



PROCESS MAP OF CONTRACT'S

(This document describes to control all the activities performed by and for the process implementation,
In accordance with ISO 9001:2015, ISO 14001:2015 &
ISO 45001:2018 requirements)

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**MYHOME CONSTRUCTIONS PVT LTD**

Doc. No. MHCPL-PM10-CNTR

Rev. No. 02

Date: 15.04.2025

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Amendment History					
Rev. No.	Date	DCR#	Page Affected	Reason for Change	Prepared
00	01.09.2021	--	All	Initial release of IMS documentation	Asst Manager
01	01.02.2024	01	05 to 08	Change in Process Map (Inclusion of Amendment policy & Vendor Performance Evaluation)	Manager
02	14-05-2025	02	All	Regular Review	Manager

DISTRIBUTION MATRIX

Date:

Prepared By

Reviewed By

Approved By

Issued by

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1. Purpose

To establish, measure, analyze, improve, and control the process of contracting activities of identification of BOQ's, service providers, selections, agreements, and external provider evaluation.

2. Scope

This process applies to all the services of MHCPL.

3. Responsibility

Primary: HOD - Contracts
Secondary: Asst Manager- Contracts

4. SIPOC (Source, Input, Process, Output & Customer

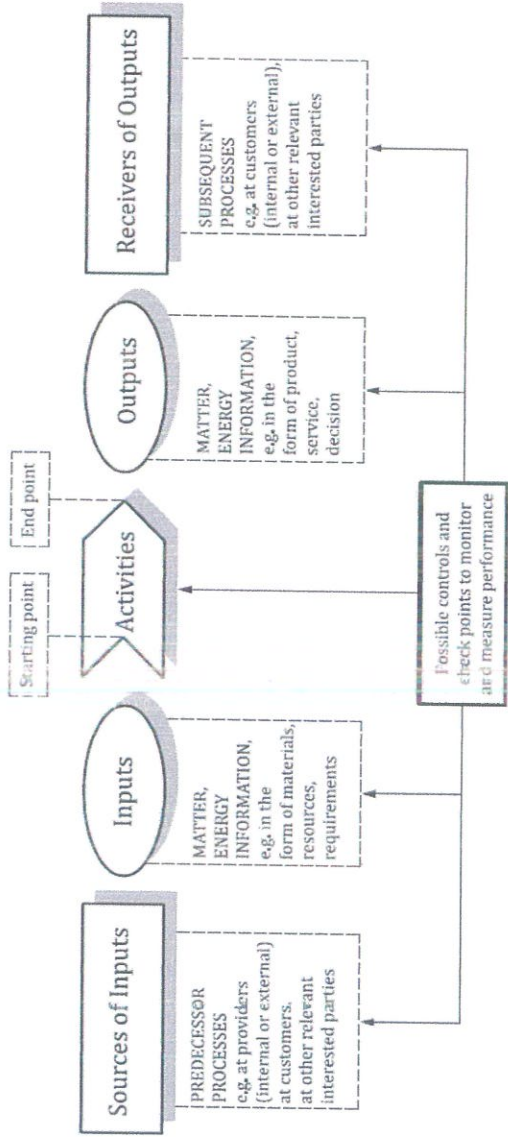


Figure 1 — Schematic representation of the elements of a single process

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4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
PS (SAP) Team	Service Indent /PR	Enquiry floating	Quotation	Contracts	Identify specialist contractor for floating enquiry	Mail	Manager-Contract's
Contracts	Existing Contractors/ Market research	Sourcing the Contractors	Contractor list	Contracts	Timely	contracts list in SAP	Manager-Contract's
Contracts	Vendor/Contractor Registration Form	contractor registration	Approved Contractor list	contracts	Background verification	Approved Contractor list	Manager-Contract's
Contracts	Quotations	Request for quotations (RFQ's)	Proposals	Contracts	Collecting the proposal from all Contracts within 15 working days	RFQ and Proposal	Manager-Contract's
Contracts	Initial comparative statement	Negotiation	Final comparative statement	Top management	Product costing within the previous project budget	Comparative statement	Manager-Contract's
Contractor	Approval of proposal	Order release/ LOI	Work Order	Contractor	Acceptance/ Acknowledgement of WO/ LOI	WO/ LOI	Manager-Contract's
Contractor	Pitiable performances	Contract termination	Termination letter	Contractors	Smooth functioning of the project	Termination through mail	HOD – Contracts



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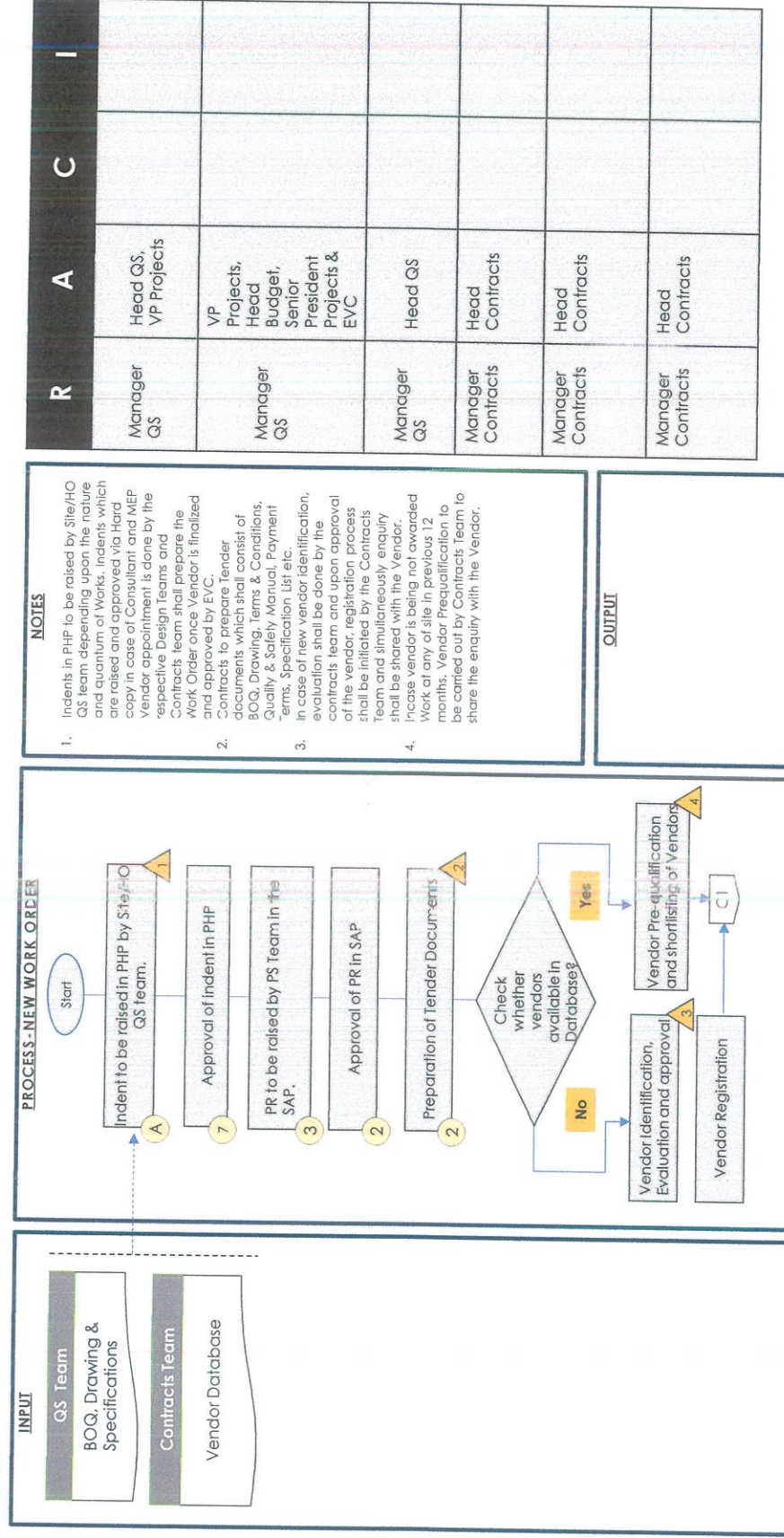
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5. Process flow diagram





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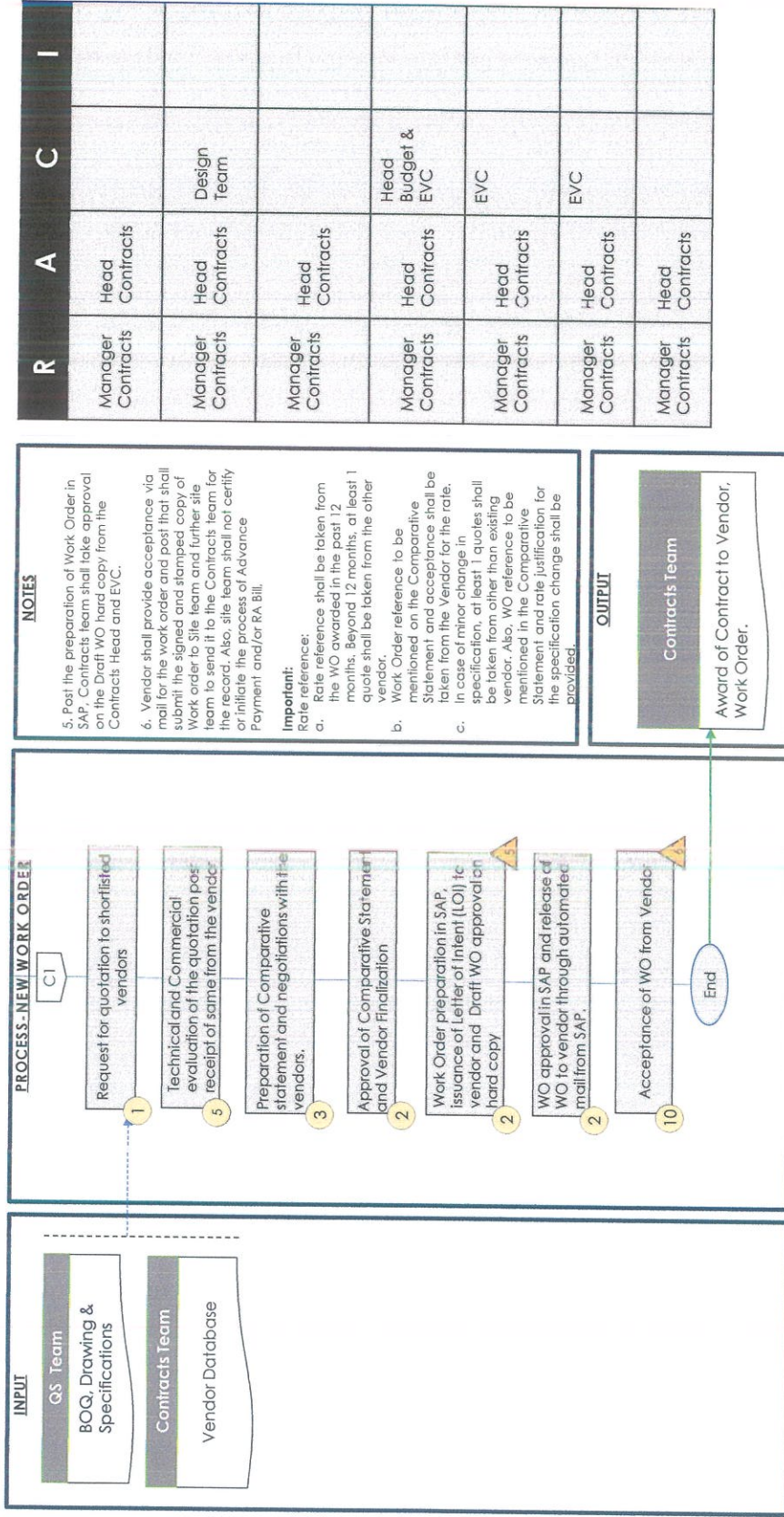
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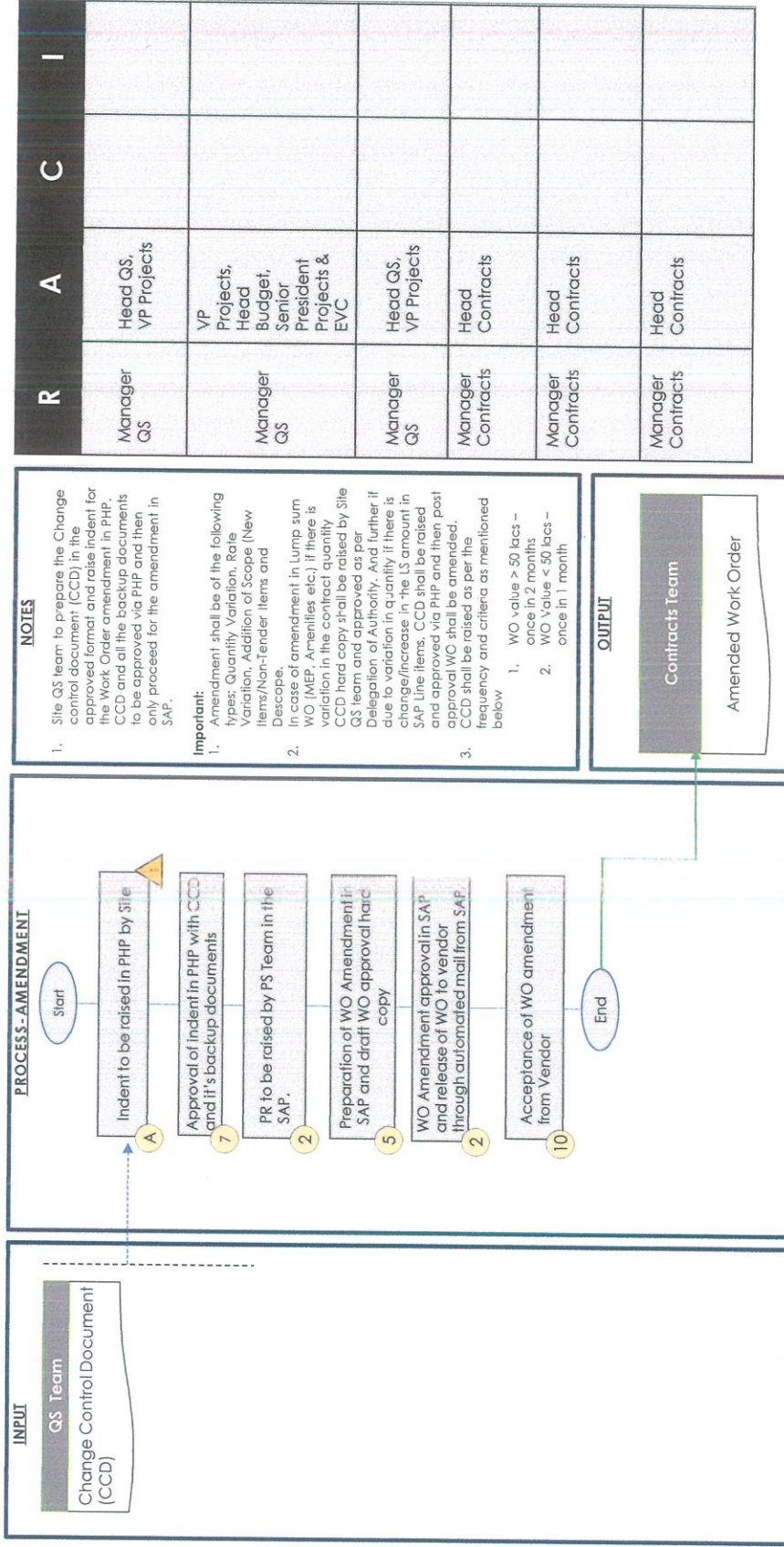
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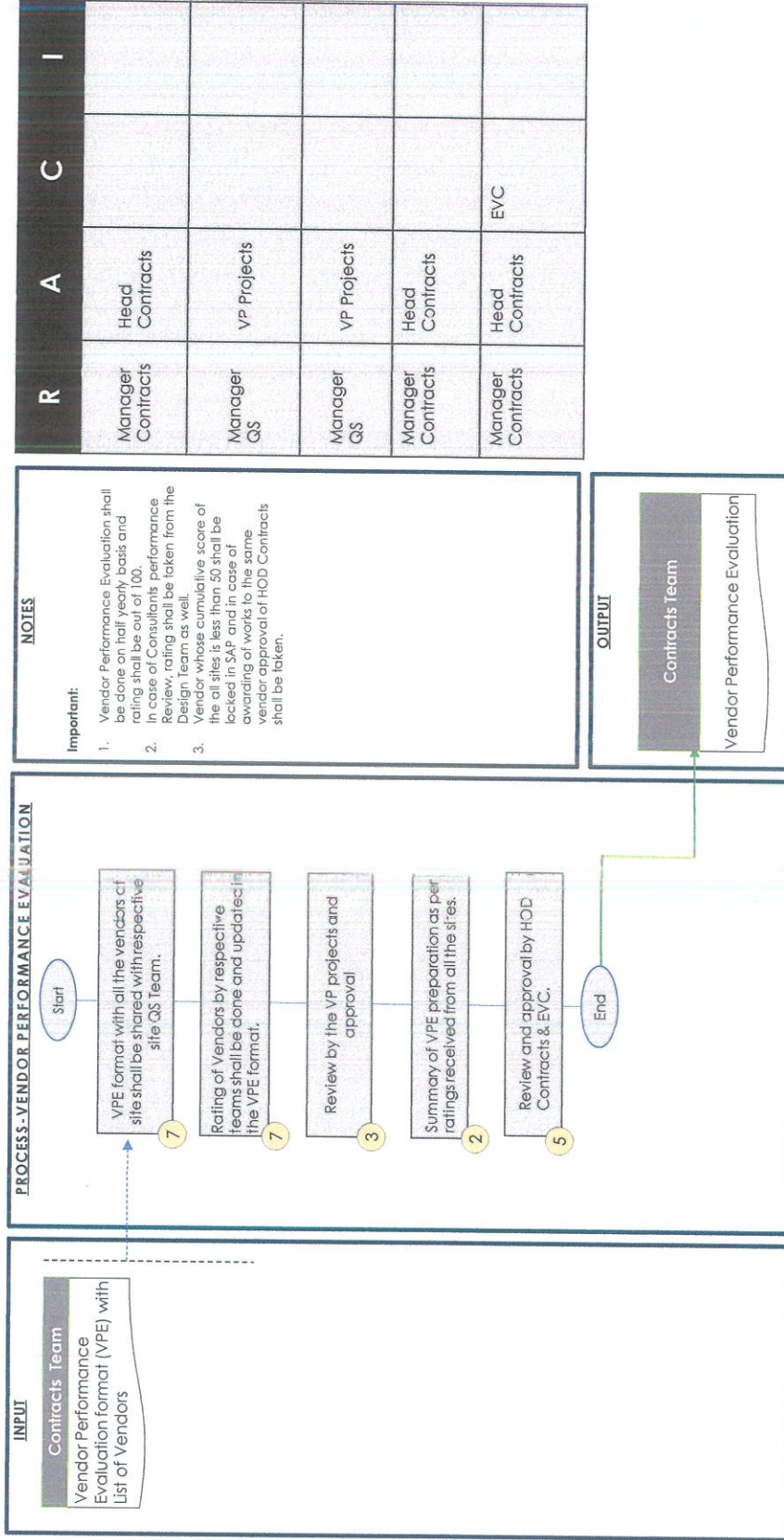




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6. Objectives

Q/E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning			Monitoring		Responsible	
						What	Resources	How	Where	Frequency		Method
Q	Reduction in internal lead time for order release	Working Days	10	7	FY	Lead Time	NA	Comparative statement on note for approval	Contractor	Monthly review	PR-WO Report	Manager
Q	Reduction in internal lead time for specialized works like interior works, MEP Works,	Working Days	45	30	FY	Lead Time	NA	Comparative statement on note for approval	Contractor	Monthly review	PR-WO Report	Manager

*Q - QMS, E - EMS, S - OH&SMS, UOM - Unit of Metrics, FY - Financial Year, PA - Per Annum, PM - Per Month, NMT - Not More Than, NLT - Not Less Than



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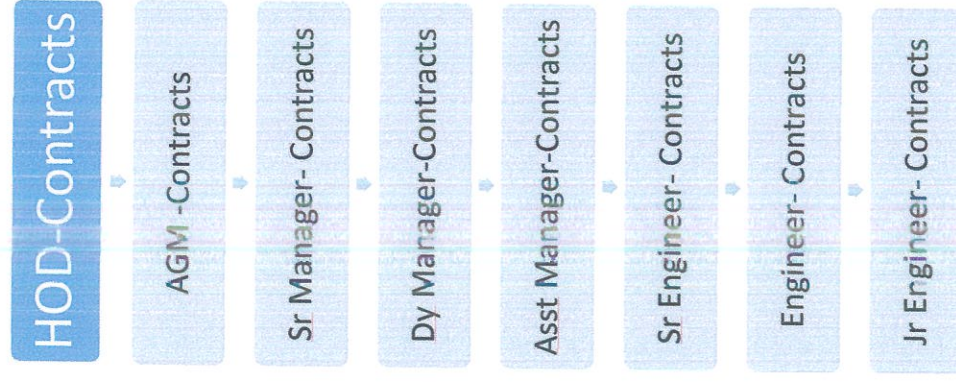
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7. Departmental Chart



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7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
HOD – Contracts	- Conduct market research to identify contractors - Develop and implement contract management instructions, policies, and procedures - Review Work order claims and contracts for conformance to company policy - Negotiating prices and contracts - Reviewing technical specifications & BOQ	- Termination of Work Order - Suppliers/Vendors and Contractors approval - Finalization of New Employees - Authorization for Advance Payment request - Releasing of WO	- Strategy and Development - General and Task Management - People Management - Financial Budget and Control - Relationship Management - Environmental, Health & Safety
Senior Manager /Manager	- Seeking reliable vendors or suppliers to provide quality goods at reasonable prices - Negotiating prices and contracts & BOQ - Reviewing technical specifications - Determining quantity and timing of deliveries	- shortlist of approved contractors	- Negotiation of prices
Deputy/Asst Manager contracts	- Track orders and ensure timely completion of orders - Evaluate offers from contractors and negotiate better prices - Prepare cost analyses - Maintain updated records of all work orders - Coordinate with site QS/planning team	- Approval of Comparative statement - Creation of New Material/ Services/ Vendor Codes in SAP - Procurement of Low value items	- Release of WO
Sr Engineer/Engineer/Jr Engineer	- Compare and evaluate offers from contractor - Negotiate contract terms of agreement and pricing - Update internal databases with order details (dates, vendors, quantities and discounts)		-

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Role	Responsibility	Authority	Accountabilities
Executive	- Prepare reports, including cost analysis		
	- Maintain records of Work Order records and catalogues		

7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level – 1	HOD – Contracts	M Tech/ B Tech	+ 20 Years	Leadership Management, Procurement Process, Communication & Presentation Skills, Contractor Management, Costing Projections,
Level – 2	Senior Manager Contracts/ Managerp	B Tech	15-20 Years	Leadership Management, Negotiation Skills, MS Office knowledge, Communication Skills, Contractor Management, Typing Skill, Material knowledge, Sourcing of Contractors, Registration of Contractors
Level – 3	Deputy Manager Contracts	B Tech	10-15 Years	Negotiation Skills, MS Office knowledge, Typing Skill, Material knowledge, Sourcing of Contractors, Registration of Contractors
Level – 4	Assistant Manager Contracts	B Tech	8-10 Years	Negotiation Skills, MS Office knowledge, Typing Skill, Material knowledge, Sourcing of Contractors, Registration of Contractors
Level – 5	Senior Engineer	B Tech	5-8 Years	Preparation of WO, Enquiry Floating, Preparation Comparative Statements, Communication Skills
Level – 6	Engineer	B Tech	3-5 Years	Preparation of WO, Enquiry Floating, Preparation Comparative Statements, Communication Skills
Level – 7	Junior Engineer	B Tech	1-3 Years	Preparation of WO, Enquiry Floating, Communication Skills
Level – 8	Executive	Inter/Graduation	1-3 Years	Basic knowledge MS Excel and Word



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8. Issues - Risks & Opportunities:

8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Deliveries	Delay in delivery of contractors	Affects the project execution	--	Follow-up of Contractors	3	2	6	Review of Commercials, schedules and work status	W - Every month F - Pending WO R - HOD - Purchase

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,
Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue, (2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is $RR \leq 5$ Acceptable and if $RR > 5$ Not Acceptable
W - When, H - How, R - Responsible.

9. Interested Parties - Risks & Opportunities:

9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	External provider	Regular orders	--	Vendor performance	Sound business relationship	2	1	2		W - H - R -



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9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Project	Timely issue of Work Order as per project Schedule	Affects the project execution	--	RFQ's on basis of NFA and preparation of comparative statement	2	2	4		W - H - R -
Q, E, S	Architect/ Top management	Issue of WO to all Contractors	Delivery of Design / Drawing	--						W - H - R -
Q	Planning	Product costing fitting into budget	Project cost increases	--						W - H - R -

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable

W - When, H - How, R - Responsible

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10. Documented Information

10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1	Contracting Process	MHCPL-FP-CNTR	Contracts	00	HOD (Contracts)	HOD	MD	Shredding

10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	Note for Approval	PHP	00	Daily	Softcopy/Hard Copy	Server	3 year	Archive
2	Purchase Requisition	SAP Code	00	Daily	Softcopy	Server	3 year	Archive
3	Work Order	SAP Code	00	Daily	Softcopy/Hard Copy	Server & Contracts Desk	3 year	Archive
4	Contractor Registration Form	MHCPL-FP-CNTR-F01	00	Daily	Softcopy/Hard Copy	Contracts Desk	3 year	Archive
5	Contractor Evaluation form	MHCPL-FP-CNTR-F02	00	Daily	Hard Copy	Contracts Desk	3 year	Archive
6	Price Comparison / Comparative Statement/ Rate Approval	MHCPL-FP-CNTR-F03	00	Daily	Softcopy/Hard Copy	Server & Contracts Desk	3 year	Archive

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