


TRANSPORTATION




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	<i>Name/Designation</i>	<i>Signature</i>	<i>Date</i>
<i>Written By</i>	Ajithkumar		20/9/2023
<i>Reviewed By</i>			

Value and Budget Housing Corporation Pvt. Ltd.
Lakshminarayana Complex, 4th Floor, 10/1,
Palace Road Vasanth Nagar, Opp. Mount Carmel College
Bangalore - 560052 | Karnataka

STANDARD OPERATING PROCEDURE			
Value and Budget Housing Corporation Pvt Ltd	TRANSPORTATION	DOC.NO: VBHC/ADM/P/03	

<i>Approved By</i>			
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HISTORY OF REVISIONS

[illegible]



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TRANSPORTATION

1. PURPOSE

A process, for the selection and deployment of suitable vendors for the purpose of transportation.

2. PROCESS TRIGGER

This process is triggered by the initiation of any project.

3. SCOPE AND APPLICATION

All VBHC projects.

4. PROCESS OWNER

Administration – Head

5. PREDECESSOR AND SUCCESSOR PROCESSES

Predecessor: Project Master Schedule (P30, PMC)

Successor: End of Project

6. RESPONSIBILITY AND AUTHORITY

Evaluation of Vendors : Admin Head

Provision of SOP : Vendor


Provision of SLA : Admin Department

7. DEFINITIONS & ABBREVIATIONS

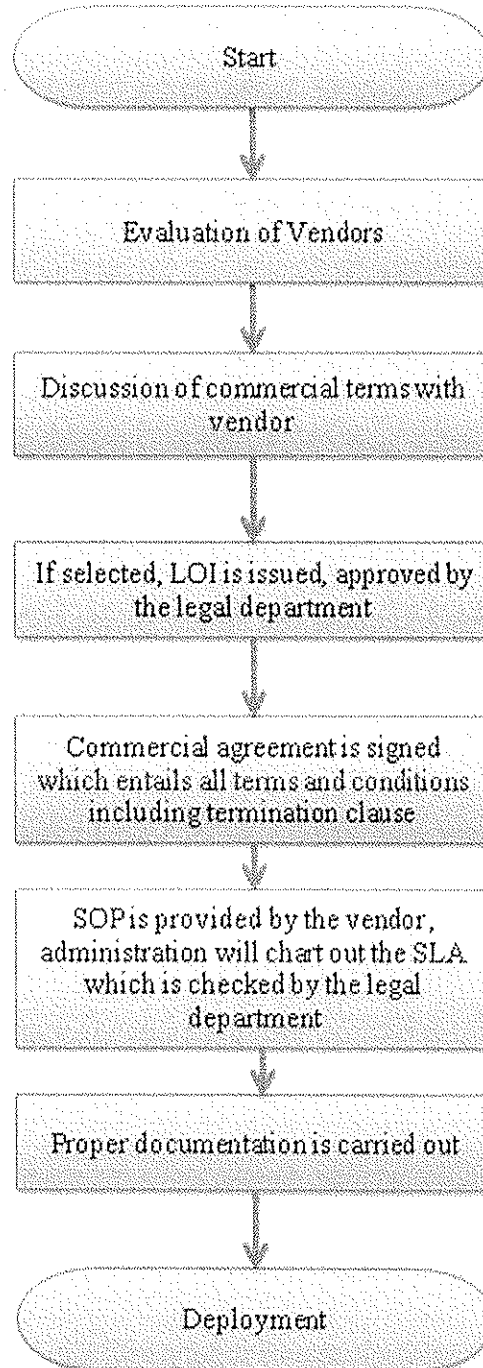
LOI- Letter of Intent


SOP- Standard Operations Procedure

SLA – Service Legal Agreement

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8. PROCESS FLOW CHART FOR SELECTION OF VENDORS



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9. **PROCESS DESCRIPTION FOR SELECTION OF VENDORS**

9.1 Invitation of proposals from vendors.

9.2 Evaluation of vendors based on certain parameters:

- ✓ Relevant experience
- ✓ Amount of training
- ✓ Reference

9.3 Commercial terms discussed.

9.4 The administration head selects the most suitable vendor, and LOI is issued.

9.5 The LOI should be checked and approved by the legal department.

9.6 Commercial agreement is signed which includes all terms and conditions including termination clause


9.7 SOP is provided by the vendor, and a SLA is issued to the vendor.

SLA will contain requirements from the company's side about certain aspects:

- ✓ Safety aspects
 - Seatbelt
 - Usage of mobile phones while in duty
 - Speed limits
 - Upkeep of vehicle
 - Attending to repairs and maintenance
 - First aid in vehicle
 - Extra tyre
 - Tools
- ✓ Driver aspects
 - Non alcoholism or any disturbing issues
 - Behavior with employees
 - Uniforms
 - Appearance
 - Discipline
 - Punctuality

9.8 Proper documentation has to be carried out by the administration department on confirmation

9.9 Deployment is carried out

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10. EFFECIENCY MEASURES AND EFFECTIVENESS MEASURES

Efficiency Measures: Number of days taken to appoint the vendor

Effectiveness Measures: Number of adverse incidents

11. RISK ASSOCIATED WITH THE PROCESS

If proper evaluation and deployment is not carried out, efficiency reduces in turn causing loss to the company.

12. FORMATS FOR MAINTAINING RECORDS GENERATED IN THE PROCESS

13. RECORDS