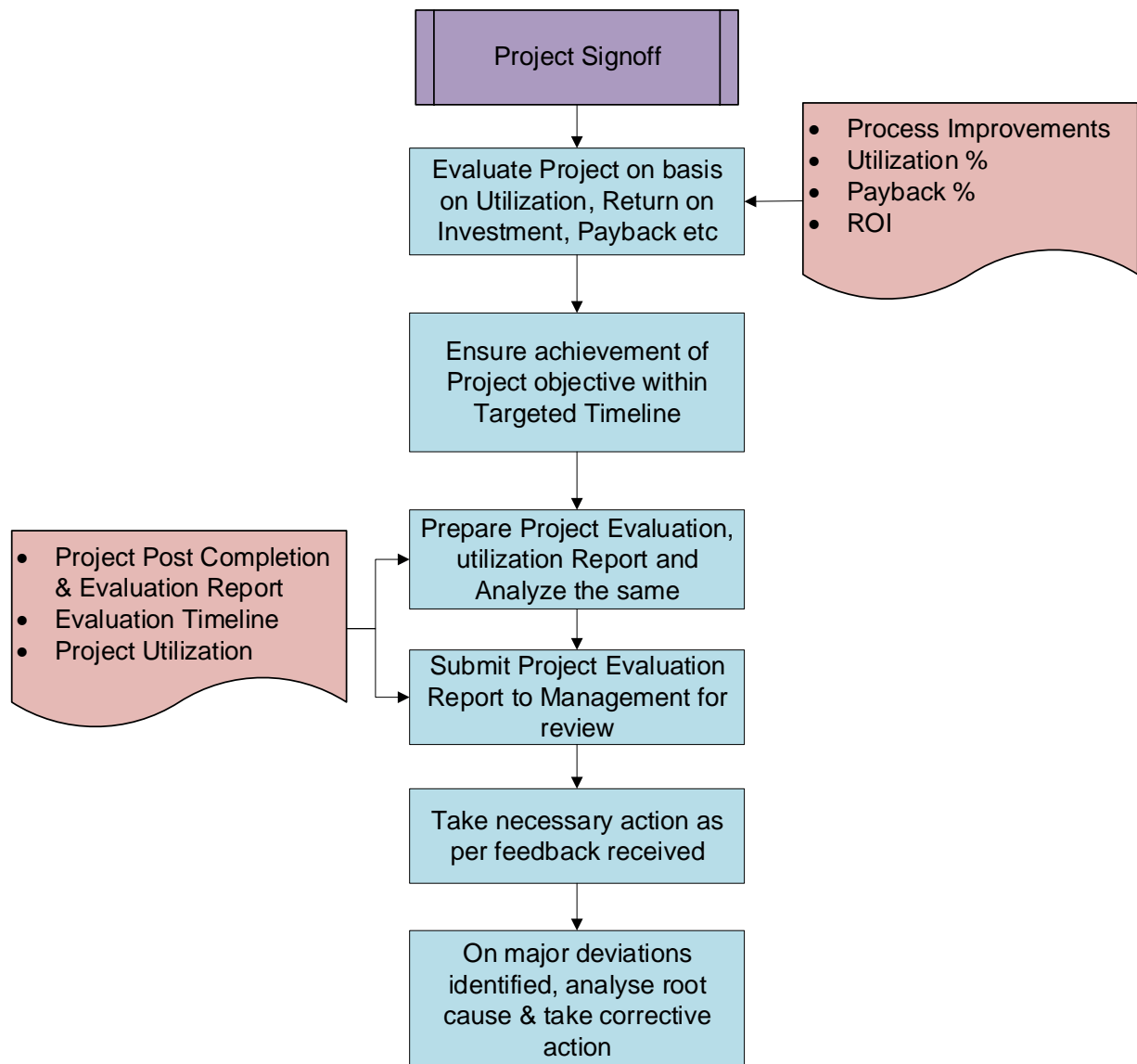
14.6.1 Project Inspection

14.6.2 Project Handover

14.6.3 Project Sign Off & FA Updating

Activity	Maker	Checker	Approver
14.6.1 Project Inspection			
1) Receive Intimation on Project Completion	Project Manager	Respective HOD	-
2) Check Working of Machinery/Equipment's installed	Project Manager	Respective HOD	-
3) Inspect Project with Actual Design/Requirement	Project Manager	Respective HOD	-
4) In case of any deviation found, provide necessary Inputs to achieve accuracy	Project Manager	Respective HOD	-
14.6.2 Project Handover			
1) Intimate Respective HOD, MD for Inspection and Project Clearance	Project Manager	Respective HOD	-
2) Take necessary action as per feedback provided to get the clearance	Project Manager	Respective HOD	-
3) Get clearance and Prepare Project Closure Reports and submit Report along with bills to HOD, Finance Head & Management	Project Manager	Respective HOD	GM, Head F&A & MD
14.6.3 Project Sign off & FA updating			
1) Receive Project Sign-Off from respective HOD, Finance Head & MD	Project Manager	-	Respective HOD
2) Intimate details to F&A for Fixed Asset Updation	Project Manager	F&A	-

14.7 PROJECT POST COMPLETION & EVALUATION



Sub-process Owner:

Project Manager

Departments Involved:

All Departments

Key activities:

14.7.1 Project Utilization & Evaluation

14.7.2 Report Submission

Activity	Maker	Checker	Approver
14.7.1 Project Utilization & Evaluation			
1) Evaluate Project on basis on Utilization, return on Investment, Payback etc.	Project Manager	Respective HOD	-
2) Ensure achievement of Project objective within Targeted Timeline	Project Manager	Respective HOD	-
3) Prepare Project evaluation, utilization Report and analyze the same	Project Manager	Respective HOD	-
4) Submit Project Evaluation Report to Management for review	Project Manager	GM, Head F&A, MD	-
5) Take necessary action as per feedback received	Project Manager	Respective HOD	-
6) On major deviations identified, analyze root cause & take corrective action	Project Manager	Respective HOD	-
14.7.2 Report Submission			
1) Submit necessary Project Post Completion and Evaluation reports to Managements on regular intervals	Project Manager	Respective HOD	-