



Premier Road Carriers Limited
Procurement Policy

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Procurement Policy

Scope

This policy applies to the management, employees and contract workers of all entities in the Company who request goods or services that the company will pay for directly.

1. Requesting Goods/Services:

- All invoices for direct materials shall be linked to contract.
- All invoices for indirect materials/services shall be processed either via a purchase order, or purchase order with the reference to a contract.

2. Sourcing Process & Choice of Supplier

- Maximising the long-term business value of the company by having long term and uninterrupted access to the most suitable product/service and appropriate quality at the lowest total cost of ownership (TCO) must be the main selection criterion when choosing a supplier.
- Priority should be given to Business Partners who focus on Environment Sustainability
- Vendors with Objectionable or Illegal Labour Practices should not be considered.
- Business Partners in the Primary Category pertaining to the company i.e. Hiring of Vehicles should include below:
 - Vehicles owned should be under the age of 5 Years
 - Vehicles should be Certified BS VI.
 - Vehicles should have Govt. Approved Pollution Under Control Certificate.
 - Vehicles should have a Valid Registration Certificate & Fitness Certificate.
- The performance (supply, quality, service, financial) of all strategic and critical suppliers of the Company must be continuously monitored and evaluated
- All agreements must be made in accordance with the latest updated standard agreement framework provided by the legal department.
- All suppliers used must be registered in the local ERP system.
- Procurement must approve the use of all new procurement-managed suppliers prior to the actual purchase.

3. Non Compliance

Non-compliance identified during the regular operations or audits must be reported as follows:

- A first non-compliance should lead to a reminder of the policy and notification
- A second non-compliance should be notified to the function head.

Document Management Information

Version No.	Version date	Author	Reviewed By	Approved By	Changes
0.0	01.08.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Draft
1.0	12.09.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Initial Document