

Old circular no. 537(a)/New Intl Memo no. **912/83**

Date: 17.12.2007

Sub.: Purchase of building materials

In order to expedite the delivery of building materials and in order to get better prices or better quality of building materials, the Project Managers are hereby authorized to purchase building materials directly from new suppliers. Building materials like stone dust, baby chips, 20mm/40mm metal, granite, debris, mohram mud, shabad stones, table bricks and cement blocks can be directly purchased from new suppliers.

However, the suppliers have to register themselves with the Purchase Division at the time of collecting payment for the material supplied at the head office. Payments shall be released only after registration with the Purchase Division. The suppliers must be clearly informed that they are required to give weekly rates to the purchase division and subsequently purchases can be made by the Project Managers only on approved rates given by the Purchase Division. Project Managers can purchase the building materials for upto 2 weeks at the rates they deem fit. However, after the initial period of 2 weeks all rates must be approved by the purchase division.

Necessary intimation of purchasing building materials from a new supplier shall be sent to the Purchase Division within 24 hours of purchase by email.

While freedom is given to the Project Managers to find new suppliers, they will necessarily have to follow the procedure given above. Project Managers shall also educate the suppliers of our standard procedures like VAT, weighment, quality, payment terms, etc.

Managing Director.