POLICY ON VENDOR SELECTION & EVALUATION
INDIGRID INFRASTRUCTURE TRUST

1) Vendor Registration

IndiGrid Infrastructure Trust formerly known as India Grid Trust **("IndiGrid")** has been following robust asset management practices in partnership with the vendors. We value our existing vendors and consider them a key stakeholder in our development. We strongly believe in having vendors who may assist us in achieving our vision of becoming the most admired yield vehicle in Asia. We look forward to collaborating with the vendors who may provide competitive pricing, superior quality, and timely delivery by maintaining all the regulatory, statutory and system requirements. Before onboarding any vendor, we thoroughly check their credentials by reviewing the documents stated below.

For onboarding the vendor following procedure is being followed.

a) Vendor Onboarding: Vendor must submit following documents for review by the IndiGrid Team:

i. List of Documents:

- PAN
- GST (if not registered then declaration on letterhead specifying the reason for non-registration)
- Cancelled Cheque
- Print screen of E-banking (after logging in where account no. and entity name visible properly or letter from the bank that the bank account is active.)
- Certificate of Incorporation (in case of Company)
- Partnership Deed (in case of Partnership Firm)
- MSME Registration Certificate (If Registered)
- Company profile with a list of major clients
- Award/appreciation, work completion certificates etc.
- Balance Sheet of last 3 years
- Vendor Declaration for Sanctions Policy
- Organization chart with name and qualification of key persons
- Any other relevant document if any based-on nature of service/supply

In addition to these documents, the **vendor registration form** is collected from the supplier/service provider, duly filled, stamped, and signed with the company seal.

ii. Vendor Evaluation: IndiGrid Team collects all the information obtained from the documents received from the vendor in the internal vendor evaluation form. The form has three parts –
a. Organizational Profile consisting of five parameters. (Experience, Licenses, Clients, etc.)
b. Financial information (Revenue, Profit, Cash flow)
c. Technical Competence

The Technical competence part is filled by the User Department. After performing vendor evaluation, if the vendor is found appropriate and acceptable then these documents are uploaded into the ERP after requisite approvals. Then the vendor registration is completed after filing all the details of the supplier in the system.

Any vendor, if required by the IndiGrid Team, can be evaluated through third party to ensure the technical, commercial & other competence based on market study.

b) Off-boarding

Supplier records are reviewed and updated as per requirement. After a set time of inactivity (24 months), the vendors are blocked. Vendors with no purchase orders, invoices, or payments in ERP system for last 24 months are blocked. For unblocking of such vendors, requisite approvals shall be taken along with data validation from the vendor.

In case of any non-compliance by the vendor, the User Department, Quality personnel, SCM, Payable Team may raise a request to block the vendor. After requisite approvals, vendor shall be blocked in the system.

2.) Vendor Performance Evaluation:

At IndiGrid, we continuously review the performance of the vendors to know their strength and weaknesses. IndiGrid measures vendor performance periodically to strengthen supplier relationship management as per internal matrix based on below mentioned key parameters.

Based on internal evaluation, performance ratings are calculated, IndiGrid Team works with vendors to enhance their rating for next cycle by addressing their key challenges.

Ratings are provided to the supplier/service provider based on three performance parameters. We consider following parameters for determining the performance of the vendor.

a.   Delivery Performance
b.   Quality Performance
c.   Reliability Performance

(The onboarding/ off-boarding of vendor is the sole discretion of IndiGrid Infrastructure Trust)