Procurement Practices at Mir Group's Cement, Ready-Mix Concrete & Concrete Block Divisions

Making Ideas Reality

Mohammad Abdullah Al Bin Obaid

This report is submitted to the school of Business and Economics, United International University as a partial requirement for the degree fulfillment of Bachelor of Business Administration

United International University

School of Business and Economics, SoBE

Internship Report on

“Procurement Practices at Mir Group's Cement, Ready-Mix Concrete & Concrete Block Divisions”

Course Title: Internship

Submitted to:

Dr. Saad Hasan

Associate Professor

School of Business and Economics, United International University

Submitted by:

Mohammad Abdullah Al Bin Obaid

111 193 115

Major: Supply Chain Management

Registration Trimester: Spring 2026

Date of Submission: July 21, 2026

Letter of Transmittal

July 19, 2026

Dr. Saad Hasan

Associate Professor

School of Business & Economics

United International University

Subject: Submission of Internship Report

Dear Sir,

With due respect, I would like to inform you that I have completed my internship program and I am submitting my internship report titled "Procurement Practices at Mir Group's Cement, Ready-Mix Concrete & Concrete Block Divisions" as a partial requirement for the fulfillment of the Bachelor of Business Administration (BBA) degree. This internship gave me the opportunity to gain first-hand exposure to the procurement function of a large manufacturing conglomerate, particularly in supplier coordination, purchase order processing, and Odoo ERP-based procurement operations.

I have tried my best to follow your instructions and the university's guidelines while preparing this report. I have attempted to present the information as accurately and clearly as possible, based on my direct observations and work experience during the internship period.

I am sincerely grateful to you for your continuous guidance and support throughout the preparation of this report. I hope you will find it satisfactory. I would be glad to provide any further clarification regarding the report if required.

Sincerely,

Mohammad Abdullah Al Bin Obaid

ID: 111 193 115

BBA Program

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Declaration of the Student

I hereby declare that this internship report, titled “Procurement Practices at Mir Group's Cement, Ready-Mix Concrete & Concrete Block Divisions,” is my own work and has not been submitted previously, either in full or in part, to any other institution for any degree or any other purpose. The contents of this report reflect my own effort and observations during my internship. Wherever the work of others has been used or referred to, it has been duly acknowledged and referenced in the text.

Mohammad Abdullah Al Bin Obaid

ID: 111 193 115

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Date: Sunday, 19 July 2026

To Whom It May Concern

This is to certify that **Mohammad Abdullah Al Bin Obaid**, a student of the BBA Program (Major: Supply Chain Management), School of Business & Economics, United International University, bearing Student ID No. **111193115** (Session: 2019), joined the **Supply Chain Management Department** of Mir Group of Companies as an Intern. His internship commenced on 01 March 2026 and concluded on 31 May 2026, for a duration of **three (3) months**.

During his tenure, we found him to be a sincere, honest, hardworking, and dedicated individual, and he successfully completed his internship.

We appreciate his efforts as an intern and wish him a bright and successful career ahead.

Sincerely,

Syed Miraz Ahsan
Senior Manager
HR & Administration

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Web: www.mirgroupbd.com | Hotline: 16657 or 09612996600

Acknowledgement

First, I would like to express my gratitude to the Almighty for giving me the strength and opportunity to complete my internship successfully and prepare this report.

I would like to express my heartfelt gratitude to my academic supervisor, Dr. Saad Hasan, Associate Professor, School of Business and Economics, United International University, for his continuous guidance, valuable feedback, and patience throughout the preparation of this report.

I am also deeply thankful to Mr. Muhammad Obaidul Haque Mahmood, Senior Deputy General Manager, Procurement, RMC & Block, Mir Group, for supervising my day-to-day work at the organization, and for patiently teaching me the practical aspects of procurement operations, Odoo ERP-based transaction processing, and supplier coordination.

Finally, I would like to thank the entire Procurement Department team of Mir Group for welcoming me, sharing their knowledge, and giving me the opportunity to actively contribute to their day-to-day operations during my three-month internship.

Executive Summary

This report is prepared based on my three-month internship (March 2026 to June 2026) in the Procurement Department covering Mir Cement Ltd., Mir Ready-Mix Concrete, and Mir Concrete Products Ltd. (Concrete Block) — three closely linked building-materials concerns of Mir Group, one of Bangladesh's largest industrial conglomerates with a diversified portfolio spanning cement, ready-mix concrete, concrete blocks, real estate, telecommunications, ceramics, and information technology. I worked as an Intern under the supervision of Mr. Muhammad Obaidul Haque Mahmood, Senior Deputy General Manager, Procurement, RMC & Block.

During the internship, I was directly involved in day-to-day procurement activities for materials and services required by the production units. My core responsibilities included processing Purchase Requisitions (PR) and Purchase Orders (PO) through the company's Odoo ERP system, coordinating with local and cross-border suppliers regarding quotations, deliveries, and order status, maintaining procurement documentation and supplier records, and supporting vendor sourcing for spare parts and raw materials such as stone chips and cement.

This report first outlines the background, objectives, rationale, and scope of the study. It then presents a company and industry profile, covering Mir Group's history, growth, product-service mix, operations, and a SWOT analysis, followed by an analysis of the ready-mix concrete (RMC) industry in Bangladesh. The report subsequently details my internship experience — the duties performed, the training received, my contribution to the department's operations, an evaluation of my performance, and the professional skills applied. The report closes with recommendations, key learnings, and an overall conclusion, supported by actual procurement documents collected during the internship.

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List of Acronyms & Abbreviations

Acronym	Full Form
BBA	Bachelor of Business Administration
UIU	United International University
RMC	Ready-Mix Concrete
PR	Purchase Requisition
PO	Purchase Order
ERP	Enterprise Resource Planning
SCM	Supply Chain Management
SDGM	Senior Deputy General Manager
SWOT	Strengths, Weaknesses, Opportunities, Threats
PCC	Portland Composite Cement
AIT	Advance Income Tax

CHAPTER 1: INTRODUCTION

1.1. Background of the Report

The Bachelor of Business Administration (BBA) program at the School of Business and Economics, United International University, requires every student to undergo a three-month internship with a suitable organization at the end of their academic program. This requirement exists because a purely classroom-based education, however rigorous, cannot fully replicate the pace, ambiguity, and interpersonal dynamics of an actual workplace. The internship is therefore designed to bridge the gap between classroom theories and real-world business practices, allowing students to apply the frameworks and concepts they have studied — in areas such as operations, supply chain management, finance, and organizational behavior — inside a live professional environment, before they enter the job market on a full-time basis.

As a student majoring in Supply Chain Management, I was placed at Mir Group, in the Procurement Department covering the Cement, Ready-Mix Concrete, and Concrete Block divisions, from March 2026 to June 2026. Mir Group is one of Bangladesh's largest and oldest industrial conglomerates. Being placed in the Procurement Department of such an establishment gave me direct exposure to how a large, process-driven organization sources materials, manages supplier relationships, and uses enterprise software to control its purchasing cycle. This report has been prepared as a partial requirement of the BBA program, based on the practical knowledge, tasks, and observations gathered during this internship period, supplemented with secondary research on the company and the wider ready-mix concrete industry in Bangladesh.

During the placement process, students are matched to host organizations based on their major and prior coursework, and the university requires formal acceptance from the organization before the internship begins. My own placement at Mir Group followed this same institutional process, and I was formally accepted by the Procurement Department covering the Cement, Ready-Mix Concrete, and Concrete Block divisions for the full three-month period specified by the BBA program.

1.2. Objectives of the Report

This report has both a broad and a specific set of objectives. The broad objective is to fulfill the internship requirement of the BBA program by demonstrating that the theoretical knowledge gained through coursework in Supply Chain Management has been meaningfully applied and tested in a real organizational setting. The specific objectives are as follows:

1.2.1. To describe the organizational profile, history, and industry position of Mir Group's cement, ready-mix concrete, and concrete block divisions.

1.2.2. To document, in detail, the procurement-related duties and responsibilities performed during the three-month internship period.

1.2.3. To analyze how the company's procurement practices, including Odoo ERP-based purchase order processing, supplier coordination, and local and cross-border vendor sourcing, function in day-to-day practice.

1.2.4. To examine the broader ready-mix concrete (RMC) industry in Bangladesh, its size, growth trend, and competitive structure.

1.2.5. To evaluate the skills, training, and practical knowledge gained through the internship, and to assess my own performance as reported by my workplace supervisor.

1.2.6. To provide realistic, actionable recommendations based on the observations made during the internship period.

Alongside these formal objectives, the internship also carried a personal-development objective for me: to test, in a live setting, whether the analytical habits built through coursework — breaking a process into steps, checking figures against source documents, and asking why a particular control exists before assuming it is unnecessary — would actually transfer to a fast-moving procurement desk where most decisions are made under everyday time pressure rather than in a case-study format.

1.3. Rationale of the Report

Procurement is a critical function for any manufacturing-based organization, particularly for a cement and ready-mix concrete producer that depends heavily on the timely availability of raw materials, machinery spare parts, and vehicle components to keep production and delivery uninterrupted. A single delay in sourcing a critical spare part for a batching plant, for instance, can halt an entire production line and cause missed delivery commitments to construction sites — commitments that, in the RMC business, are extremely time-sensitive because concrete begins to set within a fixed window after mixing. Studying the procurement practices of a large, established conglomerate such as Mir Group therefore provides valuable insight into how a real organization manages supplier relationships, purchase documentation, and ERP-based transaction processing at scale, under real time pressure.

From an academic standpoint, this report is a core requirement for the completion of the BBA degree. From a practical standpoint, it serves as a personal record of applied learning in the field of Supply Chain Management. Finally, from an organizational standpoint, the recommendations offered in this report are intended to add some value back to the host department in return for the training and mentorship it provided.

Beyond the specific case of Mir Group, the observations in this report are also relevant to the wider discussion on procurement digitization in Bangladesh's manufacturing sector. Many local manufacturers still rely on largely manual, paper-based purchase requisition and approval processes, which are prone to delay and error. Observing a mid-to-large conglomerate that has already adopted an ERP-based procurement workflow offered a useful benchmark for understanding what a more mature procurement function looks like in practice, and what obstacles remain even after digitization.

1.4. Scope and Limitations of the Report

The scope of this report is limited to the Procurement Department covering Mir Cement Ltd., Mir Ready-Mix Concrete, and Mir Concrete Products Ltd., where the internship was undertaken, and specifically to the day-to-day procurement activities observed and performed between March 2026 and June 2026. The report does not cover the procurement practices of other sister concerns under Mir Group (such as Mir Telecom Ltd.), nor does it provide a full financial analysis of the company, as such data is confidential and was not accessible to an intern.

Certain limitations should also be acknowledged. As the internship period was limited to three months, the observations reflect a relatively short window of the department's operations. Additionally, some figures related to company revenue, exact supplier pricing, and internal procurement policy documents are confidential and could not be disclosed in detail in this report. Wherever exact figures were unavailable, industry-level estimates from secondary and publicly available sources have been used and are clearly indicated as such.

The information presented in this report has been compiled using both primary and secondary sources. Primary information includes my direct day-to-day observations, the procurement documents I personally processed or assisted with (purchase requisitions, purchase orders, quotations, and comparative statements), and informal discussions with my supervisor and colleagues in the Procurement Department. Secondary information, used mainly in the industry analysis, was drawn from publicly available sources such as the Bangladesh Ready Mix Concrete Association (BRMCA), company websites, and news reports, and is clearly indicated as such wherever used.

1.5. Definition of Key Terms

1.5.1. Procurement: The overall process of sourcing, ordering, and acquiring goods and services required by an organization.

1.5.2. Purchase Requisition (PR): An internal document raised by a department to formally request the purchase of goods or services.

1.5.3. Purchase Order (PO): A formal, legally binding document issued to a supplier confirming the purchase of specific goods or services at agreed terms.

1.5.4. ERP (Enterprise Resource Planning): An integrated software system used to manage core business processes on a single centralized platform. Mir Group uses Odoo, an open-source ERP platform, as the backbone of its procurement and purchase order processing.

1.5.5. Ready-Mix Concrete (RMC): Concrete manufactured in a batching plant according to a precise formula and delivered to construction sites via transit mixers.

1.5.6. Vendor Sourcing: The process of identifying, evaluating, and selecting suppliers capable of providing the required goods or services.

1.5.7. Supply Chain Management (SCM): The management of the flow of goods, services, information, and finances from raw material suppliers to the end customer.

1.5.8. Batching Plant: A facility where raw materials of concrete are combined in precise proportions to produce ready-mix concrete.

CHAPTER 2: COMPANY AND INDUSTRY PROFILE

2.1 Company Analysis

2.1.1. Overview and History

Mir Group is one of Bangladesh's leading industrial conglomerates. Different public records trace its origin to slightly different years — commonly cited as 1960 or 1968 — but all agree that the group began as Mir Akhter Hossain Limited, a partnership construction firm founded by Mir Akeb Hossain, with an original focus on railway and infrastructure construction. Following the founder's passing in 1969, his son, Mir Zaher Hossain, a BUET graduate, took over leadership and expanded the company's presence significantly within the construction industry. Over time, the group diversified into related industries: Mir Cement Ltd. (cement, since 2003), Mir Ready-Mix Concrete / Mir Concrete Products Ltd. (ready-mix concrete and concrete blocks, since 2003–2004), Mir Real Estate Ltd. (since 2006), Mir Ceramic Ltd. (since 2001), Mir Telecom Ltd. (since 2008), and BTS Communication (BD) Ltd. In its current structure, Mir Group is managed by members of the founding family across three generations.

The internship spanned three closely related building-materials concerns of Mir Group: Mir Cement Ltd., Mir Ready-Mix Concrete, and Mir Concrete Products Ltd. (Concrete Block), all administered under a common Procurement function headquartered at House B-147, Road 22, Mohakhali DOHS, Dhaka-1206. Mir Cement Ltd. markets its product under the “Pyramid” brand. Its main cement grinding plant, Mir Cement Factory, is located at Ganganagar, Murapara, Rupganj, Narayanganj. Mir Concrete Products Ltd. (MCPL) operates its main production site at Gabtoli, Dhaka, where two Ready-Mix Concrete batching plants and one Concrete Block Factory are located together, producing concrete blocks, paving blocks, and parking tiles, among other concrete products, alongside ready-mix concrete.

Although exact ownership percentages are not publicly disclosed, Mir Group's building-materials businesses are structured as separate registered companies (Mir Cement Ltd., Mir Ready-Mix Concrete, and Mir Concrete Products Ltd.) that share common back-office functions, including procurement, finance, and human resources, at the group's Mohakhali head office. This shared-services model allows the group to negotiate centrally with large suppliers such as clinker importers while still allowing each production unit to raise its own purchase requisitions independently.

2.1.2. Trend and Growth

Since its inception, the RMC business has expanded its production capacity substantially, reportedly reaching a combined capacity of up to 500 cubic meters of ready-mix concrete per hour — among the highest claimed by any single RMC producer in the country. This growth mirrors the broader expansion of Mir Group as a whole, which various public business-data sources estimate to have an annual group-wide revenue in the range of a few hundred million to roughly USD 800 million (2024 estimate) and a combined workforce of up to approximately 18,000 employees across all its concerns, though these figures vary by source and are not independently verifiable at the intern level.

The company's growth has largely been driven by Bangladesh's ongoing urbanization, along with major government and private infrastructure projects such as roads, bridges, and flyovers in and around Dhaka. Over the last decade, the shift in the local construction industry away from manual site-mixed concrete toward factory-produced ready-mix concrete has been a significant tailwind for the company.

Within the specific segment I was attached to, this growth was also visible in the increasing number of purchase requisitions processed monthly by the Procurement Department, as additional production lines and vehicle fleets have been added over time to keep pace with rising order volumes from dealers and direct project clients.

2.1.3. Product / Service / Customer mix

The core products across the three divisions include Pyramid-brand Portland cement from Mir Cement Ltd., ready-mix concrete of various strength grades from Mir Ready-Mix Concrete — commercially offered at roughly 2,500 to 6,000 psi — and, from the concrete block division, paving blocks, partition wall blocks, ceiling blocks, and parking tiles. Cement produced by Mir Cement Ltd. also serves as an internal raw-material input for the ready-mix concrete and concrete block divisions.

Its customer base primarily consists of construction contractors, real estate developers, and infrastructure project owners engaged in residential, commercial, and government construction projects across Dhaka and the surrounding industrial belt, including Narayanganj and Gazipur.

In addition to serving external clients, Mir Cement Ltd.'s Pyramid-brand cement is also transferred internally to the ready-mix concrete and concrete block units as a raw-material input, which the Procurement Department manages as an internal transfer requisition rather than an external purchase order whenever both entities involved are part of Mir Group.

2.1.4. Company Operations / Activity

The company's core operations revolve around cement production, batching plant production, transportation and delivery of ready-mix concrete via transit mixers and concrete pumps, and ongoing quality control and laboratory testing.

A key raw-material dependency for the cement division is clinker, imported primarily from the United Arab Emirates (UAE), with some shipments also sourced from Oman. Similarly, coarse aggregates such as stone chips are frequently imported across the border from Meghalaya, India. These cross-border purchases are handled through formal Request for Quotation (RFQ) and Purchase Order documents. Other raw materials — sand, admixtures, packaging materials, and spare parts — are sourced from local suppliers within Bangladesh.

In its ready-mix concrete delivery operations, the company follows a just-in-time (JIT) supply chain approach: concrete is batched and dispatched to match the client site's exact delivery schedule, rather than being produced and stored in advance, since ready-mix concrete has a limited usable window before it begins to set. Because any delay caused by a breakdown or road/traffic issue during transit could jeopardize an entire delivery, the company keeps an instant standby fleet of backup transit-mixer vehicles ready to be dispatched immediately if a delivery vehicle faces a mechanical problem or is delayed on the road, so that the delivery schedule committed to the client is not disrupted.

Supporting these core operations, the Procurement Department ensures an uninterrupted supply of raw materials, spare parts, and day-to-day operational supplies, processed through the company's Odoo-based ERP system. As an intern, my own involvement was concentrated in the local procurement side of this operation — spare parts, factory materials, and vehicle components — while international clinker import was handled by senior procurement staff.

Quality assurance is also closely tied to procurement decisions: incoming raw materials such as stone chips and cement are subject to laboratory checks before being accepted into the batching process, and any batch that fails to meet specification is flagged back to the Procurement Department so that the supplier can be notified and, where the purchase order terms allow, asked to replace the non-conforming consignment at their own cost.

2.1.5. SWOT Analysis

Table 1: SWOT Analysis of Mir Group's Cement, Ready-Mix Concrete & Concrete Block Divisions

Category	**Key Points**
Strengths	Strong brand backing of Mir Group; multiple plants with high combined production capacity; established Odoo ERP-based procurement system; long operating history since 2003; just-in-time delivery model backed by a standby transit-mixer fleet to prevent delivery disruptions.
Weaknesses	Dependence on imported clinker (UAE, Oman) and imported stone chips (Meghalaya, India), exposing the company to shipping and currency risk; dependence on a limited pool of local suppliers for specialized spare parts.
Opportunities	Rising demand for ready-mix concrete due to urbanization and mega infrastructure projects; growing shift from site-mixed to ready-mix concrete.
Threats	Rising cost of raw materials (cement, fuel) affecting procurement budgets; intensifying competition; economic slowdown affecting construction activity.

2.2. Industry Analysis

2.2.1. Specification of the Industry

Mir Ready-Mix Concrete operates within Bangladesh's ready-mix concrete (RMC) industry, a segment of the broader construction materials sector. Ready-mix concrete is manufactured at a centralized batching plant under controlled conditions and delivered to construction sites in transit mixers, offering more consistent quality and faster construction compared to conventional site-mixed concrete (SMC). Since the industry's inception in Bangladesh in 1991, it has grown to around 50 small-to-large companies operating nationwide, with major players including Mir Ready-Mix Concrete, NDE Readymix Ltd., and Crown Cement Concrete & Building Products Ltd.

2.2.2. Size, Trend, and Maturity of the Industry

According to the Bangladesh Ready Mix Concrete Association (BRMCA), the domestic RMC market has been growing at approximately 5–10% annually, with a monthly demand of around 2 to 2.5 crore cubic feet. Over the past five years, rising raw material costs have pushed RMC prices from approximately Tk 170–180 per cft to a range of Tk 220–350 per cft. This growth is driven primarily by rapid urbanization, expanding infrastructure projects, and increasing private real estate development. The industry can be characterized as a growth-stage industry within an otherwise mature construction materials sector.

2.2.3. Industry SWOT Analysis

Table 2: SWOT Analysis of the Ready-Mix Concrete Industry in Bangladesh

Category	Key Points
Strengths	Established local demand base; presence of experienced large players; supportive industry association (BRMCA).
Weaknesses	Fragmented market with around 50 competing firms; inconsistent quality among smaller producers; reliance on imported clinker and fuel.
Opportunities	Continued urbanization and government infrastructure spending; gradual shift away from site-mixed concrete.
Threats	Volatile raw material and fuel prices; economic slowdowns; intense price-based competition.

External economic factors: Inflation, fuel prices, and import costs of cement clinker directly affect production and procurement costs.

- Technological factors: Adoption of Odoo-based ERP systems and automated batching technology is gradually becoming a standard requirement to remain competitive.
- Barriers to entry: High capital investment for batching plants, transit mixers, and quality-control infrastructure limits the entry of new players.
- Threat of substitutes: Site-mixed concrete remains a lower-cost substitute, particularly in rural or low-rise construction.
- Industry rivalry: Moderate to high rivalry exists among established players such as Mir Ready-Mix Concrete, NDE Readymix, and Crown Cement Concrete.

Competitive Positioning of Mir Ready-Mix Concrete

Within this competitive field, Mir Ready-Mix Concrete positions itself primarily on production capacity and delivery reliability rather than on price alone, leveraging its standby transit-mixer fleet and established batching infrastructure at Gabtoli to serve large, time-sensitive infrastructure and real estate projects that smaller producers may be unable to service consistently.

Regulatory and Environmental Considerations

The ready-mix concrete industry in Bangladesh also operates under a growing set of regulatory and environmental expectations, even though enforcement varies across districts. Cement and RMC producers are increasingly expected to comply with Department of Environment (DoE) clearance requirements for factory operations, dust and noise control near batching plants located in mixed residential-industrial areas such as Gabtoli, and vehicle-emission standards for the transit-mixer and stone-chip transport fleets. From a procurement standpoint, this translates into practical considerations such as verifying that imported clinker and aggregate shipments carry the correct customs and quality documentation, and that locally sourced inputs such as sand and stone dust come from suppliers who are not contributing to unregulated river or hill extraction, an issue that has drawn periodic media and regulatory attention in Bangladesh. While a full compliance audit was outside the scope of my internship, I observed that the department's existing RFQ and PO documentation — which records supplier details, origin, and quantity for every cross-border shipment — already provides much of the traceability that formal environmental and customs compliance would require, even where it was not originally designed with that purpose in mind.

CHAPTER 3: INTERNSHIP EXPERIENCE

3.1. Position, Duties, and Responsibilities

I joined Mir Group as an Intern in the Procurement Department for a period of three months, from March 2026 to June 2026, under the direct supervision of Mr. Muhammad Obaidul Haque Mahmood, Senior Deputy General Manager, Procurement, RMC & Block. My duties and responsibilities during the internship included:

• Handling day-to-day procurement activities for materials and services required by the production and maintenance teams.

In practice, a typical working day began with checking the Odoo dashboard for newly submitted requisitions and any supplier responses received overnight, followed by prioritizing which items were time-critical (such as a spare part needed to keep a batching plant or transit-mixer running) versus routine restocking that could be batched together into a single Comparative Statement.

• Processing Purchase Requisitions (PR) and Purchase Orders (PO) through the company's Odoo ERP system.

• Coordinating with suppliers regarding quotations, deliveries, and order status.

• Maintaining procurement documents and supplier records for audit and reference purposes.

• Following up with suppliers to ensure timely delivery of materials, particularly spare parts for plant machinery and transit-mixer vehicles.

• Coordinating with internal departments (production and maintenance) to understand and meet their procurement requirements.

• Supporting vendor sourcing and quotation collection, especially for local and cross-border raw materials and vehicle spare parts.

• Ensuring that all procurement transactions complied with the company's internal procurement policies and procedures.

As one concrete example, quotations were collected from M/S Rafa Motors, a Dhaka-based motor spare parts retailer, for Tata 1109 truck spare parts — including brake handles, clutch plates, a pressure plate, and an accelerator cable — needed for the maintenance of the transit-mixer fleet at Mir Concrete Products Ltd. A sample of this quotation is attached as Appendix A.1.

In addition to spare-parts sourcing, I regularly assisted in raising internal transfer requisitions for Portland Composite Cement moving from Mir Cement Ltd. to Mir Concrete Products Ltd., and in updating the Odoo system with expected arrival dates communicated by transport vendors, so that the production planning team could adjust batching schedules accordingly.

3.2. Training & Development

At the start of the internship, I received on-the-job orientation from the Procurement Department team, which introduced me to the company's Odoo ERP system for processing purchase requisitions and purchase orders, the standard documentation required for supplier onboarding, and the internal approval workflow for procurement transactions.

Over the following weeks, I was gradually given more responsibility, moving from observing procurement transactions to independently handling routine PR/PO processing and supplier follow-ups under supervision. By the middle of the internship, I was regularly entering purchase requisitions into the ERP system myself. Toward the final phase of the internship, I was also given some exposure to vendor sourcing for new suppliers.

I also received informal guidance on interpreting supplier quotations correctly — for instance, distinguishing between quoted prices that were inclusive of VAT and delivery charges and those that were not — which was a practical skill not always emphasized in classroom coverage of procurement.

3.3. Contribution to Organization / Operations

During the internship, I contributed to the Procurement Department's operations by assisting in the timely processing of purchase requisitions and purchase orders, which helped reduce delays in material availability for the production and maintenance teams. I supported the sourcing of local suppliers for factory spare parts and vehicle components — items such as belts, filters, hydraulic parts, and other transit-mixer components —

which are frequently required on short notice. By maintaining accurate procurement records and following up consistently with suppliers, I helped ensure smoother coordination between the Procurement Department and internal departments such as production and maintenance. On one occasion, I noticed that a recurring spare-part item (oil filters for the transit-mixer fleet) was being re-ordered individually every few weeks from the same local supplier at a slightly inconsistent price; I flagged this to my supervisor, who then negotiated a standing rate for the item — the kind of small process-improvement opportunity that day-to-day procurement staff are well placed to notice.

3.4. Evaluation

Overall, my performance during the internship was evaluated positively by my workplace supervisor, Mr. Muhammad Obaidul Haque Mahmood. I was able to independently handle routine PR/PO processing tasks within the first few weeks and was trusted with direct supplier communication as the internship progressed. Areas of strength noted included reliability in documentation, a quick willingness to learn the ERP system, and dependable follow-up with suppliers. Areas identified for further improvement included developing a deeper understanding of pricing negotiation with suppliers and gaining more exposure to formal vendor evaluation criteria.

My supervisor also noted that, given more exposure, I would benefit from participating directly in supplier negotiation meetings rather than only preparing the supporting documentation for them, which I have reflected in my recommendations in Chapter 5.

3.5. Skills Applied

The internship allowed me to apply and further develop several academic and professional skills, including:

- Procurement documentation and process management, applying classroom concepts of the PR/PO cycle to real transactions.

- Odoo ERP system usage for procurement, gaining hands-on familiarity with enterprise software used for purchase order management.

• Supplier communication and coordination, including requesting and comparing quotations and confirming delivery timelines.

• Local and cross-border market knowledge, particularly regarding sourcing of factory machinery parts, vehicle spare parts, and imported raw materials.

• Cross-departmental coordination, working with production and maintenance teams to align procurement priorities.

• Time management and attention to detail, required to manage multiple ongoing purchase requisitions simultaneously.

Beyond the ERP system itself, day-to-day procurement work also relied on a range of supporting tools: standardized RFQ and PO templates for formal supplier communication, a Comparative Statement format for evaluating competing quotations, an internally maintained vendor master list for tracking approved suppliers and their contact details, and informal channels such as phone calls and messaging apps for time-sensitive delivery follow-up. The Vendor Master List in particular is discussed further in Chapter 4, as it became one of my more sustained contributions during the internship.

Table 3 Weekly Overview of Internship Activities

Phase	**Duration**	**Key Activities**
Orientation Phase	Weeks 1–2 (March)	Company/department induction; ERP introduction; observing PR/PO processing.
Guided Practice Phase	Weeks 3–6 (March–April)	Assisting with PR/PO entry; collecting supplier quotations; maintaining records.
Independent Task Phase	Weeks 7–10 (April–May)	Independently processing PR/POs; direct supplier follow-up; coordinating with production/maintenance.
Consolidation Phase	Weeks 11–13 (May–June)	Handling full range of tasks with minimal supervision; supporting vendor sourcing; handover documentation.

Table 4: Key Steps in the Procurement Process Followed During the Internship

Step	Description
1. Requisition	Concerned department raises a Purchase Requisition (PR) specifying the required material or spare part.
2. Vendor Sourcing	Procurement team identifies and collects quotations from local/cross-border suppliers.
3. PO Processing	Purchase Order (PO) is generated and approved through the Odoo ERP system.
4. Supplier Coordination	Supplier is informed of the PO; delivery schedule and terms are confirmed and tracked.
5. Follow-up & Delivery	Procurement team follows up with the supplier to ensure timely delivery.
6. Documentation	Procurement documents and supplier records are updated and filed for audit compliance.

It is also worth noting that Mir Concrete Products Ltd. sources Portland Composite Cement (PCC) not only from Mir Cement Ltd. but also, when required, from other established domestic cement producers such as Aman Cement Mills Uni-2 Limited, reflecting a deliberate multi-sourcing approach.

Table 5. Sample Request for Quotation Processed During the Internship (RFQ #MCPL-PO-02626)

Field	Detail
Buyer	Muhammad Obaidul Haque Mahmood, Senior Deputy General Manager, Procurement
Material	3/4" Stone Chips (Grade B), coarse aggregate for ready-mix concrete
Origin	Meghalaya, India (imported)
Quantity	500 Metric Tons

Unit Price	Tk 4,940 per Ton
Total Value	Approx. Tk 24,70,000
Payment Terms	Advance payment
Delivery Point	MCPL-1, Gabtoli Plant, Beri Bandh, Dhaka
Delivery Terms	Delivery within 24 hours of work order issuance; PO number mandatory on challans/bills; penalty clause applies.

Table 6. Standard Terms & Conditions Included in Company Purchase Orders

Clause	**Requirement**
Payment Terms	Payment via A/C Payee Cheque in favor of the supplier, generally on a "with carrying" basis.
Quality Requirements	Materials must strictly conform to specifications; sub-standard material is rejected and replaced at supplier's cost.
Offer Validity	The Purchase Order remains valid for 45 days from date of issuance.
Delivery Instructions	Deliveries must follow the verbal instructions of a named company contact person.
Documentation Requirement	Supplier must collect a Receiving Challan at each delivery; final bill must include original challan(s) plus PO copy.
Right to Cancel / Adjust Payment	Company reserves the right to cancel the PO or deduct payment for non-conforming goods.
Bill Submission & Payment	Final bill submitted immediately after receiving challan(s); 30 working days to process payment.

<u>Organizational Structure of the Procurement Department</u>

1. Chief Supply Chain Officer (CSCO) — Mohammad Ehsan Al Baqui

2. Senior Deputy General Manager, Procurement — Mr. Muhammad Obaidul Haque Mahmood

3. Manager, Procurement — Mr. S.M. Mahbub Hossain Sohel

4. Assistant Manager, Procurement

5. Senior Procurement Officer

6. Procurement Officer

7. Intern

Another important procurement tool used during the internship was the Comparative Statement, a document used to evaluate and select suppliers whenever multiple quotations were collected for the same material. Once quotations were received from different vendors, they were tabulated side by side — covering item description, quantity, unit price, total amount, and payment terms — along with a Remarks column noting which offer represented the comparatively lower price and which offers were comparatively higher.

Table 7. Sample Comparative Statement — M.S. Plate for Mir Cement Ltd.'s 2nd Unit

SL	Supplier	Total Amount (BDT)	Payment Terms	Remarks
1	M/S. Motalab Iron Store	3,756,000.00	PD Cheque for 15 days; price valid for today only	Comparatively lower price
2	Masum Enterprise	4,410,000.00	PD Cheque for 15 days; price valid for today only	Comparatively high price, but may increase tomorrow

3	Faysal Enterprise	4,440,000.00	PD Cheque for 15 days; price valid for today only	Comparatively higher price, but may increase tomorrow

CHAPTER 4: PROCUREMENT PROCESSES

4.1. Overview of the Procurement Cycle at Mir Group

While Chapter 3 described my overall duties and responsibilities during the internship, this chapter focuses specifically on the mechanics of the procurement process itself — how a need identified on the factory floor eventually becomes a paid, delivered purchase order. Understanding this process in detail was one of the more valuable outcomes of the internship, since procurement in a manufacturing organization such as Mir Group is not a single transaction but a coordinated cycle involving multiple departments, approval layers, and follow-up checkpoints. The sections below walk through this cycle as I observed and practiced it, using an actual process map developed during the internship period, followed by a real requisition-to-purchase-order example, a note on vendor database management, and a brief look at the payment and tax-compliance side of the process.

Table 8 below summarizes the main systems and document types used on a day-to-day basis in this workflow, alongside their primary purpose, before the step-by-step description in Section 4.2.

Table 8: Tools and Documents Used in the Procurement Workflow.

Tool / Document	Primary Purpose
Odoo ERP (Purchasing module)	Raising and tracking Purchase Requisitions (PR) and Purchase Orders (PO)
Request for Quotation (RFQ)	Formally requesting price and delivery terms from prospective suppliers
Comparative Statement	Evaluating multiple supplier quotations side by side before vendor selection
Vendor Master List (Excel)	Maintaining contact details, categories, and ratings of approved suppliers
Receiving Challan	Confirming physical receipt of goods at the plant / warehouse against a PO
Bank Treasury Challan	Recording tax deducted at source when settling supplier payments

Phone / messaging follow-up	Informal day-to-day coordination with suppliers on delivery status

4.2. Step-by-Step Procurement Workflow

Figure 2 summarizes the eight-step procurement cycle followed within the department, from the moment an end user identifies a need to the point where the ordered material is confirmed as received at the plant or warehouse.

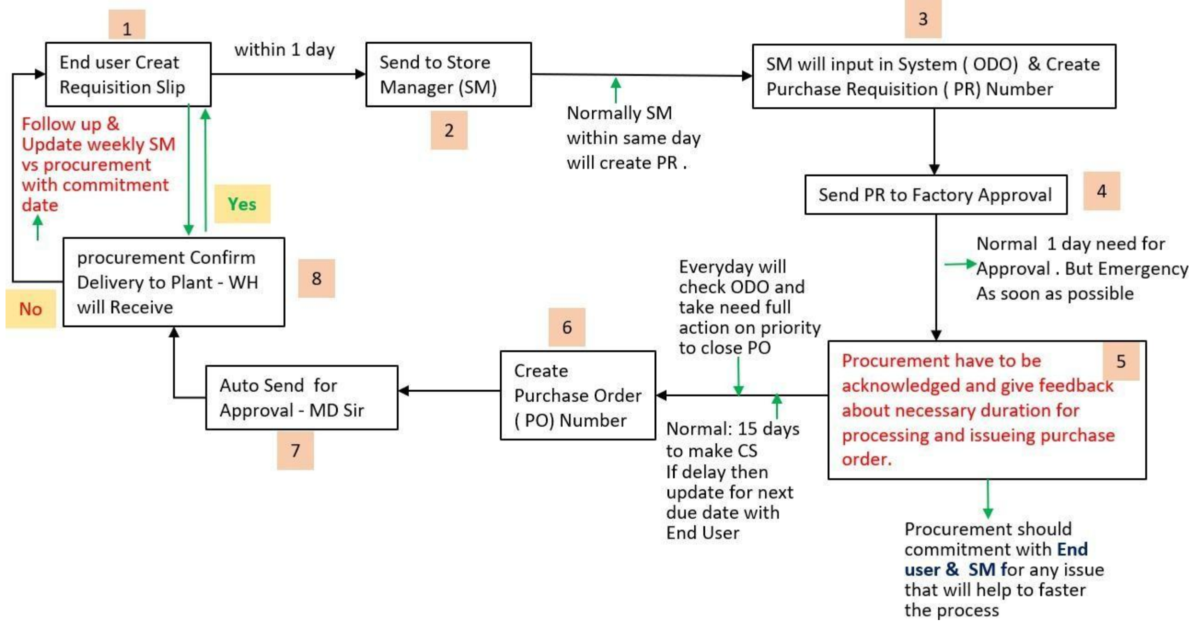

Figure 1. Purchase Requisition-to-Delivery Workflow Followed in the Procurement Department (developed during the internship).

1. Requisition creation: The end user (e.g., a maintenance or production staff member) fills out a Requisition Slip specifying the items, quantities, and the date by which they are required, and forwards it to the Store Manager, normally within one working day of the need arising.

2. Routing to the Store Manager: The Store Manager receives the requisition slip and checks it for completeness before forwarding it into the system.

3. PR creation in Odoo: The Store Manager enters the requisition into the Odoo ERP system, which automatically generates a unique Purchase Requisition (PR) number; this is normally completed on the same day the requisition is received.

4. Factory approval: The PR is sent to the relevant factory-level authority for approval. Under normal circumstances this approval takes about one working day, though emergency requisitions (for example, a breakdown that halts production) are approved as quickly as possible outside the normal cycle.

5. Procurement acknowledgement and commitment: Once approved, the Procurement Department must acknowledge the PR and give the end user and Store Manager an estimated timeframe for sourcing and issuing the Purchase Order — a step meant to keep requesting departments informed and to build accountability into the process.

6. PO creation: Procurement collects quotations, prepares a Comparative Statement where more than one supplier is involved, and generates a Purchase Order number in Odoo. Under normal conditions, the target is to close the Comparative Statement and issue the PO within about 15 days; if this slips, Procurement is expected to proactively update the end user with a revised date rather than let the requisition go silent.

7. Approval routing to management: Once created, the PO is automatically routed for final approval to the Managing Director, reflecting the level of financial oversight the company applies to outgoing purchase commitments regardless of order size.

8. Delivery confirmation: On receipt of the ordered goods at the relevant plant or warehouse, Procurement confirms the delivery in the system, closing out that requisition. If the requisition cannot yet be closed (for example, because of a partial delivery), it loops back into the weekly follow-up cycle between the Store Manager and Procurement until it is fully resolved.

A distinguishing feature of this cycle, compared with the simpler six-step description in Chapter 3 (Table 3), is the explicit weekly follow-up loop between the Store Manager and the Procurement Department, and the deliberate step in which Procurement is required to commit to a processing timeframe rather than simply beginning work on a request without any service-level expectation. In my observation, this follow-up discipline was one of the more effective informal controls the department used to prevent purchase requisitions from being forgotten or delayed indefinitely.

4.3. Requisition to Purchase Order: A Worked Example

To illustrate how this cycle plays out in an actual transaction, Figures 3 and 4 reproduce a Purchase Requisition and its corresponding Purchase Order that I worked with directly during the internship. Requisition REQ-PR-04380, raised on 15 April 2026 for the Store Manager, requested five items connected to routine maintenance of a company vehicle (registration 11-1312): engine oil, an oil filter, an AC filter, an air filter, and a brake service.

Mir Cement Ltd.

HEAD OFFICE: House # B-147 , Road # 22, Mohakhali DOHS , Dhaka , 12(
Bangladesh
Phone No: +88-02-9889335-8 Email : info@mircement.com

PURCHASE REQUISITION SLIP

No: REQ-PR-04380 **Date: 15/04/2026**

SL No.	Items	Remarks	Unit	Requesting Qty	Received Qty	Remaining Qty.	Date Required
1	[1040027] Mobil (20 W 50)		Liter	9.000	9.000	0.000	22/12/2025
2	[1055683] Oil Filter		Pcs	1.000	1.000	0.000	22/12/2025
3	[1054542] AC Filter (Sedan Car - L/V)		Pcs	1.000	0.000	1.000	22/12/2025
4	[1050810] Air Filter (New)		Pcs	1.000	1.000	0.000	22/12/2025
5	[1056671] Brake Service		Nos	1.000	0.000	1.000	22/12/2025

Prepared By:
S.M Mahbub Hossain Sohel
Procurement

Passed By:
S.M Mahbub Hossain Sohel
Procurement

Figure 2. Purchase Requisition Slip #REQ-PR-04380.

Purchase Order #MCL-PO-10102, issued the same day to the vendor New Saudia Motors, covered three of these five line items — the engine oil, oil filter, and air filter — for a total value of BDT 7,065. The remaining two items (the AC filter and the brake service) were not included in this particular PO; the requisition record shows them still outstanding, with a remaining quantity of 1.000 against each. This is a realistic illustration of the partial-fulfillment situation the workflow in Section 4.2 is designed to handle: rather than treating the requisition as closed, it remains open against those two line items and is picked up again in the following week's follow-up check between the Store Manager and Procurement, as shown by the feedback loop in Figure 2, until the vendor either supplies the remaining parts or an alternative supplier is sourced for them.

Mir Cement Ltd.
House # B-147 , Road # 22, Mohakhali DOHS
Dhaka 1206
Bangladesh

Shipping address:
Mir Cement Ltd. (Head Office)
House # B-147 , Road # 22, Mohakhali DOHS
Dhaka 1206
Bangladesh

New Saudia Motors (Creditors)
Bangladesh

Purchase Order #MCL-PO-10102

Buyer	Your Order Reference	Order Date:	Expected Arrival:
S.M Mahbub Hossain Sohel	office vehicle 11-1312	15/04/2026	15/04/2026

Description	Qty	Unit Price	Disc.	Taxes	Amount
[1040027] Mobil (20 W 50)	9.000 Liter	535.000	0.00%		4,815.00 BDT
[1055683] Oil Filter	1.000 Pcs	850.000	0.00%		850.00 BDT
[1050810] Air Filter (New)	1.000 Pcs	1,400.000	0.00%		1,400.00 BDT
			Untaxed Amount		7,065.00 BDT
			Total		**7,065.00 BDT**

Payment Terms:

+88-02-9889335-8 info@mircement.com http://www.mircement.com Page 1 / 1

Figure 3. Purchase Order #MCL-PO-10102 issued against Requisition #REQ-PR-04380.

4.4. Vendor Database Management

One of my more sustained contributions during the internship was helping to build and maintain a structured Vendor Master List for the Procurement Department (Table 7). Prior to this, supplier contact information and category tags existed informally, spread across notebooks and individual staff members' phones; consolidating this into a single spreadsheet made it easier to identify, at a glance, which approved suppliers were available for a given category of material or service, and to record a basic performance rating where enough history was available.

As of the version prepared during the internship, the list held ten active suppliers spanning categories such as automobile parts, construction chemicals, cement (as a backup source), industrial bearings, and material-handling equipment. Each entry recorded the vendor's contact person, phone number, address, and a short description of the products or services offered, and — where a physical visiting card had been collected — a scanned copy was cross-referenced by vendor ID for quick retrieval. This directly supports the recommendation made in Chapter 5 to maintain a pre-verified panel of local suppliers, since the groundwork for such a panel was already underway by the end of the internship.

4.5 Payment Processing and Tax Compliance

Procurement's responsibility does not end once a Purchase Order is issued and goods are received; a supplier's bill must still be processed for payment, and in many cases a portion of that payment is withheld and deposited to the government as tax deducted at source, in line with Bangladesh's income tax rules on payments to contractors and suppliers under Section 89 of the Income Tax Act. Figure 5 shows an example of a treasury deposit challan generated for such a deduction, prepared by Mir Cement Ltd. against a payment to a fuel supplier (Meghna Petroleum Limited) through Jamuna Bank's Mohakhali branch.

ব্যাংকের কপি

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(এস আর অনুচ্ছেদ ৩৭ দ্রষ্টব্য)

চালান ফরম

যমুনা ব্যাংক মহাখালী শাখা শাখায় টাকা জমা দেওয়ার চালান

চালান ভেরিফিকেশন QR কোড

যে সরকারি প্রতিষ্ঠানের অনুকূলে অর্থ জমা হচ্ছে	যার মাধ্যমে টাকা প্রদত্ত হলো তার নাম, সনাক্তকরণ নম্বর ও ঠিকানা	যে ব্যক্তির/প্রতিষ্ঠানের পক্ষ হতে টাকা প্রদত্ত হলো তার নাম, সনাক্তকরণ নম্বর ও ঠিকানা	চালান নং	কি বাবদ জমা দেওয়া হলো তার বিবরণ	জমার পরিমাণ
বৃহৎ করদাতা ইউনিট, ঢাকা	Mir Cement Ltd. **** HOUSE # 8, ROAD # 14,DHANMONDI R/A , Dhaka,	MEGHNA PETROLEUM LIMITED ৩৬******৯৯৯৫ 58/59,Agrabad C/A, Chattogram,	২৫২৬-০০৪৮৯১৭৩৫৮১	১১১২১০১-কোম্পানিসমূহ কর্তৃক দেয় আয়কর	৫,৯৮৬.০০

নতুন কোড: ১১১০২২৩১০৩২৫৮-১১০০০০০০০-১১০০১০০০-১১১২১০১ অন্যান্য বিবরণ/মন্তব্য (যদি থাকে): করবর্ষ ২০২৫ - ২৬ এর জন্য আয়কর ধারা ৮৯ অনুযায়ী

মোট (অংকে) = ৫,৯৮৬.০০

টাকা (কথায়): পাঁচ হাজার নয় শত ছিয়াশি টাকা

তারিখ: ২০/০৪/২০২৬ খ্রি.

এটি একটি সিস্টেম জেনারেটেড চালান, কোন স্বাক্ষর প্রয়োজন নেই।

গ্রাহকের কপি

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চালান ফরম

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চালান ভেরিফিকেশন QR কোড

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বৃহৎ করদাতা ইউনিট, ঢাকা -এর কপি

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বৃহৎ করদাতা ইউনিট, ঢাকা	Mir Cement Ltd. **** HOUSE # 8, ROAD # 14,DHANMONDI R/A , Dhaka,	MEGHNA PETROLEUM LIMITED ৩৬******৯৯৯৫ 58/59,Agrabad C/A, Chattogram,	২৫২৬-০০৪৮৯১৭৩৫৮১	১১১২১০১-কোম্পানিসমূহ কর্তৃক দেয় আয়কর	৫,৯৮৬.০০

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Figure 4. Bank Treasury Deposit Challan for Tax Deducted at Source on a Supplier Payment.

Handling this kind of documentation — even at the periphery, by helping to file and cross-reference challans against the corresponding purchase and payment records — gave me a basic appreciation of how closely Bangladeshi procurement and accounts-payable functions are tied to statutory tax compliance, and why procurement staff are expected to keep purchase orders, receiving challans, and tax-deposit challans together as a single audit trail for each transaction.

4.6. Challenges Observed in the Procurement Process

Working through this cycle repeatedly over three months also surfaced a few recurring friction points. First, because Store Managers and Procurement staff coordinate largely through informal channels (phone calls and messaging) outside the formal PR/PO documents in Odoo, status updates could occasionally be inconsistent between what the system showed and what had actually been agreed verbally. Second, the 15-day informal target for closing a Comparative Statement was not always realistic for cross-border or highly specialized items, where supplier response times were outside the department's control, and end users were not always given advance notice when such delays were likely. Third, the absence of a formal vendor performance scoring system — beyond the basic 1–5 rating field added informally to the Vendor Master List — meant that vendor selection, in practice, still relied heavily on the personal judgement and relationships of senior procurement staff rather than on a documented evaluation history. These observations directly inform the recommendations presented in the concluding chapter.

CHAPTER 5: CONCLUSIONS AND KEY FACTS

5.1. Recommendations

- Maintain a pre-verified panel of local suppliers for frequently needed spare parts, reducing time spent on repeated vendor sourcing.

- Introduce a more structured vendor performance evaluation system based on delivery timeliness, quality, and pricing.

- Further digitize supplier communication by integrating a communication log with the existing Odoo ERP system.

- Provide interns with a slightly more structured, phase-wise training plan at the outset of the internship.

- Consider periodic cross-training sessions between the Procurement Department and the production/maintenance teams.

- Formalize the weekly Store Manager–Procurement follow-up currently done informally into a shared digital tracker (e.g., an Odoo dashboard or shared spreadsheet), so that outstanding partial deliveries such as the one illustrated in Chapter 4 remain visible to both sides without relying on memory or ad hoc phone calls.

5.2. Key understanding

This internship provided me with a clear, practical understanding of how procurement functions within a large manufacturing-based organization. I learned that procurement is not merely a documentation exercise but a coordination-heavy function that directly affects production continuity. I also gained a realistic understanding of the local and cross-border supplier market, and how Odoo ERP is used in practice to standardize and track procurement transactions at scale.

5.3. Conclusion

In conclusion, the three-month internship at Mir Group's Procurement Department offered valuable exposure to real-world procurement operations within Bangladesh's growing cement and ready-mix concrete industry. Working under the supervision of Mr. Muhammad Obaidul Haque Mahmood, I was able to apply my academic knowledge of

Supply Chain Management to practical tasks such as PR/PO processing, Odoo ERP-based transaction handling, local and cross-border supplier sourcing, and cross-departmental coordination. This experience has strengthened both my technical procurement skills and my broader professional readiness, and it has given me a solid practical foundation as I prepare to enter the job market.

Reference

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Internal observations, records, and communications during the internship at Mir Group (March–June 2026).

Appendix-A:

Appendix A.1: Sample Supplier Quotation Collected During the Internship

Actual quotation received from M/S Rafa Motors, a Dhaka-based motor spare parts supplier, for Tata 1109 truck spare parts required for the transit-mixer fleet at Mir Concrete Products Ltd.

CATLOW
BRAND QUALITY SERVICE

M/S RAFA MOTORS

All kinds of Motor Spare Parts Retailer, Whole Seller & Supplier
Nazim's Plaza, 15, North Brook Hall Road, Banglabazar, Dhaka-1100

SINCE 2006
M/S RAFA MOTORS
Brand · Quality · Service

To Date:06/07/2026

Name : MIR CONCRETE PRODUCTS LTD
Address : Sluice Gate Rd, Gabtoli
Attention : MD HABIB SIR
Cell No. :

QUOTATION

Rq.No.	Description	UOM	Brand	Origin	Qty.	Rate (BDT)
	CABIN MOUNTING 1109	PCS	JAYCO	INDIA	1	650
	TIE ROD KIT TATA 1109	PCS	VXL	INDIA	1	850
	BRAKE HANDLE FRONT TATA 1109 MANUAL	PCS	CATLOW	INDIA	1	2400
	BRAKE HANDLE FRONT TATA 1109 AUTO	PCS	CATLOW	INDIA	1	5000
	BRAKE HANDLE REAR TATA 1109 MANUAL	PCS	CATLOW	INDIA	1	3000
	BRAKE HANDLE REAR TATA 1109 AUTO	PCS	CATLOW	INDIA	1	6500
	ACCELERATOR CABLE TATA 1109	PCS	TATA	INDIA	1	950
	PILOT FILER TATA 1109	PCS	TATA	INDIA	1	400
	PRESSURE PLATE TATA 1109	PCS	BGL/MACAS	INDIA	1	11000
	CLUTCH PLATE TATA 1109	PCS	TATA	INDIA	1	8000
	CLUTCH PLATE TATA 1109	PCS	LIPE	INDIA	1	5500
	BRAKE SHOE TATA 1109	SET	RANE	INDIA	1	2600

MD. MIRAJ

Received with Good Condition *Authorized Signature*

Phone : 02-9578756, 02-9580704, Cell : 01913217921, 01673911833, Fax # 02-9580704
Email : rafamotorsbd@gmail.com, msrafamotors@yahoo.com
Web: www.rafamotorsbd.com

Figure A.1: Sample quotation from M/S Rafa Motors for Tata 1109 spare parts.

Appendix A.2: Sample Request for Quotation / Purchase Order (RFQ #MCPL-PO-02626)

Actual Request for Quotation raised by Mir Concrete Products Ltd. for 500 metric tons of imported stone chips from Meghalaya, India.

Mir Concrete Products Ltd.
House # B- 147, Road # 22, Mohakhali DOHS
Dhaka Bangladesh

Shipping address:
MCPL-1(Gabtoli)
Plant - 1: Sluice Gate, Beri Bandh, Gabtoli, Dhaka

M/S Bahar Paribahan

Request for Quotation #MCPL-PO-02626

Buyer	Your Order Reference	Order Deadline:	Expected Arrival:
Muhammad Obaidul Haque Mahmood	10mm-20mm stone chips	15/07/2026	15/07/2026

Description	Qty	Unit Price	Disc.	Taxes	Amount
[1010005] 3/4''- Stone Chips (Grade B)	500.000 M. Ton	4,940.000	0.00%		2,470,000.00 BDT
			Untaxed Amount		2,470,000.00 BDT
			Total		**2,470,000.00 BDT**

1. Description of Materials:

10-20mm Stone

2. Origin:

Meghalay

3. Quantity:

500MT

4. Unit Price:

4940Tk/Ton

5. Total Value:

+/- 24,70,000Tk

6. Payment Terms:

Advance Payment

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Figure A.2a: RFQ #MCPL-PO-02626 — Page 1.

Mir Concrete Products Ltd.
House # B- 147, Road # 22, Mohakhali DOHS
Dhaka Bangladesh

7. Delivery Terms:

- Delivery point: MCPL-1 Gabtoli Plant (Contact: Mr. Arafat – 01321-205401)
- Delivery within 24 hours after issuance of work order.
- Items must meet our specifications and requirements. In case of any deviation, penalty will be charged as per company rules and regulations.
- Supplier must deliver within the stipulated time mentioned in the Purchase Order.
- Quantity as per site measurement will be considered.
- PO number must be quoted on all challans and bills.

8. VAT & Taxes:

VAT and Taxes Excluding in price.

9. Penalty Clause:

MCPL reserves the right to cancel, amend, and deduct price if any discrepancy occurs.

Kindly proceed with the supply as per the above.

Payment Terms:

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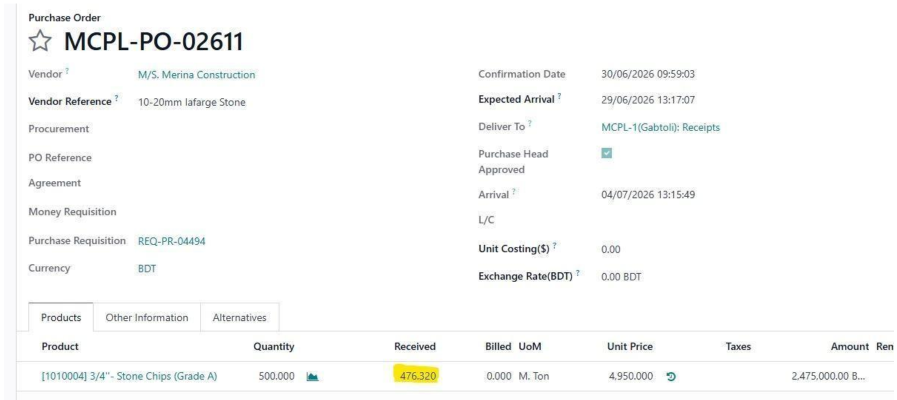
Figure A.2b: RFQ #MCPL-PO-02626 — Page 2.

Appendix A.3: Sample Purchase Order Screen in the Company's Odoo ERP System

Purchase Order (MCPL-PO-02611) as shown in the company's Odoo-based ERP system, raised against vendor M/S Merina Construction for 3/4" Stone Chips (Grade A).



Purchase Order
MCPL-PO-02611

Vendor: M/S. Merina Construction
Vendor Reference: 10-20mm lafarge Stone
Procurement
PO Reference
Agreement
Money Requisition
Purchase Requisition: REQ-PR-04494
Currency: BDT

Confirmation Date: 30/06/2026 09:59:03
Expected Arrival: 29/06/2026 13:17:07
Deliver To: MCPL-1(Gabtoli): Receipts
Purchase Head Approved
Arrival: 04/07/2026 13:15:49
L/C
Unit Costing($): 0.00
Exchange Rate(BDT): 0.00 BDT

Products | Other Information | Alternatives

Product	Quantity	Received	Billed	UoM	Unit Price	Taxes	Amount	Ren
[1010004] 3/4"- Stone Chips (Grade A)	500.000	476.320	0.000	M. Ton	4,950.000		2,475,000.00 B...	

Figure A.3: Purchase Order #MCPL-PO-02611 in the company's Odoo ERP system.

Appendix A.4: Sample Purchase Order with Standard Terms & Conditions (RFQ #MCPL-PO-02621)

Purchase Order raised on domestic cement supplier Aman Cement Mills Uni-2 Limited for 1,000 metric tons of Portland Composite Cement.

Mir Concrete Products Ltd.
House # B- 147, Road # 22, Mohakhali DOHS
Dhaka Bangladesh

Shipping address:
MCPL-1(Gabtoli)
Plant - 1: Sluice Gate, Beri Bandh, Gabtoli, Dhaka

Aman Cement Mills Uni-2 Limited

Request for Quotation #MCPL-PO-02621

Buyer	Your Order Reference	Order Deadline:	Expected Arrival:
Muhammad Obaidul Haque Mahmood	Aman	06/07/2026	06/07/2026

Description	Qty	Unit Price	Disc.	Taxes	Amount
[1010008] Cement - PCC	1,000.000 M. Ton	7,065.2173	0.00%	15%	7,065,217.30 BDT
			Untaxed Amount		7,065,217.30 BDT
			Taxes		1,059,782.60 BDT
			Total		**8,124,999.90 BDT**

TERMS & CONDITIONS

1. Payment Terms:

With Carrying

• All payments will be made through A/C Payee Cheque in favor of AMAN CEMENT MILLS UNIT-2

2. Quality Requirements:

• All supplied materials must strictly conform to the specifications provided by us. Any material falling below the required quality standard will be rejected and must be replaced immediately at the supplier's cost.

3. Offer Validity:

• This Purchase Order will remain valid for 45 **(Forty Five) days** from the date of issuance.

4. Delivery Instructions:

• Deliveries must follow the verbal instructions of **Mr. Govindo (01791-188120)**, and all schedules must be maintained accurately and without delay.

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Figure A.4a: PO #MCPL-PO-02621 — Page 1.

Mir Concrete Products Ltd.
House # B- 147, Road # 22, Mohakhali DOHS
Dhaka Bangladesh

With Carrying

6. Documentation Requirement:

• The supplier must collect the Receiving Challan during each delivery.

• The final bill must include the original Receiving Challan(s) along with a photocopy of this Purchase Order for verification.

7. Right to Cancel or Adjust Payment:

• The company reserves the right to cancel this Purchase Order if any of the above conditions are violated.

• In case the supplied goods differ from the declared specifications, the company reserves the right to deduct the corresponding amount from the final bill.

8. Bill Submission & Payment Processing:

• Final bill must be submitted **immediately after receiving the Challan(s)**.

• A minimum of 30 **working days** is required to process and release the payment after submission of the complete bill.

Payment Terms:

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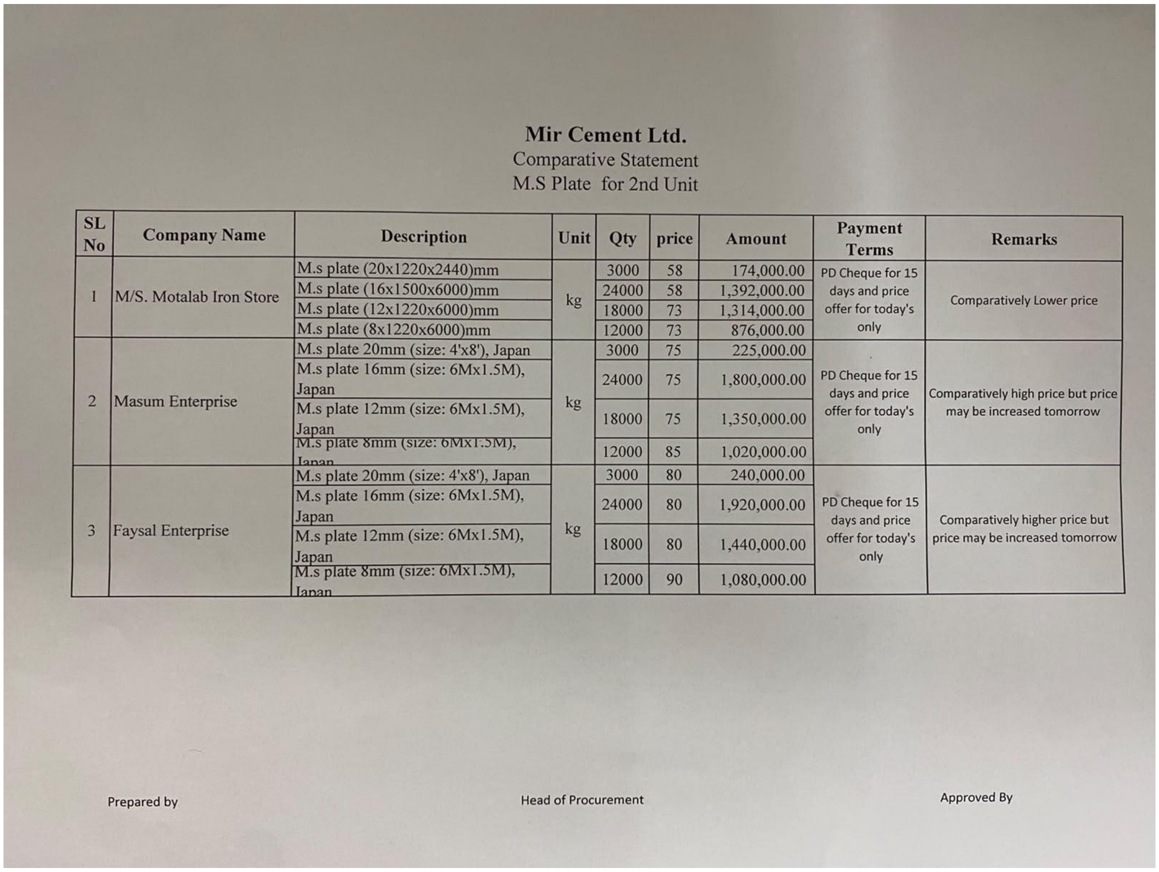
Figure A.4b: PO #MCPL-PO-02621 — Page 2.

Appendix A.5: Sample Comparative Statement for Vendor Selection

Actual Comparative Statement prepared by Mir Cement Ltd. for M.S. Plate procurement for the 2nd production unit, comparing quotations from three suppliers, referenced in Table 6 of Chapter 3.



Mir Cement Ltd.
Comparative Statement
M.S Plate for 2nd Unit

SL No	Company Name	Description	Unit	Qty	price	Amount	Payment Terms	Remarks
1	M/S. Motalab Iron Store	M.s plate (20x1220x2440)mm	kg	3000	58	174,000.00	PD Cheque for 15 days and price offer for today's only	Comparatively Lower price
		M.s plate (16x1500x6000)mm		24000	58	1,392,000.00		
		M.s plate (12x1220x6000)mm		18000	73	1,314,000.00		
		M.s plate (8x1220x6000)mm		12000	73	876,000.00		
2	Masum Enterprise	M.s plate 20mm (size: 4'x8'), Japan	kg	3000	75	225,000.00	PD Cheque for 15 days and price offer for today's only	Comparatively high price but price may be increased tomorrow
		M.s plate 16mm (size: 6Mx1.5M), Japan		24000	75	1,800,000.00		
		M.s plate 12mm (size: 6Mx1.5M), Japan		18000	75	1,350,000.00		
		M.s plate 8mm (size: 6Mx1.5M), Japan		12000	85	1,020,000.00		
3	Faysal Enterprise	M.s plate 20mm (size: 4'x8'), Japan	kg	3000	80	240,000.00	PD Cheque for 15 days and price offer for today's only	Comparatively higher price but price may be increased tomorrow
		M.s plate 16mm (size: 6Mx1.5M), Japan		24000	80	1,920,000.00		
		M.s plate 12mm (size: 6Mx1.5M), Japan		18000	80	1,440,000.00		
		M.s plate 8mm (size: 6Mx1.5M), Japan		12000	90	1,080,000.00		

Prepared by Head of Procurement Approved By

Figure A.5: Comparative Statement — M.S. Plate for Mir Cement Ltd.'s 2nd Unit.