Norms for Procurement Specifications by Design:

1. Specifications for Procurement are to be provided by Design at time of completion of respective package FDD (format to be agreed). Once these specifications are issued, changes will be kept to minimal by Design and by Procurement. (Procurement would have had opportunity to give their inputs at time of Concept Design review + Cost Mgmt would have reviewed these at concept and FDD stage).

2. Any specification change during the tendering process (once tender is issued) will require approval of min. Level 1 of the Procurement team + the Project Designer (level 2 or above).

3. In general, design should provide only functional (end outcome) specifications, rather than specific brand or aesthetic specifications. (How should it work / how should it look, rather than which company should it come from).

4. Brand or aesthetic specifications should be given only in following cases:
    a. Customer touches/sees item directly.
    b. Even if customer does not touch/see item directly, it is a high-technology item and there is significant scope for performance deviation unless the acceptable brands are specified.
    c. In such cases if brand is being specified, min. 2 acceptable brands should be specified by design, as far as possible, to maximize negotiation power. Requirement for 2 acceptable brands can be reduced to 1 if Design confirms on spec sheet that the specific brand is the only acceptable option and there would be negative customer impact if any other brand / unbranded is considered.

5. This process places significant onus of ensuring desired functional outcomes are achieved on the Procurement team. Procurement team will need to take significant care to ensure that:
    a. Functional outcomes are measurable and the process of measurement / acceptance is specified in the tender / contract document.
    b. Payment of the contractor should be significantly linked (min. 20%) to the measurement / acceptance of the functional outcomes by the end user viz. Const Mgmt and FM.
    c. Significant mental effort is put in by the Procurement team to ensure that the flexibility given by not specifying brands is not misused by the Contractor.