

# SEWA GRIH RIN LIMITED

**Procurement Policy**

## Table of Contents

1. Abbreviations / References.....	3
2. PREAMBLE.....	3
3. Objective of the Policy .....	3
4. Fair Competition Based on an Open Door Policy.....	3
5. Localization of Business Based on Good Corporate Citizenship.....	4
6. Obeying the Law .....	4
7. Purchasing Guidelines.....	4
8. The Purchase Committee.....	5
9. Classification .....	5
9.1. As Product / Solution / Service type Class .....	5
9.1.1. Non-Technical Purchase .....	5
9.1.2. Technical Purchase.....	5
9.2. As Frequency of Purchase Class .....	6
9.3. As Invoice Value Class .....	6
10. Purchase Process .....	6
10.1. Requisition .....	6
10.2. Requisition Approval .....	7
10.3. Purchase Approval.....	7
10.3.1. For Non-Technical Products / Solutions / Services .....	7
10.3.2. For Technical Products / Solutions / Services .....	8
10.4. Three Quotation Process .....	9
10.4.1. For Purchase Value less than INR 200,001.00.....	9
10.4.2. For Purchase Value more than INR 200,000.00 .....	9
10.5. Issuance of Purchase Order .....	10
11. Delivery of Product / Service / Solution.....	10
12. Payment against Delivery of Product / Service / Solution.....	11
13. Modification in Purchase Order.....	11
14. Cancellation of Purchase Order .....	12
15. Termination of Purchase Process .....	12
16. Policy Review .....	12
17. Non-Budgeted Purchase .....	12
18. Report of Authority Utilisation .....	13
19. Forms .....	13

## 1. Abbreviations / References

SGR	Sewa Grih Rin Limited
Purchase Policy	This document enlisting rules and guidelines for SGR to initiate Purchase Process, assess, recommend the Proposals for a purchase and issue Purchase Order upon approval.
Purchase Committee	A permanent Committee as established / organised by SGR to initiate purchase process, assess and recommend the Proposals for a purchase to designated approving authority.
Company Unit	Any department in the company which has a need for a product, service or solution.
Initiator	An individual Employee, who initiated the Purchase Requirement. In case of department, the Head of Department shall be treated as Initiator.

## 2. PREAMBLE

The fulfilment of the SGR's mission demands that the appropriate infrastructure, supplies and services be available to SGR. The company is mindful to uphold its own prominent reputation as an institution, and wishes to reaffirm its commitment to ethical, efficient purchasing practices, expected to be governed by the underlying philosophy of excellence of mission. To this end, the company endorses this Procurement Policy, a framework of sound operational practices that establishes the rules by which the purchase transactions are measured, while promoting through the acquisition of best value for money goods and services, from capable suppliers with rigorous standards.

## 3. Objective of the Policy

To clearly lay down the rules and parameters to obtain the best price, quality, and service for the materials, goods, and services that are purchased, and to maintain the highest ethical standards in dealing with, its suppliers. In addition SGR takes a long term view toward its relationships with suppliers with an aim to realize an amicable relationship of mutual prosperity based on fair business practices.

## 4. Fair Competition Based on an Open Door Policy

To have an open and fair entry process that allows all potential suppliers, regardless of nationality, size, and experience, the same chance to offer their products or services to SGR.

SGR shall select its Suppliers based on economic reasons such as the quality, price, and volume of their products, as well as on their adherence to delivery time lines.

Any Requisition for total purchase value more than INR 49,999.00 shall be placed on the company's website for prospective vendors to submit their quotation. Vendors shall have at least 15 days' time to submit their quotation from the date of placing requisition on website.

## **5. Localization of Business Based on Good Corporate Citizenship**

As a company that will spread its operations to various geographical locations across country, SGR shall promote procurement from local suppliers in order to contribute to the local community.

## **6. Obeying the Law**

It should be SGR's policy to strictly abide by both the letter and spirit of laws and regulations and to also carefully handle and protect its partner's secret corporate information.

## **7. Purchasing Guidelines**

In applying the purchase policy, SGR should pursue fairness by following guidelines.

1. Quality, price, reliability, and supply stability shall be the main criteria upon which SGR should base decisions on carrying out specific transactions.
2. As a rule, SGR shall compare offers from several vendors simultaneously to nurture competition and select suppliers fairly.
3. SGR shall create opportunities for newcomers by periodically reviewing its regular vendors.
4. SGR shall request offers only when considering a purchase. If asked, SGR shall explain, within limits, the reasons for not accepting an offer, proposal or competitive bid.
5. As a rule, SGR shall specify terms in written contracts / Purchase Orders.
6. SGR shall never require vendors to purchase its products or services (loans).
7. SGR shall preserve the confidentiality of vendor information obtained during transactions or otherwise.
8. SGR shall not engage in transactions that lead to the violation of a third party's intellectual property rights.
9. Purchasing needs arise in a variety of contexts. In some cases, the company unit with a purchasing need may wish to engage with prospective suppliers in preliminary discussions. In other cases, the company unit may decide to ask Purchase Committee to deal with prospective suppliers. In no case should a company unit commit the company to a purchase without involving the Purchase Committee.
10. Purchase Committee personnel of SGR shall not permit personal interest to influence relationships with existing or prospective vendors.
11. Any employee of SGR, or his / her friend / relative, shall not accept any gift, in cash or in kind, from existing, past or prospective vendors. In case any such gift is received, the same shall be informed to the Purchase committee and the CEO at the earliest.
12. Any employee of SGR, or his / her friend / relative, shall not accept loan, in cash or in kind, from existing, past or prospective vendors. In case any such loan is received, the same shall be informed to the Purchase committee and the CEO at the earliest.
13. Approved purchase processes must be used in every case, to ensure that the supplier is selected objectively.
14. Approved contracts, developed by Purchase and the Legal Department, including approved templates or purchase orders, shall be used wherever possible to ensure that the company's (i) interests are fully protected and (ii) purchasing initiatives are

appropriately implemented. Forms provided by suppliers should be used only in exceptional circumstances, and only with the prior approval of Purchase committee and Legal Department. Letters of Intent, which are by definition non-binding, shall be discouraged, and should not be used without the prior approval of Purchase committee and the Legal Department.

15. Only employees specifically authorized may sign purchase orders / agreements on behalf of SGR. Agreements signed by unauthorized personnel, as well as oral commitments, compromise SGR's ability to control the process by which it incurs obligations, and expose SGR to unnecessary risks.
16. Every Purchase Order / Service Contract of one time / regular nature must be informed to the finance department immediately upon signing. Any payment schedule shall be specifically mentioned in the Purchase Order / Service Contract.
17. In case of specific purchases, if desired by the purchase committee, the initiator may be taken into loop to ascertain the appropriateness of the product / solution / service being purchased.

## **8. The Purchase Committee**

The Purchases Committee shall mandatorily have at least 3 members. It should have a minimum of one member from Accounts and one member from Admin department. At least one head of department shall chair the committee. The Chair person shall not be from requesting department.

## **9. Classification**

The Purchases can be classified as under

### **9.1.As Product / Solution / Service type Class**

#### **9.1.1.Non-Technical Purchase**

- Where the Product / Solution / Service is a standard seal packed box of deliverable generally available “over the counter” from anywhere in the market.
- Where the Product / Solution / Service can be quantified and do not need any special technical know-how to assess the deliverable.
- Where the Product / Solution / Service is fixed and not configurable.

#### **9.1.2.Technical Purchase**

- Where the Product / Solution / Service is not a standard seal packed box of deliverable.
- Where the Product / Solution / Service cannot be quantified and needs any special technical know-how to assess the deliverable.
- Where the Product / Solution / Service is not fixed and configurable.

## 9.2.As Frequency of Purchase Class

1. Same Product Purchased Daily
2. Same Product Purchased more than once during a week
3. Same Product Purchased more than once during a month
4. Same Product Purchased more than once during 3 months
5. New Purchase or Same Product Purchased after more than 3 months of last purchase

## 9.3.As Invoice Value Class

1. Invoice Value Less Than INR 20,000.00
2. Invoice Value More Than INR 19,999.99 and Less Than INR 50,000.00
3. Invoice Value More Than INR 49,999.99 and Less Than INR 200,001.00
4. Invoice Value More Than INR 200,000.00

# 10. Purchase Process

## 10.1. Requisition

Requisition for Purchase shall be initiated by an existing employee. If the employee leaves before the PO is issued, the purchase process shall be aborted. The Purchase process shall be initiated again by the new employee, if so desired. Overriding powers rest with CEO and above.

In case the request is raised by the management keeping in view the future prospects, it should be raised by the department head and approved by the CEO.

Specific Brand / Model shall be insisted upon / specified in Requisition only in special cases with approval of CEO. Normally, the requisition shall be raised with Generic Name / specifications only. CEO shall have the right to question the specifications of the requirement.

## 10.2. Requisition Approval

Any Requisition shall be approved and forwarded in the format attached as Form-PP01.

Any Requisition shall be approved and forwarded to Purchase Committee by the respective authority as per the below matrix

<b><u>Requisition Value*</u></b>	<b><u>Requisition Approving Authority</u></b>	<b><u>Exception / Overriding Power</u></b>
< 20,000	Department Head	CEO / Relevant Committee
> 19,999 < 50,000	Department Head + Purchase Committee Head	CEO / Relevant Committee
> 49,999 < 200,001	Department Head + CEO	Relevant Committee
> 200,000	Relevant Committee	Relevant Committee

\* Final Order Value Including Taxes and Charges

Exception: Products Purchased on daily basis with total Purchase Value Less than INR 1,000.00 may be purchased without generating the requisition.

## 10.3. Purchase Approval

### 10.3.1. For Non-Technical Products / Solutions / Services

<b><u>Purchase Value*</u></b>	<b><u>Frequency</u></b>	<b><u>Process</u></b>	<b><u>Purchase Order Approving Authority</u></b>	<b><u>Exception / Overriding Power</u></b>
< 2,000	1,2,3,4,5	Direct Inquiry and Purchase. No need for Three Quotation Process.	Department Head	CEO
> 1,999 < 50,000	1,2,3,4	Need not follow Three Quotation Process unless there is change in purchase price or specifications. In case of change, treat it as frequency 5.	Department Head + Purchase Committee Head	CEO
> 1,999 < 50,000	5	Follow Three Quotation Process.	CEO	Relevant Committee
> 49,999 < 200,001	1,2,3,4	Need not follow Three Quotation Process unless there is change in purchase price or specifications. In case of change, treat it as frequency 5.	CEO	Relevant Committee

> 49,999 < 200,001	5	Follow Three Quotation Process.	CEO	Relevant Committee
> 200,000	1,2,3,4,5	Follow Three Quotation Process.	Relevant Committee	Relevant Committee

\*Final Order Value Including Taxes and Charges

The Three Quotation process should mandatorily be followed at least once a year for purchases falling under frequency 1,2,3,4. The Three Quotation Process may be scheduled at the start of financial year or at a predefined milestone when the prices are expected to be revised. The Milestone may vary from product to product.

### 10.3.2. For Technical Products / Solutions / Services

<b><u>Purchase Value*</u></b>	<b><u>Frequency</u></b>	<b><u>Process</u></b>	<b><u>Purchase Order Approving Authority</u></b>	<b><u>Exception / Overriding Power</u></b>
< 50,000	1,2,3,4	Need not follow Three Quotation Process unless there is change in purchase price or specifications. In case of change, treat it as frequency 5.	Purchase Committee Head	CEO
< 50,000	5	Follow Three Quotation Process.	Purchase Committee Head + Technical Head	CEO
> 49,999 < 200,001	1,2,3,4	Need not follow Three Quotation Process unless there is change in purchase price or specifications. In case of change, treat it as frequency 5.	CEO	Relevant Committee
> 49,999 < 200,001	5	Follow Three Quotation Process.	CEO	Relevant Committee
> 200,000	1,2,3,4,5	Follow Three Quotation Process.	Relevant Committee	Relevant Committee

The Three Quotation process should mandatorily be followed at least once a year for purchases falling under frequency 1,2,3,4. The Three Quotation Process may be scheduled at the start of financial year or at a predefined milestone when the prices are expected to be revised. The Milestone may vary from product to product.



## 10.4. Three Quotation Process

### 10.4.1. For Purchase Value less than INR 200,001.00

A written Request for Quotation shall be designed and sent to multiple known suppliers. The process shall be open to unknown suppliers also for submitting their quotation.

The Request for quotation shall clearly specify the requirement including (Technical) specification(s) as requested and agreed by the initiator.

Any special condition(s) regarding quality of product, delivery period, payment schedule, warranty / support service etc. shall be mentioned in the request for quotation.

The quotations received shall be verified for the specifications as per request. Quotations meeting or exceeding the specifications shall be shortlisted for consideration. In case at least 3 quotations are not available with requisite specifications, the suppliers may be contacted to revise the quotation with requisite specifications. Initiator or Department Head can be involved to verify the specifications of the products / solutions / services offered in quotations.

Suppliers may be invited to demonstrate the Product / Solutions / Services being offered to evaluate the offer.

Minimum 3 Quotations shall be in place for deciding about the purchase. The lowest Commercial Quotation shall be preferred. Exception with CEO's approval.

Technical appropriateness shall always supersede the commercial preference. An inappropriate product / solution / service will be of no use however better it is in price.

### 10.4.2. For Purchase Value more than INR 200,000.00

*"Purchasing needs arise in a variety of contexts. In some cases, the company unit with a purchasing need may wish to engage with prospective suppliers in preliminary discussions. In other cases, the company unit may decide to ask Purchase Committee to deal with prospective suppliers. In no case should a company unit commit the company to a purchase without involving the Purchase Committee. Purchase committee shall ensure that the purchase process is followed."*

A written request / RFP shall be designed by the purchase committee and approved by the CEO / Relevant Committee. The request / RFP shall thus be circulated and shall be open for response for minimum 15 days and maximum 45 days from the date of request / RFP. Specific Product / Service / Solution Providers may also be invited to send their quotations / proposals, if so desired. At least 3 quotations / proposals are necessary to decide the right supplier. Exception with Relevant Committee's approval.

If any technical or commercial information about SGR is required to be shared with the Party for requesting a proposal, a NDA must be signed between the parties before sharing of such information.

If the purchase is of Technical nature, Technical proposal shall be invited in addition to the commercial quotation. A technical committee may be formed to evaluate the proposal / product / solution offered by the suppliers. This committee shall be formed with approval of the Relevant Committee and shall consist of at least 3 members. This committee shall mandatorily consist of Senior Employees of the company. An outside expert may be invited to be part of the committee. The committee shall be mandatorily chaired by an employee of the company who is the senior most in the committee. The committee shall declare the appropriateness of the Technical proposals and inform to Relevant Committee before concluding the Technical proposal evaluation meeting. The suppliers having relation with the Committee members (internal or external) shall be rejected abinitio.

Technical proposal must be considered before finalising the Purchase, in case the product / solution / service is of technical nature.

### **10.5. Issuance of Purchase Order**

After the technical and commercial assessment, a supplier shall be finalised to be invited to deliver the product / service / solution.

This finalisation shall be recorded in writing as per the Form PP02 enclosed herewith.

The Purchase Order shall be prepared (as per the Form PP03 enclosed herewith) after form PP02 is signed by the Authority as per the matrix mentioned above.

The Purchase Order in Form PP03 shall be issued to the Supplier within 1 working day from the date of Signing of the Purchase Order. Head of Purchase Committee shall be responsible to ensure delivery of Purchase Order to the Supplier.

The Information about issuance of Purchase Order shall be given to the Initiator and the Accounts department. Head of Purchase Committee shall be responsible to ensure delivery of information about Purchase Order to initiator and Accounts Department.

## **11. Delivery of Product / Service / Solution**

The Purchase Committee shall keep track of the Delivery of Product / Service / Solution as per the Terms mentioned in the Purchase Order.

In case of any delay in delivery, the initiating department shall be informed as soon as the delay is diagnosed.

A written confirmation shall be sought from the Initiating Department Head about continuing / cancelling the Purchase Order in case of delay. The Terms of Purchase Order shall supersede any such decision.

Penalty for delay in delivery may be imposed on the supplier if so mentioned in the terms of Purchase Order.

The Purchase Committee shall verify the Product / Service / Solution upon receipt of the same in the company premises (Place of delivery as may be different from company premises. Must be decided and mentioned in the Purchase Order).

The Purchase committee may involve the Initiator to verify the Product / Service / Solution upon receipt of the same.

The Supplier shall be informed in writing about the acceptance / rejection of the Product / Service / Solution upon receipt of the same. The reasonable information / cause of Rejection can be informed to the Supplier, if asked. Purchase Committee head shall be responsible for this communication.

Delivery of any Product / Service / Solution shall be considered to be complete only after receipt of a valid invoice. The Invoice shall be delivered by the supplier along with the delivery of Product / Service / Solution or at a later date but not more than 7 working days of the delivery of the Product / Service / Solution.

## **12. Payment against Delivery of Product / Service / Solution.**

No Payment, except advance payment, shall be released against any order without receipt of the valid and complete Invoice.

Payment shall be released in time as per terms of the Purchase Order upon acceptance of Product / Service / Solution. Any delay in payment shall be informed to the Supplier beforehand. The company shall be ready to accept any penalty as may be mentioned in the Terms of Purchase Order.

Appropriate action may be taken by the CEO in case of Penalty arising due to delay in payment by action / inaction of an employee / group of employees.

## **13. Modification in Purchase Order**

Any modification in the Purchase Order already issued shall be done after approval of the CEO. In case Relevant Committee is the authoriser of purchase, the Modification in Purchase Order shall be carried out after approval of Relevant Committee.

The Supplier shall be contacted and informed in writing about the modifications desired in the Purchase Order. A written confirmation shall be sought from Supplier about possible financial / legal implications, in case of change in the Purchase Order is carried out.

The modification approving authority shall be informed about the financial and legal implications, if any, due to change in the Purchase Order.

A Revised Purchase Order (as per the Form PP04 enclosed herewith) shall be issued to the Supplier with Modifications and Approval of the Authority.

The same shall be informed to the initiator and the Accounts Department formally in writing.

The Purchase Committee head shall be responsible for the entire process as mentioned herein.

## **14. Cancellation of Purchase Order**

A Purchase Order already issued can be cancelled after approval of the CEO. In case Relevant Committee is the authoriser of purchase, the Cancellation of Purchase Order shall be carried out after approval of Relevant Committee.

The Supplier shall be contacted and informed in writing about the desire to cancel the Purchase Order. A written confirmation shall be sought from the Supplier about possible financial / legal implications, in case of cancellation of the Purchase Order is carried out.

The cancellation approving authority shall be informed about the financial and legal implications, if any, due to cancellation of the Purchase Order.

A Cancellation of Purchase Order (as per the Form PP05 enclosed herewith) shall be signed by the cancelling Authority.

The same shall be informed to the Supplier, Initiator and the Accounts Department.

The Purchase Committee head shall be responsible for the entire process as mentioned herein.

## **15. Termination of Purchase Process**

CEO / Relevant Committee shall have the right to terminate / abort the Purchase process at any stage "before issuance of Purchase Order".

## **16. Policy Review**

This policy will be reviewed annually or on the basis of any material change in the regulatory requirements or business operations of the Company.

## **17. Non-Budgeted Purchase**

Any non-budgeted Purchase of an amount less than Rs. 200,001.00 will require the approval of the CEO. It should be reported through standard reporting mechanisms to RMC / Board as soon as practically possible.

Any non-budgeted Purchase of an amount more than Rs. 200,000.00 will require the approval of RMC / Board before the purchase process is initiated.

## **18. Report of Authority Utilisation**

Though CEO has authority to purchase without referring to the RMC / Board as per policy mentioned above, it is responsibility of the CEO to report to RMC / Board about the utilisation of its authority of purchase on a quarterly basis (as and when the RMC / Board meets).

## **19. Forms**

Sewa Grih Rin Limited**Requisition for Purchase**

The Purchase Officer,  
Sewa Grih Rin Limited,  
Head Office.

Requisition Number: \_\_\_\_\_

Requisition Date: \_\_\_/\_\_\_/\_\_\_\_\_

Please arrange to Purchase the Following:-

Sl.	Particulars	Estimated Price
1		Rs.
	<b>Total</b>	Rs.

Requisition Raised by:

Employee Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

Requisition Approved and Forwarded by:1<sup>st</sup> Authority

Employee Signature: \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

Employee Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

2<sup>nd</sup> Authority

Employee / Relevant Committee Signature: \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

Employee / Relevant Committee Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

Received in Purchase Committee by

Employee Signature: \_\_\_\_\_ Date of Receipt: \_\_\_/\_\_\_/\_\_\_\_\_

Employee Name: \_\_\_\_\_

Request Status

Request for Quotation Sent to Party	Request Sent on	Response Received on

Sewa Grih Rin Limited

**Finalisation of Proposal**

Finalisation Number: \_\_\_\_\_ Ref Requisition Number: \_\_\_\_\_

Finalisation Date: \_\_\_/\_\_\_/\_\_\_\_\_ Ref Requisition Date: \_\_\_/\_\_\_/\_\_\_\_\_

A Request is received for Purchase of \_\_\_\_\_

Request for proposal was sent to different Suppliers and following \_\_\_\_\_(no) proposals are considered.

Request for Quotation Sent to Party	Request Sent on	Response Received on

A copy of Requisition along with Quotations from the Parties is enclosed.

Party \_\_\_\_\_ has been selected for providing

the Product / Service / Solution at Net total Value of INR \_\_\_\_\_

(Amount in Words) \_\_\_\_\_

The Specifications as provided by the suppliers were compared with the specifications as mentioned in the Requisition.

The Specifications of Selected Party are found to be Short of / Meeting / Exceeding the Request.

Approved by \_\_\_\_\_ Signatures \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

The Commercials as provided by the suppliers were compared. The Commercials of Selected Party are found to be Lowest / Not Lowest. The Party has been selected due to Specifications / Commercials / Both / any other reason (please Specify) \_\_\_\_\_

Approved by \_\_\_\_\_ Signatures \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

Purchase Finalised and Approved by:

1<sup>st</sup> Authority

Employee Signature: \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

Employee Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

2<sup>nd</sup> Authority

Employee / Relevant Committee Signature: \_\_\_\_\_ Date of Approval: \_\_\_/\_\_\_/\_\_\_\_\_

Employee / Relevant Committee Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_

PO Issued to Party \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_

Sewa Grih Rin Limited**Purchase Order**

Party: \_\_\_\_\_

PO Number: \_\_\_\_\_

\_\_\_\_\_

PO Date: \_\_\_/\_\_\_/\_\_\_\_\_

Contact Person: \_\_\_\_\_, Contact Number: \_\_\_\_\_

Please refer to your quotation number \_\_\_\_\_ dated \_\_\_\_\_. With reference to same and our subsequent discussions, please arrange to Deliver the Following:-

Sl.	Particulars	Qty	Price	Value
1			Rs.	Rs.
	<b>Total</b>			Rs.

Amount in Words: \_\_\_\_\_

The above mentioned material to be delivered at \_\_\_\_\_

\_\_\_\_\_ on or before \_\_\_/\_\_\_/\_\_\_\_\_ (Deliver by Date).

Terms of Purchase Order

1. The Prices / Value mentioned above are inclusive of all Taxes as may be applicable at the time of Invoice
2. The Prices / Value mentioned above are inclusive of all charges including delivery inside the location of Delivery as mentioned.
3. The Payment shall be made within \_\_\_ days after written acceptance of the Product / Services / Solutions.
4. If the Product / Service / Solution delivered against this PO is not meeting the specifications of this PO, the same may be rejected. No payment shall be made in case of Rejection. In case it is accepted but with deviation in specifications, a Penalty may be levied as may be decided solely by the Management of SGR Ltd. The Supplier will not have any say in it.
5. A Penalty of 10% may be imposed on the Supplier, if the Delivery is delayed up to 10 days beyond the specified delivery date without written acceptance of SGR Ltd. A penalty of 20% may be imposed on the Supplier, if the Delivery is delayed up to 20 days beyond the specified delivery date without written acceptance of SGR Ltd. The Purchase Order shall stand cancelled if the delivery is delayed more than 20 days beyond the specified delivery date without written acceptance of SGR Ltd.

6. E. &amp; O. E.

You may contact \_\_\_\_\_ at +91 \_\_\_\_\_ for any clarification.

Purchase Approved by:

	<u>1<sup>st</sup> Authority</u>	<u>2<sup>nd</sup> Authority</u>
Signature		
Name		
Date of Signature		
Designation (If Employee)		
Employee Code (If Employee)		



Sewa Grih Rin Limited**Purchase Order (Revised)**

Party: \_\_\_\_\_, Revised PO Number: \_\_\_\_\_

\_\_\_\_\_  
Date of Revised PO: \_\_\_/\_\_\_/\_\_\_\_\_

Contact Person: \_\_\_\_\_, Contact Number: \_\_\_\_\_

Please refer to our Purchase Order number \_\_\_\_\_ dated \_\_\_\_\_. With reference to same and our subsequent discussions please find below the Revised Purchase Order and arrange to Deliver the Following:-

Sl.	Particulars	Qty	Price	Value
1			Rs.	Rs.
	<b>Total</b>			Rs.

Amount in Words: \_\_\_\_\_

The above mentioned material to be delivered at \_\_\_\_\_

\_\_\_\_\_ on or before \_\_\_/\_\_\_/\_\_\_\_\_  
(Deliver by Date).Terms of Purchase Order

1. The Prices / Value mentioned above are inclusive of all Taxes as may be applicable at the time of Invoice
2. The Prices / Value mentioned above are inclusive of all charges including delivery inside the location of Delivery as mentioned.
3. The Payment shall be made within \_\_\_ days after written acceptance of the Product / Services / Solutions.
4. If the Product / Service / Solution delivered against this PO is not meeting the specifications of this PO, the same may be rejected. No payment shall be made in case of Rejection. In case it is accepted but with deviation in specifications, a Penalty may be levied as may be decided solely by the Management of SGR Ltd. The Supplier will not have any say in it.
5. A Penalty of 10% may be imposed on the Supplier, if the Delivery is delayed up to 10 days beyond the specified delivery date without written acceptance of SGR Ltd. A penalty of 20% may be imposed on the Supplier, if the Delivery is delayed up to 20 days beyond the specified delivery date without written acceptance of SGR Ltd. The Purchase Order shall stand cancelled if the delivery is delayed more than 20 days beyond the specified delivery date without written acceptance of SGR Ltd.

6. E. &amp; O. E.

You may contact \_\_\_\_\_ at +91 \_\_\_\_\_ for any clarification.

Revision in Purchase Approved by:

	<u>Revision Proposed by</u>	<u>1<sup>st</sup> Authority</u>	<u>2<sup>nd</sup> Authority</u>
Signature			
Name			
Date of Signature			
Designation			
Employee Code (If Employee)			

Sewa Grih Rin Limited**Cancellation of Purchase Order**

Ref PO Number: \_\_\_\_\_

Ref PO Date: \_\_\_/\_\_\_/\_\_\_\_\_

A Purchase order as mentioned above was issued to Party: \_\_\_\_\_,

\_\_\_\_\_

Contact Person: \_\_\_\_\_, Contact Number: \_\_\_\_\_

for the Product / Service / Solution as mentioned below:-

Sl.	Particulars	Qty	Price	Value
1			Rs.	Rs.
	<b>Total</b>			Rs.

Amount in Words: \_\_\_\_\_

The Said PO is being cancelled for the Reason as given below. A copy of the (Revised) PO is attached for ready reference:-

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Financial and Legal Implications of Cancelling the Purchase Order are asmentioned below:-

\_\_\_\_\_  
 \_\_\_\_\_

Cancellation of Purchase Approved by:

	Cancellation Proposed by	1 <sup>st</sup> Authority	2 <sup>nd</sup> Authority
Signature			
Name			
Date of Signature			
Designation			
Employee Code (If Employee)			

Informed to	Supplier	Initiator	Accounts
By (Signature)			
On date			