

GIRIRAJ CIVIL DEVELOPERS LIMITED

Procurement Policy

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PROCUREMENT POLICY

1. Purpose

This policy establishes a framework for transparent, fair, and sustainable procurement practices at **Giriraj Civil Developers Limited (the “Company”)**. It ensures that all goods, works, and services are acquired in a manner that delivers value for money, complies with applicable laws and regulations, and supports organizational goals in quality, sustainability, and stakeholder trust.

2. Scope

This Policy applies to all procurement activities undertaken by the Company, including the following:

- Procurement of raw materials for construction and plant & equipment
- Hiring of plant & equipment
- Services of subcontractors and specialized agencies
- Consultancy and professional services
- IT systems, software, and office supplies
- Any other goods, works, or services required for projects or corporate operations

3. Guiding Principles

- **Transparency & Fairness:** All procurement decisions shall be documented, auditable, and free from bias or conflict of interest.
- **Value for Money:** Selection based on cost-effectiveness, quality, lifecycle cost, and risk management.
- **Competition:** Encourage open and fair competition through tendering, RFPs, and vendor prequalification.
- **Compliance:** Adherence to applicable laws, client requirements, RDSO, ISO 9001, ISO 20400, and ESG standards.
- **Sustainability:** Preference for suppliers who demonstrate environmental responsibility, ethical labour practices, and alignment with BRSR/ESG commitments.
- **Integrity:** Zero tolerance for corruption, fraud, collusion, or unethical practices.

4. Procurement Process

4.1 Procurement Planning

- Receive Material Requisition from Project Sites and develop Annual Procurement Plan (APP) aligned with project schedules and budgets.
- Carry out risk assessment and market analysis before major procurements.

4.2 Vendor Management

- Register and maintain an **Approved Vendor List (AVL)** based on technical capability, financial stability, compliance history, and sustainability credentials.
- Carry out periodic vendor audits and performance reviews to ensure quality, cost effectiveness and timely delivery of materials and services.

4.3 Methods of Procurement

- **Request for Quotation (RFQ):** For high-value and low-value contracts, routine purchases and specialized works requiring prequalified vendors.

- **Request for Proposal (RFP):** For consultancy and complex services.
- **Single Source Procurement:** Only in exceptional cases with documented justification.

4.4 Evaluation & Award

- Use of **weighted evaluation criteria:** price, quality, delivery, compliance, sustainability.
- Evaluation committees with cross-functional representation.
- Formal contract award with clear terms, KPIs, and penalties for non-performance.

5. Contract Management

- **Use of Standard Templates:** Use standardized procurement and service contract templates with clauses on quality, safety, sustainability, and dispute resolution.
- **Performance Monitoring:** Monitor performance of vendors and subcontractors through KPIs (delivery timelines, defect rates, compliance scores).
- **Change Management:** Any amendments, scope variations and modifications to standard contract terms must follow prior approval from the management and documented for audits.

6. Ethical & Compliance Requirements

- Enforce supplier declaration on anti-bribery, child labour, and environmental compliance mandatorily.
- All procurements must be aligned with **Indian Railways/RDSO standards** where applicable.
- Ensure compliance with GST and other statutory obligations.

7. Sustainability Integration

- Procure materials and services preferably from the agencies with valid ISO 14001 certification or equivalent.
- Wherever possible, encourage use of recycled materials, energy-efficient equipment, and low-carbon logistics.
- Include ESG performance parameters in Supplier evaluation scoring.

8. Documentation & Audit

- All procurement records maintained for minimum 7 years.
- Internal audits conducted quarterly; external audits annually.
- Continuous improvement through lessons learned and feedback loops.

9. Roles & Responsibilities

- **Procurement Committee:** Oversight of major procurements.
- **Project Managers:** Ensure procurement aligns with project needs and timelines.
- **Compliance Team:** Monitor adherence to policy and audit readiness.
- **Finance Department:** Validate budgets, payments, and financial compliance.

10. Review & Updates

This policy shall be reviewed annually to incorporate changes in laws, international best practices, and organizational priorities.
