



PROCUREMENT FUNCTIONAL PROCEDURE

MHCPL-FP-PUR, REV. 01, DATE 15/04/2025

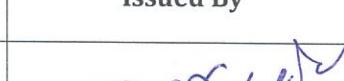


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List of Functional Procedures



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1. Purpose:

The purpose of this process is to ensure the smooth functioning of MHCPL and the sister companies of My Home Group by effectively overseeing and managing all purchases required for their operations.

2. Scope:

This process covers all procurement activities involved in acquiring items necessary for the functioning of MHCPL's office and project operations.

3. Responsibilities:

The primary responsibility for this process lies with the Head of the Purchase Department, while the secondary responsibility is assigned to the Purchase Manager.

4. Procedure:

4.1 Note for Approval:

All notes for approval shall be raised through the MHCPL PHP system. The note will be prepared at the site and initially sent to the Project Head for approval. Following approval by the Project Head and the Director – Projects, the note will be forwarded for approval by the Vice Chairman (VC). Once approved by the VC, an automatic email notification will be sent to the PS Department to initiate the purchase requisition in SAP, with copies marked to the Purchase Department, the concerned Project Head, and Stores. The format for the note is enclosed as (Annexure – 1)

4.2 Purchase Requisition:

The Project Systems (PS) team shall raise the purchase requisition in SAP based on the approved note. All purchase requisitions must be authorized by the designated officials as per the Delegation of Powers. The format for the purchase requisition is provided in (Annexure – 2). Additionally, certain purchase requisitions may be raised directly in SAP by the PS team upon receipt of hard copy approval from the concerned authorities. A copy of the Delegation of Powers is enclosed in this manual as (Annexure – 3)

Existing Material or w.r.t. ARC/Orders:

a. Rate Contracts:

For certain fast-moving materials, spares, and consumables, discounts are negotiated based on the manufacturer's price list, which is generally revised annually. While some orders are executed directly by the manufacturers, the majority are fulfilled through their authorized dealers.

b. Repeat Orders:

Repeat orders are issued when an order needs to be placed for the same items for which prices have already been compared and a previous order has already been released. These repeat orders are typically released within 6 months from the date of the initial comparative statement,



which includes multiple quotes. A copy of the previous order must be attached to the new purchase order (PO).

New Material:

The purchase department shall invite quotations, float tenders, and/or visit the market or vendors' premises as necessary, depending on the nature and importance of the materials required. Offers should be obtained from at least three vendors, or at least two vendors, as applicable.

References for obtaining quotations may be drawn from:

- i. Vendors Walk-in
- ii. Internet
- iii. Trade Journals
- iv. Other units of the company and group companies
 - a. All procurements based on the Purchase Requisition shall be handled by the Purchase Department at the Head Office.
 - b. The Purchase Department shall not process any procurement request without a duly approved Purchase Requisition/Indent containing detailed specifications of the requirement. In exceptional cases, prior written or verbal approval must be obtained from the Vice Chairman (VC) or Director Projects
 - c. Lead time shall be determined by calculating the average of the last three purchases, except in the case of emergency Purchase Requisitions.
 - d. For tailor-made and recurring material purchases, annual, half-yearly, or quarterly contracts shall be established with the vendor(s), incorporating provisions for periodic review of rates, quantities, delivery schedules, and other relevant terms.

Request for Quotation:

- e. The Request for Quotation (RFQ) shall include a clear description of the materials, applicable technical specifications, required quantity, and the expected delivery schedule.
- f. An RFQ shall be created in SAP using T-Code ME41, and upon receipt of quotations from vendors, the quotation details shall be entered in SAP using T-Code ME47.
- g. An SAP-based comparative statement shall be prepared for selected items, while an Excel-based comparative statement shall be used for various categories of materials such as plants, furniture, play equipment, paints, tiles, windows, and similar items.
- h. Revised offers, if necessary, shall be obtained in accordance with the terms and conditions outlined in the RFQ. In cases where the vendor does not agree to the specified terms, conditional offers may be considered for acceptance.

**Negotiation:**

The comparative statement shall be reviewed in accordance with the established evaluation criteria.

- i. Vendors shall be rated accordingly based on the evaluation criteria and overall offer suitability.
- j. Vendors shall be shortlisted for further negotiations based on their ratings and overall evaluation results.
- k. Negotiations shall be scheduled and conducted with the shortlisted vendors to finalize terms and pricing.

Shortlisted vendors shall be informed of the date and venue of the negotiation meeting through email, fax, or phone. The technical team and Vice Chairman (VC) shall also be notified of the negotiation arrangements.

4.3 Comparative Statement:

- a. The Comparative Statement shall be prepared to evaluate and compare the quotations received from vendors. It should include the following details:
- b. **Vendor Names:** A list of all vendors who have submitted their quotations for evaluation.
- c. **Quotation Details:** Include the prices quoted, along with the terms and conditions offered by each vendor.
- d. **Specifications:** A comparison of the technical specifications and other relevant details provided by each vendor."
- e. **Discounts and Offers:** Any discounts, concessions, or special offers provided by the vendors.
- f. **Delivery Terms:** Expected delivery schedules and associated terms as quoted by each vendor.
- g. **Payment Terms:** The payment conditions and schedules proposed by each vendor.
- h. **Additional Costs:** Any extra charges including shipping, handling, taxes, or other applicable fees.
- i. **Warranty:** To evaluate not just the cost, but also the value-added services offered by vendors. A longer or better warranty can reduce future maintenance costs and downtime.
- j. **Insurance:** Insurance inclusion shall be clearly stated. If excluded, transit risk shall be the vendor's responsibility.

The Comparative Statement shall be used to assess which vendor offers the best overall value, based on the predefined procurement criteria (**Annexure-4**)

4.4 Purchase Order:

A Purchase Order (PO) is a formal document issued by the buyer to the seller that outlines the terms and conditions of the purchase. It serves as a legal contract between both parties, detailing the specifics of the transaction.



Key Elements of a Purchase Order:

- a. **PO Number:** A unique identifier assigned to the Purchase Order for tracking and reference purposes.
- b. **Vendor Information:** Includes the name, address, GST, PAN and contact details of the vendor to whom the order is issued.
- c. **Buyer Information:** Includes the name, address, GST, PAN and contact details of the buyer issuing the Purchase Order.
- d. **Description of Goods/Services:** A detailed specification of the items or services being procured, including model numbers, part names, or technical details where applicable.
- e. **Quantity:** Specifies the number of units or amount of each item or service required.
- f. **Unit Price:** The cost per unit of the items or services being purchased.
- g. **Total Price:** The complete cost of the order, factoring in applicable taxes, discounts, and other charges.
- h. **Delivery Terms:** Specifies the expected delivery date, location, and any related conditions.
- i. **Payment Terms:** The conditions under which payment will be made, such as payment due date (e.g., Net 30 days) and any applicable milestones or advance requirements.
- j. **Terms and Conditions:** Includes additional clauses such as warranties, return policies, penalties for delays or non-compliance, and other contractual obligations.
- k. **Authorized Signatures:** Signatures of designated personnel from both buyer and seller, indicating acceptance of the terms outlined in the Purchase Order.
- l. The Purchase Order (PO) should be created and approved in SAP or the designated procurement system. Once approved, it must be shared with the vendor, and a copy should be retained for internal record-keeping and tracking.
- m. The Purchase Department shall follow up with suppliers to ensure timely delivery of materials in accordance with the company's requirements.
- n. In cases of monopoly or monopolistic markets, it is advisable to consult other consumers using the same product to assess pricing and quality. For non-recurring but repeat orders, fresh quotations should be obtained if the previous ones are more than six months old.
- o. Generally, the lowest overall quotation that meets the required specifications should be accepted. However, if it is not feasible to accept the lowest quote—even after negotiations with all available bidders—detailed justification for selecting a higher quote must be documented and approved by the purchase head.
- p. If the lowest quotation is deemed high or there is scope for rate reduction, further negotiations should be carried out with all bidders, including the L1 bidder, to secure more favourable purchase terms.
- q. When all other factors are equal, preference should be given to manufacturers, their authorized dealers, or authorized distributors over traders. Additionally, local vendors may be preferred to minimize transit time, reduce inventory costs, and ensure prompt after-sales service.



r. For items with rates finalized by the Head of Department (HOD), purchase orders shall be placed as per the HOD's recommendations, and order acceptance must be confirmed by the vendor.

Purchase Order shall include the following details (Annexure – 5):

- **Reference of RFQ No. & Date:** The reference number and date of the Request for Quotation.
- **Purchase Order No. & Date:** The unique number and date of the Purchase Order.
- **Subject:** Description or title of the order.
- **Quantity:** Items ordered.
- **Unit Rate:** Price per unit of the item.
- **Price for Ex-Works/FOB/FOR/CIF:** Terms specifying the pricing basis.
- **Value of the Order:** Total cost of the order.
- **Delivery Terms & Conditions:** Terms related to delivery, including conditions for delayed supply.
- **Performance Guarantee:** Requirements for performance guarantees, where applicable.
- **Price Escalation:** Details of Price Escalation, if applicable, shall be clearly mentioned in the Purchase Order.
- **Mode of Dispatch:** Method of shipping or delivery.
- **Terms of Payment / Credit Period & Bank Guarantee:** Payment terms, including credit period and any required bank guarantees.
- **Delivery Period:** Expected time frame for delivery.
- **Warranty:** The duration of the warranty period shall be clearly mentioned for each item and shall commence from the date of delivery or installation, whichever is later.

i. The specific delivery date must be clearly stated in the order. For staggered deliveries of items or equipment, the delivery schedule for each shipment should be specified. In cases involving multiple items, individual delivery dates for each item must also be indicated.

ii. The Purchase Department shall generate purchase orders, which will be automatically assigned serial numbers in SAP. A register shall be maintained within SAP to record the details of each issued purchase order, including the PO number, release date, vendor name, order value, brief description of items, delivery period, and payment terms.

iii. All issued Purchase Orders shall be automatically recorded in the Purchase Order register/system for tracking and reference purposes.

Copies of Purchase Orders shall be sent via email as per the distribution list below:

- **1st Copy – Vendor**
- **2nd Copy – Accounts Department**
- **3rd Copy – Site Stores**
- **4th Copy – Site In-Charge**

**Acknowledgement of order:**

For purchase orders exceeding Rs. 5.00 lakhs in value, the purchase order must include a clause requiring the vendor to provide a written acknowledgment as a token of acceptance within 10 days from the date of its release. This clause must be explicitly stated in the purchase order.

- a. Orders should normally be issued on a firm price basis. However, if a price variation is essential, a clear formula or basis for price adjustment must be specified in the purchase order itself. The price variation clause shall not apply if the vendor completes delivery or executes the work within the delivery period specified in the purchase order.
- b. In the case of firm price orders, any amendment to the price—if essential—must be approved by the same authority that sanctioned the original order. An amended purchase order reflecting the changes shall be issued to the vendor. The revised unit rates shall be firm and fixed.
- c. A Performance/Contract Bank Guarantee shall be obtained from the vendor, to the extent possible, for equipment or capital items. The value of the Bank Guarantee should be 10% of the contract or purchase order value. Its validity must cover the entire performance guarantee period, with an additional grace period of three months. All Bank Guarantees must be recorded in a Bank Guarantee Register, and their validity should be monitored to ensure timely action prior to expiration. If a vendor is unable to execute the contract, a risk purchase shall be initiated against the defaulting vendor, and the order may be placed with the next eligible vendor by invoking the risk purchase clause against the L1 vendor.
- d. While placing orders for equipment or capital items, efforts should be made to finalize and freeze the prices of essential maintenance spares for the next 3 to 5 years.
- e. No purchases shall be made from parties that are under business holiday (suspended business), belong to the same group of companies, or have demonstrated unsatisfactory performance. A committee shall review and submit a report recommending suspension or business holiday status for a party, which must be approved by the Managing Director (MD). Normally, the duration of suspension shall range from one to three years, or as recommended by the committee. A separate register shall be maintained to record details of parties placed under business holiday.
- f. The Purchase Department shall be responsible for the follow-up and monitoring of purchase orders, including all post-order correspondence, until the materials are received and accepted by the Stores Department or the concerned indenter, and the vendor has been paid.
- g. Copies of purchase order amendments shall be distributed in the same manner as the original purchase order.
- h. Purchases shall preferably be made from manufacturers or their authorized agents, dealers, or distributors. Other vendors may be considered if the above are unavailable, if OEM items are not essential, or if offers from traders are more favourable. Preference shall also be given to inter-unit and intra-unit group purchases, provided they are price-competitive and operationally convenient. Local vendors may be preferred to reduce transit time, inventory costs, and ensure prompt after-sales service.



- i. The Purchase Department shall arrange for samples if requested by the Indenter in the purchase indent.
- j. While making purchases, seasonal factors, market conditions, and government directives—such as those related to monsoons or budget sessions—shall be duly considered.
- k. Speculative buying shall be avoided.
- l. In case of poor performance or unethical practices, a vendor should be delisted by HOD.
- m. New vendors shall be onboarded only after thorough scrutiny.
- n. The vendor may be a manufacturer or an authorized agent / dealer / stockiest or a reputed trader.
- o. The vendor should be registered under the Shops & Establishment Act (if applicable) and must possess a valid GST Registration Number and PAN.
- p. The vendor must provide references from other units or associated concerns, along with a completed vendor registration form and all requisite supporting documents.
- q. Transit insurance/Marine Insurance: Covered under vendor scope

4.5 Local Purchases:

For all local purchase items, purchase orders valued below Rs. 5,000/- may be procured by site-level accounts personnel with the approval of the Site Head.

4.6 Emergency Purchases:

- a. Emergency procurement shall be avoided to the barest minimum. However, it is acknowledged that in a running organization, unforeseen and urgent requirements may arise, making it difficult to forecast all such needs.
- b. Imports: All import-related procurement activities shall be managed at the Head Office (HO). While the fundamental procurement process remains the same as for indigenous purchases, additional considerations specific to imports must be addressed.
- c. Some of the common delivery terms as per INCOTERMS (International Commercial Terms):
 - **F.O.B** – Free on Board (Excluding Freight & Insurance).
 - **C&F or CFR** – Cost & freight (excluding insurance).
 - **CIF** – Cost, Insurance & Freight.

4.7 Order on OEMs (Original Equipment Manufacturers):

Orders placed directly with Original Equipment Manufacturers (OEMs) shall be issued based on a single quotation, irrespective of the order value. This exception is made considering the proprietary nature of OEM products and the assurance of authenticity and quality that comes with direct procurement.

4.8 Authorized Dealer:

When procuring through authorized dealers, a minimum of two quotations shall be obtained if more than one dealer is available. In cases where only one authorized dealer exists for the



required item, the order may be placed based on a single quotation, subject to verification of sole dealership status.

4.9 Regular Orders:

Orders shall generally be released after evaluating a minimum of two competitive offers. However, for procurement of items valued up to ₹10,000/ , orders may be finalized based on a single offer. In exceptional cases, based on user recommendations, orders may be placed with the L2 vendor if there are clear technical advantages or urgent delivery requirements. Such deviations shall be properly justified and documented in the Comparative Statement (CS).

4.10 Patent/Customized Materials:

For materials that are patented, proprietary, or customized—where adherence to specific project requirements makes it impractical to obtain multiple offers—orders may be finalized based on a single offer. Such procurements must be duly approved by the concerned authority. This procedure equally applies to customized materials essential to the project.

4.11 Management Decision:

In cases where the management deems it necessary, orders may be finalized on a single offer basis, subject to appropriate justification and approval from the competent authority.

4.12 HSD Oil:

HSD shall be procured from any of the Public Sector Undertakings (PSUs) such as IOCL, BPCL, HPCL, or from an authorized pump/dealer located near the plant site. The applicable rate shall be as determined by the Government from time to time. Purchase Orders for HSD will be prepared by the Purchase Department, and all necessary approvals shall be obtained through the Purchase Department. Refer to **(Annexure-6)** for further details.

4.13 Steel:

For steel-related requirements, a dedicated dashboard has been implemented in PHP, incorporating an approval mechanism at the project level. The approval workflow involves the Stores, Planning, GM, and the Project Head. Upon final approval by the Project Head, the Procurement Department will consolidate steel requirements across all projects and initiate the process of soliciting quotations from both primary and secondary manufacturers.

Steel requirements will be collected from each project site for a rolling period of the next three months. To ensure flexibility in procurement and take advantage of market fluctuations, each site shall maintain a minimum two-month inventory. This buffer allows the Purchase Department to monitor market conditions and place orders when prices are most favourable. This aggregation enables bulk purchasing, allowing for effective price comparisons and negotiations to secure the most competitive rates.



TMT Bar Procurement Policy

- 8mm, 10mm, and 12mm TMT bars shall be procured from Secondary Approved Manufacturers.
- 16mm, 20mm, 25mm, 32mm, and 40mm TMT bars shall be procured from Primary Approved Manufacturers.
- 12mm TMT bars may be procured from Primary Approved Manufacturers only if the price difference compared to Secondary Manufacturers is less than ₹1,500 per MT.
- If the price difference exceeds ₹1,500 per MT, procurement shall be made from Secondary Manufacturers.

Refer to **(Annexure – 7)** for the list of approved manufacturers and detailed criteria.

4.14 Repairs/Services:

Repair and service orders are generally issued on a single-party basis due to the specific and often technical nature of the required work, which is typically identified only after inspection at the plant site or the vendor's workshop. Such orders are placed with proven vendors who have demonstrated reliability, technical capability, and expertise in carrying out similar repairs or services. The selection is based on the vendor's past performance, familiarity with the equipment, and ability to provide timely and quality service.

4.15 Scaffolding:

For scaffolding materials, refer to **(Annexure-8)** for the detailed procurement process.

4.16 Scrap Sale:

- **Identification:**
Site team identifies and segregates scrap materials by type (metal, wood, plastic, etc.).
- **Approval:**
Disposal approved by Project Head or Department In-charge.
- **Quotation & Sale:**
Minimum two quotations obtained from approved scrap vendors.
Comparative Statement prepared and vendor finalized.
- **Weight & Valuation:**
Scrap is weighed and valued based on current market rates.
- **Sale Execution:**
Scrap sold to selected vendor; gate pass and invoice issued.
- **Payment & Records:**
Payment collected as per terms; documents (weigh slips, receipts) maintained for audit.
- **Compliance:**
Ensure safety, legal, and environmental compliance during handling and sale.



4.17 Asset Sale:

This process is divided into 2 Categories.

- A) **Direct Asset Sale:** The Purchase team needs to create Sale order with Asset sale Order type instead of Scrap sale order. (This Applies when the entire Asset is sold)
- B) **Asset Scrap Sale:** If Partial quantity or Value of an Asset is scrapped and consider as scrap against Asset.
 - If the scrap value is added in to the asset, it will be treated as an Asset Sale.
 - If not, it will be considered a standard scrap sale.

Note: In both cases, users must send the relevant supporting documents to the respective **Finance Team** and take the approval before creating the Sale Order.

Once approved, the Purchase team can proceed with the sale order creation accordingly

4.18 Director Orders:

Certain procurements and services required for corporate functions—such as IT, Sales, Administration, etc.—which do not require inventory recording, shall be processed through SAP Purchase Orders raised under Director Orders (PO Type: DO, Series 45). Payments against such orders shall be released upon certification of the invoice by the respective concerned department, ensuring accountability and proper authorization.

5. Supplier Database:

- The Purchase Department shall maintain a comprehensive vendor database, categorizing vendors by the type of materials or services they supply. Vendor selection will be based on key criteria such as:
 - a. Market credibility
 - b. Flexibility and responsiveness
 - c. Cooperative nature
 - d. Capacity to fulfil order requirements
 - e. Historical performance
 - f. Favourable terms of business
- This database will be reviewed annually, or as deemed necessary, by the Purchase Department or a designated review committee to ensure relevance and reliability of vendor information.
- Any supplier whose performance is found to be consistently unsatisfactory or who is engaged in unethical or unhealthy business practices shall be suspended from conducting any further business with the company. Upon such suspension, the supplier's name will be circulated to all relevant departments and officials to ensure that no further transactions are initiated with the said supplier.



5.1 Suppliers Evaluation:

A performance-based evaluation system will be introduced based on the following criteria:

- a. **Cost:** Competitive pricing, cost transparency, value for money
- b. **Quality:** Assessment of the quality of goods or services provided, including adherence to specifications and standards.
- c. **Delivery Time:** Evaluation of the timeliness of delivery in relation to agreed schedules and deadlines as per PO.
- d. **After Sales Service:** Review of the level of support and service provided after the sale, including responsiveness to issues and effectiveness of resolutions.
- e. **Environmental Conditions:** Consideration of the supplier's or contractor's compliance with environmental regulations and their impact on sustainability.
- f. **Safety:** Assessment of the safety practices and measures implemented by the supplier or contractor, ensuring adherence to relevant safety standards and regulations.

5.2 Development of New Vendors:

- **Identification:** New vendors are identified through various sources, including market research, industry recommendations, trade shows, and referrals from existing vendors or industry contacts.
- **Evaluation:** Potential new vendors are evaluated based on key criteria such as quality, reliability, pricing, delivery capabilities, and compliance with industry standards. This may include reviewing their financial stability, past performance, and technical capabilities.
- **Approval Process:** Once evaluated, new vendors may be added to the approved list if they meet the necessary standards. The approval process includes:
- **Pre-qualification:** Initial assessment to determine if the vendor meets basic requirements.
- **Site Visit:** Where applicable, a site visit may be conducted to verify the vendor's facilities and operations by quality team and submits report which shall be approved by Director project and Vice Chairman
- **Trial Order:** A trial order may be placed to assess the vendor's performance in a real-world scenario.
- **Continuous Monitoring:** Even after approval, new vendors will be subject to continuous monitoring and performance evaluation to ensure they consistently meet the required standards.
- **Feedback and Improvement:** Feedback will be provided to new vendors to help them improve and align with company expectations. Vendors may be required to implement corrective actions if necessary.
- **Documentation:** All processes related to the development and evaluation of new vendors will be documented for future reference and to ensure transparency.

5.3 Supplier Communication: For Low Performing / Non-Performing Supplier

5.3.1 Initial Review and Identification:



- **Identify Performance Issues:** Collect data and identify specific performance problems such as delays, quality issues, or non-compliance.
- **Document Evidence:** Gather evidence of the performance issues, including delivery reports, quality inspections, and any previous communications.

5.4 Alternative Sourcing:

- **Explore Options:** While managing performance issues, explore alternative suppliers to ensure continuity and reduce dependency on the low-performing supplier.

5.5 Contractual Adjustments:

- **Review Terms:** Evaluate and, if necessary, renegotiate contract terms with the supplier to address performance issues and align expectations.

By following these steps, you can effectively address performance issues with suppliers and work towards resolving them while maintaining operational efficiency.

Submit Form: Receive and review completed registration forms.

6. Vendor Registration:

- **Invitation to Register: (Annexure-9)** Format shall be sent through email / by post to all regular suppliers, known suppliers, and the suppliers approaching for registrations
- **Submission of Documents:** Vendors must submit the following documents for registration:
 - Company profile
 - Registration certificates (e.g., GST, PAN)
 - Previous experience and project details
 - Product Brochure/List of Products
 - Quality Approvals of your Products
 - Test Certificates of Products
 - MSME Certificate (Mention Number & Enclose Copy)
 - Dealership / Distributor Certificate (If Applicable)
 - ESI Registration copy (In case of Service vendor)
 - PF Registration copy (In case of Service Vendor)
 - Green Product Certification
 - Bank Details

Evaluation of Documents: The Purchase Department will evaluate the submitted documents for completeness and authenticity.

7. Communication and Documentation:

- **Format Distribution:** A standard registration format shall be sent via email to new suppliers approaching for registration.
- **Response Time:** Vendors will be given Couple of days to complete and return the form along with all necessary documents.



- **Follow-Up:** The Purchase Department will follow up with vendors to ensure timely submission of the registration forms and documents.
- **Documentation Review:** Upon receipt, the Purchase Department will review the documentation for completeness and accuracy before proceeding with the evaluation process.

By following this structured procedure for vendor registration, development, and enlistment, the company can ensure a robust and reliable supply chain, fostering long-term relationships with high-performing vendors.

8. Receipt of Materials

Upon receipt of the Purchase Order (PO), the vendor is responsible for dispatching the material in accordance with the requirements specified by the site. For items critical to project execution—such as tiles, adhesives, CP and sanitary fittings, UPVC windows, and doors—the delivery schedule shall be provided by the Site Planning Team. The vendor is obligated to strictly follow the communicated schedule to ensure smooth progress of project activities. In the event of any delay or change in the delivery timeline due to site-specific conditions or unforeseen circumstances, the updated schedule will be promptly communicated to the vendor by the site team. The vendor is expected to realign their delivery plans accordingly to avoid any disruption to project timelines.

For any custom-built or tailor-made materials or equipment, the Purchase Department shall coordinate with the concerned user departments to facilitate material inspection at the vendor's premises prior to dispatch, as outlined in the respective Purchase Order (PO).

- The inspection clause, duly vetted by the Inspection Department or Indenter, shall be communicated to the vendor as part of the stage-wise inspection requirements.
- Vendors shall not dispatch any item or equipment unless a valid Purchase Order has been received.
- Only those items that successfully pass inspection and fully comply with the specifications stated in the Purchase Order shall be accepted by the Stores Department.

This process ensures quality control and compliance with technical requirements before delivery to the site.

In the event of a material rejection, the Quality Department shall issue a formal Rejection Memo/Report to the vendor within two (2) working days of receiving the material.

- The Rejection Memo shall clearly state the reason(s) for rejection along with relevant observations and references to specifications.
- Copies of the Rejection Memo will be forwarded to the Purchase Department and Stores Department for appropriate action and record-keeping.
- The vendor shall be responsible for arranging the prompt removal or replacement of the rejected materials as per the terms of the Purchase Order.



9. Payment Terms:

Payment terms are dynamic and may vary depending on the situation. Occasionally, we may need to provide advance payments ranging from 10% to 40% to vendors in order to secure prices when costs are rising. Our preferred payment terms are as follows:

- a) 100% payment within 30 days after receipt of the material at our site and certification by the concerned authority.
- b) 100% payment within 15 days after receipt of the material at our site and certification by the concerned authority.
- c) 100% payment within 7 days after receipt of the material at our site and certification by the concerned authority.
- d) 100% payment will be made in advance against Proforma Invoice/Purchase Order.

Payment terms may vary for specific materials, such as steel, lab equipment, P&M Equipment, GGBS, windows, doors, etc. Generally, 100% payment will be made as advance against each consignment (e.g., for steel, GGBS, etc.). Additionally, advance bank guarantees and performance bank guarantees will be required on a case-by-case basis.

9.1 Terms of Purchase Order

SECTION-A

Legal Terms & Conditions:

1. Definitions:

1.1 Purchaser – The party which issues the Purchase Order i.e which buys/purchases the products or related services.

1.2 Seller – The party to which the Purchase Order is issued to i.e which sells the products or related services.

1.3 Products - Products is an all inclusive term. It shall mean to all the products ordered for and may also include where the context requires the Seller to provide appropriate Product related services, if any as per the specifications and requirements of the Purchaser.

1.4 Services - means the services, if any, described on the Purchase Order.

1.5 Defective - means Products and/or Services (or any aspect of them) which are not in accordance with the Purchase Order or which are damaged, deficient, faulty, inadequate or incomplete.

1.6 Delivery Address - means the place for delivery specified on the Purchase Order.

1.7 Warranty Period - means the period specified in the Agreement or general terms that are applicable to these products.

2. Prices:

Seller understands and agrees that price commitment given hereunder shall be final and there shall be no escalation until complete execution of the order as placed by the Buyer.



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3. Transit Insurance:

Transit insurance shall be arranged & borne by you.

4. Delivery Timelines:

4.1 The Seller shall abide by timelines provided and shall supply samples of Products at Purchaser's request. This Purchase Order does not represent an exclusive arrangement between the Purchaser and the Seller. In the event of any delay to the delivery timelines, the Seller shall immediately notify the Purchaser in writing of all relevant information.

5. Liquidated Damage for Late Delivery:

If Seller fails to complete the supply of Products as per time lines, the Seller is bound to pay to the Buyer liquidated damages @½% per week of delay on the total value of the order subject to a maximum of 5% of the total value of the order.

6. Acceptance of Products:

6.1 The Purchaser is deemed to have accepted any Products only if it has given written notice of such acceptance to the Seller. The Purchaser at its sole option may accept or reject or return the Products if they don't conform to the requirement of the Purchase Order or not supplied in the given time lines. In such circumstances the Seller is liable to correct all the defects Purchaser. Test Certificate has to be provided for each and every Consignment.

6.2 The Purchaser shall notify the Seller in writing regarding any deficiency of Products delivered once the deficiency has been discovered by the Purchaser at the time of receipt of the Products or in the ordinary course of its business.

6.3 Title to and risk of loss for the Products purchased shall pass to the Purchaser only upon Purchaser's receipt of Products or upon delivery at the destination specified by the Purchaser in this Purchase Order and written acceptance by the Purchaser. Until such time the Seller shall maintain adequate insurance to cover the loss of any the Products. Mere acknowledgement at security/stores of purchases does not amount to acceptance of quality as per the terms of order.

7. Specific warranties:

7.1 The Seller warrants that for the period as specified in this Purchase Order (the "Warranty Period") Products shall be free of all defects in material and workmanship, conform to the agreed specifications drawings, samples or descriptions, be free from design defects, will be merchantable, of satisfactory quality and fit for the particular purpose intended by the Purchase, will be safe and appropriate for the purpose for which goods of that kind are normally used.

7.2 The Seller further warrants that it shall comply with all applicable laws and regulations during the performance of the Seller's duties and responsibilities under this Agreement. The Seller agrees to replace or correct defects of any goods or services not conforming to the specifications of the Purchaser as per this Purchase Order promptly, without expense to the Purchaser, when notified of such nonconformity by the Purchaser.

7.3 The seller deemed to be in agreement of terms and conditions of the purchase order, whether he acknowledges the order or not, once the supplies take place.



8. Termination:

8.1 Parties agree, understand and acknowledge that the Purchaser has the exclusive right to terminate this Purchase Order at any point of time by given a written notice to the Seller. The Seller agrees that in the event of termination of this Purchase Order by the Purchaser it shall be the Seller's duty/liability to duly execute all pending assignments and delivery the Products in proper physical custody in the same manner as per the terms and conditions herein. In the event of termination fee payable will be only be for the delivery/services satisfactorily performed prior to the date of such termination. The Purchaser has the right to withhold all pending payments that maybe due at such point of time for a period of 60 days or till the termination issues are resolved (whichever maybe later).

8.2 In the event of termination, if any Advance has been already paid by the Purchaser to the Seller, then the seller is bound to return such entire advance amount within a time period of 15 days from date of such termination without fail. If the Seller fails to return such advance, then the Seller shall be liable to pay interest at the rate of 18% per annum per day till the amount is returned. Until such advance amount is returned the Purchaser shall also be at liberty to hold back the goods or products in his possession if already delivered.

9. General Provisions:

9.1 Records – The Seller shall maintain accurate and legible records with respect to the Seller's performance of services under this Purchase Order in English/Hindi/Telugu Language during the Term of this Purchase Order and keep such records for a minimum period for two (2) years thereafter and shall provide the Purchaser with reasonable access to such records and copies thereof.

9.2 In the event of purchaser availing input tax credit and it is denied by the authorities due to defect of the tax invoice, the seller shall indemnify the loss without any time period

9.3 Compliance with Laws and Regulations - The Seller shall perform its obligations hereunder in a manner that complies with all applicable laws, regulations, ordinances and codes, including identifying and procuring required permits, certificates, approvals and inspections. In the event Company suffers any loss due to any non-compliance by the Seller, Seller agrees to completely indemnify the Company of such loss.

9.4 Severability - If any provision of this Purchase Order is found by a Court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the Parties set forth herein.

9.5 Engagement of Subcontractors – The Seller shall not subcontract or otherwise delegate any of its obligations under this Purchase Order without the written consent of the Purchaser. In such circumstances Seller shall remain responsible for obligations performed by subcontractors to the same extent as if such obligations were performed by the Seller. Engagement of subcontractor shall not result in increased cost or liability to the Purchaser and shall not result in any extension to delivery schedules. The Seller agrees that it shall be liable for any tax, penalty or other payments arising out of non-compliance of all applicable laws in case of use of a sub-contractor.



9.6 Indemnification – The Seller agrees to indemnify and hold harmless and defend Purchaser from any and all liability, expense (including reasonable defense costs and reasonable legal fees), claims, damages, and losses (collectively, "Losses") arising from or in connection with any of the following:

- (i) Seller's breach of any of its representations, warranties, covenants, or obligations hereunder.
- (ii) The negligence, intentional misconduct, or violation of any law, ordinance, or regulation by Seller, its employees, or its subcontractors in the performance of their obligations hereunder.
- (iii) Bodily injury, death or damage to real or tangible personal property, to the extent directly and proximately caused by the negligence or wilful misconduct of Seller, its personnel, or its subcontractors in the performance of this Agreement.

9.7 Guarantee – If in the reasonable opinion of the Purchaser, the Seller has provided unsatisfactory Products that do not conform to the requirements as outlined in this Purchase Order, the Purchaser shall deduct all or part of the fees for mentioned herein. Such deduction shall be at the Purchaser's sole discretion, provided that the Purchaser provides notice of such determination within thirty (30) days of receipt of the delivery.

9.8 Jurisdiction & Governing Law – Both Parties agree that the courts in Hyderabad shall have the exclusive jurisdiction to decide any dispute that may arise between them in connection with or relating to or arising out of this Agreement. The Laws in force of the Republic of India shall be applicable to this Agreement.

10. Force Majeure Condition - You understand a force majeure event shall only include those incidents that are not foreseen and beyond the control of either party and which partially or totally hinder the total fulfilment of the obligations under the Purchase however which shall be limited to, the following: - war (declared or not), war like operations, hostility, acts of public enemy, riots, civil commotion, sabotage, fires, storm, flood, explosion, epidemics, quarantine restrictions, pestilence, earthquake, non-performance due to labor strike/slowdown (notified or not) other disorganization of labor, accidents, lock-outs, acts of God, restraint imposed by Government, acts of legislature ("Force Majeure Event"). In case of a Force Majeure Event, you shall for the reason of such event be entitled to terminate this Purchase Order nor shall either party have any claim for damages against the other in respect of such non-performance or delay in your obligation shall continue to be in force. The time necessary for fulfilment of your obligation shall be extended corresponding to the period for which the calamity lasted. The extended timeline for delivery of the Products shall be rescheduled after mutual discussion. In case of a Force Majeure Event" you shall immediately notify us in writing about the occurrence of the calamity and its cessation and furnish such evidence in proof thereof, as may be reasonable, in facts and circumstances of the happenings of the alleged calamity for our confirmation that such event qualifies as a Force Majeure Event. You shall resume the Purchase immediately on cessation of the Force Majeure Event. In the event of the order being rendered impossible of performance by reason of unreasonable long duration of any calamity or circumstances referred to in above, you and we may revise, amend or alter the terms of the agreement as may be mutually agreed upon.



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11. Arbitration & Jurisdiction:

The accredited representative from both sides shall consult each other and endeavor to reach a mutual agreement in all matters, questions, disputes, or differences whatsoever arising between you and ourselves touching the scope of supplies, meaning, operation or effect of the order or arising out of or relating to the order or breach thereof. In the event parties fail to settle any dispute or differences that have arisen between the parties within a period of 60 days from the date on which such dispute or differences have arisen. The same shall be referred to the final determination of a sole arbitrator mutually agreed upon between the parties and the award of the sole arbitrator shall be final and binding on both the parties. The arbitration proceedings shall be conducted in Hyderabad in accordance with provisions of the Indian Arbitration and Conciliation Act of 1996 and the rules framed there under read together with all statutory amendments and modifications of the said Act.

SECTION-B

HSE Terms & Conditions:

1. Concern contractor / vendor is responsible to supply mandatory PPE to their workmen.
2. All workmen shall report to site safety for induction prior to their activity. Without induction no workmen will be permitted to site.
3. On any urgent need basis the PPE and or spl. PPE can be supplied by MHC @ double the cost, on request by the contractor/Vendor in written, and the same will be deducted in their running bills.
4. All portable power tools shall be with industrial plug tops and safety devices. If any defective or lack of safety devices the same will not be permitted to use at MHC sites.
5. No female work force will be permitted at any MHC sites. If required, all such female work force shall wear full hand shirt over their dress, and ensure they wear Standard (BIS Approved) PPE.
6. All vehicles shall be with valid fitness, PUC, valid driving license, & insurance.
7. Any deviation from the above stipulated conditions, fines will be imposed and deducted from running bills and will not be refunded.
8. Alcohol / tam baku / khaini / cigars will not be permitted to carry into site or any person found in drunken stage, also will not be permitted to enter the MHC site. Any deviation will be viewed seriously and fine will be imposed strictly.
9. All vehicles speed limit inside the site is restricted to 5 KMPH. Any deviation, will be viewed seriously and fine will be imposed.
10. No person shall indulge in any fraud or fighting at the site.
11. In case of any emergency, people shall report to site security main gate or site safety person on mobile. (Mobile Nos are displayed at all sites).

For MHCPL,

Authorised signatory



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ANNEXURE - 1

NOTE FOR APPROVAL FORMATDate : 2025-04-19
Material IndentCase ID :142528
Req.By :Mr Prashant (safety dept)Plant :2109-Nishada Residential Project
Ph.No :9121048007Priority :
Indent For :

Right-click to an

S.No	* BOQ/WBS Element	* SUBWBS Element	* WBS Description	* Description	* Code	* Size Specification	* Unit	* BOQ Quantity	* Indent Till Date	* Balance Quantity	Quantity Required	Expected Date of Delivery	Remarks/Purpose
1	AQA.NP.01.05	AQA.NP.01.05.08	Saftey Materials	Safety Jacket Green Netted 2in Tape	10000292	WITH MY HOME LOGO	NOS	50	0	50.00	50	2025-04-20	REQUIRED FOR STAFF SAFETY PURPOSE.
2	AQA.NP.01.05	AQA.NP.01.05.08	Saftey Materials	Safety Helmet Color White	10000389	WITH MY HOME LOGO	NOS	30	0	30.00	30	2025-04-20	REQUIRED FOR STAFF SAFETY PURPOSE.

Requisitioner
Shivakrishna B
2025/04/19 04:45:57Safety
Bhaskara Raju
2025/04/19 04:47:51Project Incharge
SREENIVASAREDDY V
2025/04/22 11:10:10Project Head
TV Daykar Rao
2025/04/22 06:49:24Sr.President Executive
Projects Vice
kanaka Ravi Chairman
Sai Ramu Rao
2025/04/24 02:54:25
12:40:17 10:07:23



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ANNEXURE - 2

PURCHASE REQUISITION FORAMATTELLAPUR TECHNOCITY
PRIVATE LIMITED
PURCHASE REQUISITION

Plant : My Home Avali Residential Plant Code : 2353 Project :							P.R.NO : 11039245 P.R.Date : 07.04.2025			
S. No	Mat Code	Material Description	UOM	Estd Qty	Cum Qrd Qty	Cum Recd Qty	Stock in hand	Reqd Qty	Reqd Date	Remarks
10	20015471	Oil Cap KE150 8424	NOS	0.000	4.000	0.000	0.000	4.000	12.04.2025	
20	20015473	Water Filter KE150 842489	NOS	0.000	4.000	0.000	0.000	4.000	12.04.2025	
30	20015474	Blocking Wall KE150	NOS	0.000	4.000	0.000	0.000	4.000	12.04.2025	
40	20015475	Out Let KE500	NOS	0.000	4.000	0.000	0.000	4.000	12.04.2025	

Prepared By
PMMMDM

Dept. IOD

Stores In Charge

Plant Incharge

Approval Authority



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ANNEXURE - 3

DELEGATION OF POWERS

Sub: Delegation of powers for the officials for smooth and systematic functioning of the organization.

A. Rising of indents for HO RELATED ACTIVITIES (HR/ADMIN & IT requirements.)

S.No	Value (Rs.)	Rising of Indent	Recommendation	Approval
1	Up to 50,000	Concern Department User	By HOD	2 LEVELS
2	Above Rs.50,000	Concern Department User	By HOD	3 LEVELS

Note:

1. HR& Admin shall raise the indents for stationery, housekeeping required items, printing formats for all departments.

B. Raising of indents and placement of purchase orders for **All Projects Requirement**

S.No	Value (Rs.)	Rising of Indent	Recommendation	Approval
1	Greater then > Rs 1	Concern Department User	Site Incharge	3 LEVELS

C. Raising of Indents for Fixed Assets/Capital Items.

S.No	Value (Rs.)	Rising of Indent	Recommendation	Approval
1	Greater then > Rs.1	Concern Department User	Site Incharge	3 LEVELS

2. All the indents shall be in a prescribed format only.

REPORTS:

The following reports shall be generated and put up to WTD/MD every month.

1. Indents received during the previous calendar month by Head Purchase
2. Purchase orders released during the previous calendar month by Sr.President (Projects)



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ANNEXURE - 4

PRICE COMPARISON/COMPARATIVE STATEMENT

2354 : TITL MERU SCHOOL

Page 11

Date 29/04/2025

Price Comparison Statement							Page 11 Date: 20/04/2026						
M/srs. Metro Traders (14079877, 090000000113)				Sri Ramas Sales India Pvt Ltd (14704777, 080000000114)			Sri Chembaram Enterprises (14704777, 090000000115)						
S.No	Item Description	U.O M	Qty.	Quoted Price (Rs.)	Quoted Price (Rs.)	Quoted Price (Rs.)	Quoted Price (Rs.)	Quoted Price (Rs.)	Quoted Price (Rs.)	Quoted Price (Rs.)	PO No	Basic Price	
1	1/4" Copper Flat Cable 450mm²	M	250.000	122.00	123.00	46,500.00	122.00	123.00	47,000.00	227.00	227.00	81,700.00	0.00
	TOTAL PRICE (Rs.)					46,500.00			47,000.00			81,700.00	0.00
Discount													
Packing & Forwarding & Freight													
				0.00		0.00			0.00		0.00		
	Igst			0.00		0.00			0.00		0.00		
	COST			4,080.00		4,230.00			4,557.50		0.00		
	SGST			4,080.20		4,230.20			4,557.50		0.00		
	Freight Lumpsum			0.00		0.00			0.00		0.00		
	Delivery Schedule			Immediate		Immediate			Immediate				
	Pricing Basis(Ex works For Sits)												
	Freight Account(Parity/MHC/AQUA)												
Transit Insurance													
Payment Terms													
	100% payment will be made within 15days from the date of receipt of material in our site duly certified by our concerned person.			100% payment will be made within 15days from the date of receipt of material in our site duly certified by our concerned person.		100% payment will be made within 15days from the date of receipt of material in our site duly certified by our concerned person.							
Warranty/Guarantee													
Liquidated Damages													
Test Certificates Required													
Any Other Conditions													
	Landed Cost (Considering Tax & Duties)			83,690.00		86,460.00			91,065.00		0.00		
	RANK			11		12			13				
Quotation Remarks													
Final Remarks													
Recommendation													
	RECOMMENDED TO RELEASE THE ORDER IN FAVOUR OF M/s. METRO TRADERS												
	Prepared By:			Section Head					HO.D			Executive Vice Chairman	



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PROCUREMENT PROCESS

ANNEXURE – 5
PURCHASE ORDER



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ANNEXURE – 6
HSD OIL APPROVAL

MY HOME CONSTRUCTIONS PVT LTD

8TH FLOOR, BLOCK NO. 3, MY HOME HU

NOTE FOR APPROVAL

From,
DGM – PURCHASE

To
WHOLE HOME DIRECTOR

✓ JN
23.10.20

Date: 23.10.2020.

Dear Sir,

Sub: Request for Approval for amending the process of Diesel Orders – Reg.

With reference to the above and further discussions we had in meeting to speed up in releasing diesel orders, pertaining to all sites, shall be prepared and approved by purchase department immediately to avoid the delay in preparing GRNs. As diesel prices are volatile and non-negotiable, it is decided by WTD & CFO that diesel order can be directly approved by purchase Dept. Hence, this is submitted for your approval please

Thanking you,

(B. Siva Satyanarayana)



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ANNEXURE - 7
STEEL APPROVAL

MY HOME CONSTRUCTIONS PVT LTD

8TH FLOOR, BLOCK NO. 3, MY HOME HUB, MADHAPUR, HYDERABAD

NOTE FOR APPROVAL

From,	To
Senior DGM – Purchase	Executive Vice Chairman

Dated: 14.08.2023

Dear Sir,

*OK
JK
14.08.23.*

Sub: Request for approval for amending Steel procurement policy – Reg
Ref: Mail letter dated. 19.01.2023

Through: Senior President – Projects

With reference to the above, we used to procure 8mm & 10mm TMT bars from approved Secondary manufacturers (Radha TMT, DIL TMT, SHREE TMT & SUGNA TMT) and 12mm, 16mm, 20mm, 25mm, 32mm & 40mm from Primary Manufacturers (JSW, JSPL, SAIL, TATA, VSP & Vedanta).

As per internal discussions you had with Senior President & AVP (Structural Design) in the month of January 2023, it had been decided that 12mm TMT bars also can be procured from Secondary Manufacturers in addition to 8mm TMT & 10MM TMT bars vide mail dated. 14.01.2023, which is enclosed

Usually the price difference between Primary & Secondary would be around Rs. 2500 to 3000 MT. But as per current market conditions, there is no big price difference between primary and secondary. In such cases we can take 12mm TMT bar from Primary Manufacturers instead of procuring from Secondary manufacturers.

As per your verbal instructions, we can procure 12mm TMT bars from Primary Manufacturers, if price difference is less than 1500 per MT. If price difference is more than Rs. 1500 per MT, we will procure from secondary manufacturers. We would, therefore request you to approve the same please

Thanking you,

(R. Sivasatyanarayana)

Enclosures: Mail letter dt. 19.01.2023



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ANNEXURE - 8
SCAFFOLDING PROCUREMENT PROCESS

MY HOME CONSTRUCTIONS PVT LTD
8th FLOOR, WORK NO. 3, MY HOME HUB, MADHAPUR, HYDERABAD

NOTE FOR APPROVAL

From: To:
Senior DGM - Purchase Executive Vice Chairman

Project: All projects

Dated: 28.08.2023

Dear Sir,

Se Pavanand (Engg.)

Let's go with this
but
Subject to quality
specification
for
our side

Sub: Request for approval for releasing orders for supply of scaffolding with branded pipes
in favour of fabricators - Reg

With reference to the above, we would like to inform you that, we used to procure scaffolding material for our various projects from MPL, Bala India, Scaff Engineers & Hanom Pipex for the last few years. MPL & Hanom are big manufacturer of pipes and they do fabrication of scaffolding with their pipes. MPL has stopped fabrication of scaffolding, as they are getting very low profits and focused on manufacturing of pipes only. Scaff Engineers stopped their production and shutdown their factory completely due to financial issues. Now Scaff engineers & Hanom Pipex are fabricating scaffolding with their own pipes. We have preferred them, as we need to emboss our logo on pipes. Logo can be embossed, while manufacturing pipes only. No other fabricators can do this, as they need to procure pipes from manufacturers and do the fabrications.

We have sent our quality team to M/s. Hanom Pipex to check the process of quality management system. Our team has visited their factory and found that there is no proper quality management system in place even though company is listed under SEBI. We have found the same issue with every local manufacturers. To avoid these kinds of problems, there are two options, which we can follow (Note: My Home Logo cannot be embossed on branded pipes):

Option - 1

We would like to procure the scaffolding from fabricators, who will be using Branded Pipes i.e. TATA/APL/APOLLO/JINDAL, as per our specifications. Our quality team would visit their work shop periodically and ensure that they are using branded pipes & quality of MIG welding. Quality team would visit fabricator's work shop every week and ensure that fabrication, welding & painting shall be done properly so that no more quality issues will not be faced at sites. After proper inspection at their work shop, material will be shipped to sites.

Note:

Few days ago, we have visited fabricator (M/s. Hitec Scaffolding) work shop along with quality team consisting of Mr. Nagareddaya and Brenuprakash and found good. Apart from the above fabricator more fabricator are willing to do with branded pipes and we have taken quotes and negotiated. Comparison has been enclosed for your approval.



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Dattatreya

We can procure pipes & accessories directly from manufacturer/makers and issue the same to fabricator so that we can ensure that the quality of pipes & accessories will be in our control. Fabricator would interface their machinery to our central stock yard and do the fabrication only. Machinery & Welding equipment within our site will be in fabricator scope and all other pipes & accessories including pipes will be in our scope. We have done cost analysis but couldn't find much.

This is submitted for your approval please

Thanking you

IR Shresathyanarayana

If they have - Gaskets, fittings, pipes, Party lighter
we can go for Purchasing Pm to on Line (if need)
and so for op. 2 & 3

or else op. 1 in Line
also OK



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ANNEXURE - 9
VENDOR REGISTRATION FORM

My Home Constructions Pvt. Ltd
Vendor Registration Form

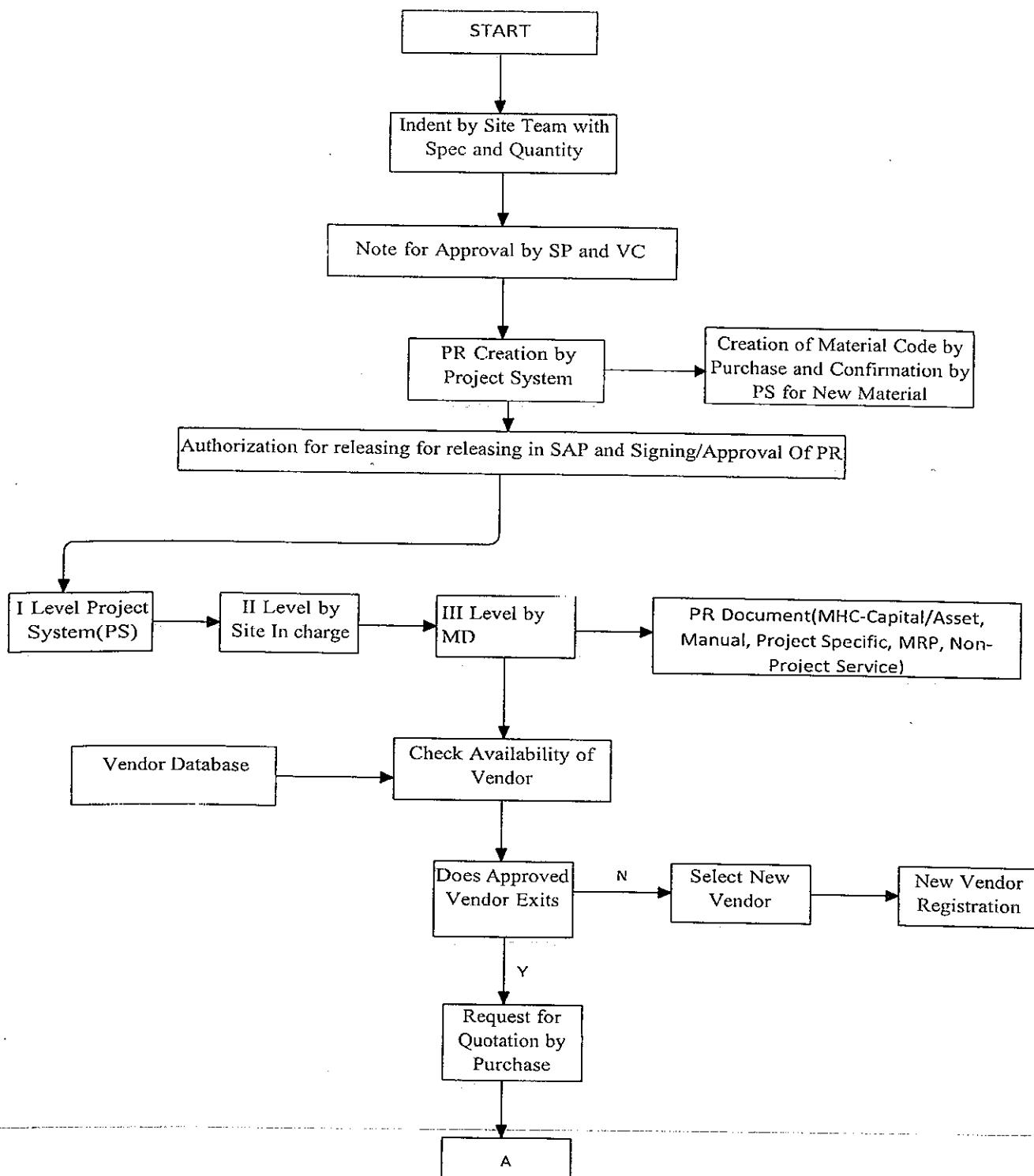
DIR No. MHCPL-FP-PUR-F01

(TO BE FILLED IN BLOCK LETTERS)

Domestic / Overseas		
Type of Vendor (Manufacturer / Dealer / Stockist)		
Major Supplier of (Name of the items)		
Vendor Name	M/s.	
Registered Office Address with PIN Code		
Communication Address with PIN Code (If vary from Registered Add.)		
Supply / Invoicing address instead of communication address if it is different		
Contact Person(s)	Managing Director / Owner	Person to be contacted for all
Telephone No.1		
Telephone No.2		
Mobile No.		
Fax No.		
E-Mail		
Name of Banker		
Account No.	Add swift code of the banker	
Address		
Payment Terms		
PAN No.	(Mention Number & Attach Copy)	
GSTN No (Provide Multiple GSTN No's in case of multiple registration)	(Mention Number & Attach Copy)	
HSN Code's (In case of Goods along		

Along with Signature & Company Seal

PROCEDURE FOR MATERIAL PROCUREMENT



PROCEDURE FOR MATERIAL PROCUREMENT

