



Our Scope of Work



Message from the Director



HEMANT ARORA
(DIRECTOR)

Since our inception in 1999, OHP Food Products (P) Ltd has been unwavering in our commitment to serve the food industry. Under the visionary leadership of Mr. Hemant Arora, with over two decades of expertise, we embarked on a journey that saw the establishment of our biscuit factory in 2000, marking the beginning of our legacy.

Having gained immeasurable experience working with multinationals on a job work basis, we transitioned to consultancy in 2009. Today, we take pride in offering a broad spectrum of strategic expertise and project management to the food industry. Our comprehensive consulting services cover business development, innovation, and best industry practices for the production of value-added food products.

At OHP Food Products, we go beyond conventional consultancy, providing business incubation expertise with an unparalleled level of integrated services. Our commitment to the industry extends to reviving sick units and serving both entrepreneurial settings and larger corporate environments. With a team of industry experts, we navigate the ever-evolving marketplace, ensuring success through proven strategies and tactics.

Thank you for being part of our journey. We look forward to continued collaboration and growth.

Warm regards

OUR TEAM



MR.SUMEET
PANDEY
(Food
Technologist)



MR. MANISH
DHINGRA
(Subsidy Head)

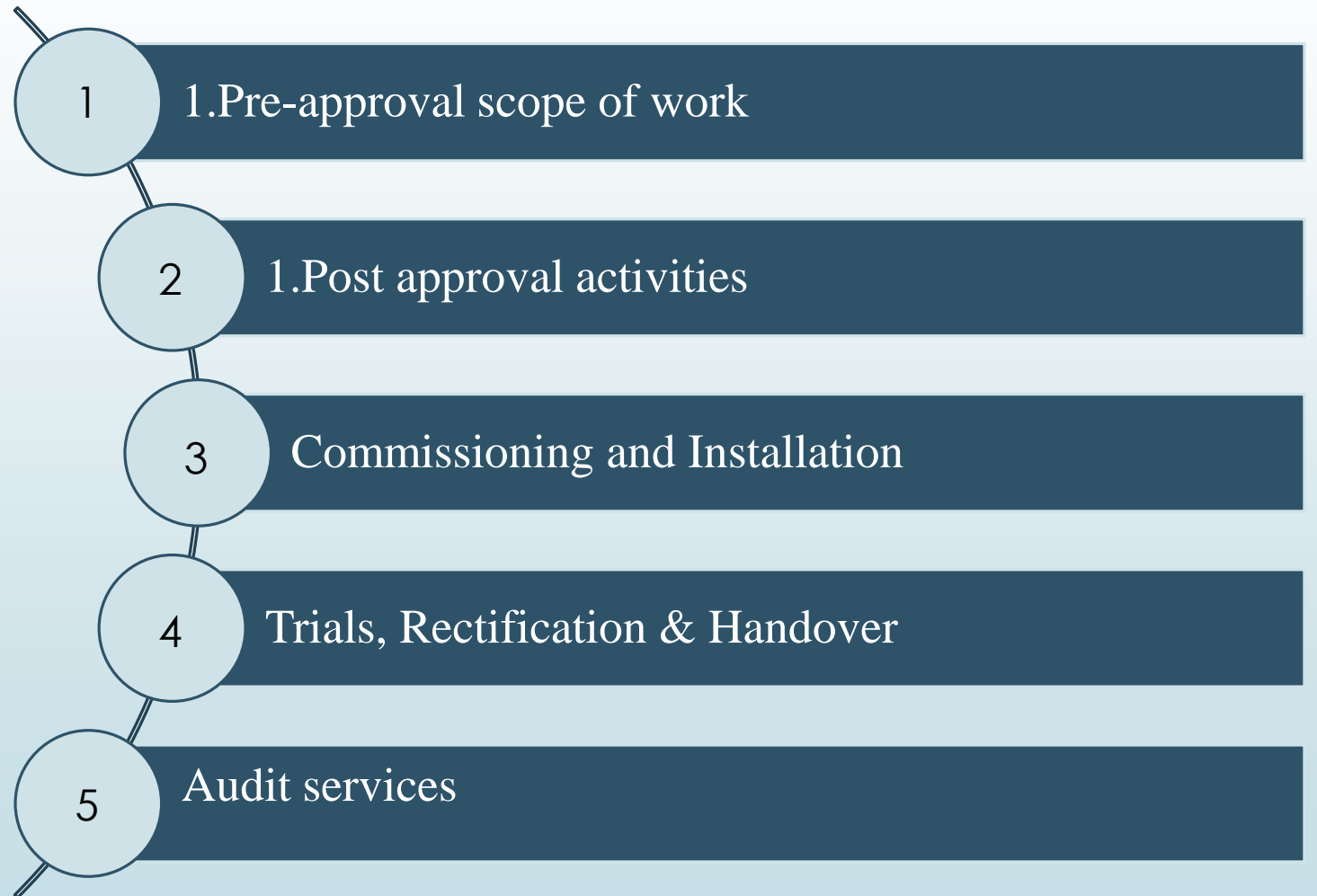


MISS.ABHA
(Project
Coordinator)



MS..ASHMEET
KAUR
(Project
Coordinator)


Line of action





1. Pre-Approval scope of work

(Product and capacity not decided)



○Deep understanding
of client's objective and
expectation from the
project



○Survey and data
collection



○Preparation of
feasibility report

1.2 Pre-Approval scope of work

(Product and capacity not decided)

➤ **Deep understanding of client's objective and expectation from the project**

Upon receiving a client query, we engage in a collaborative consultation process to comprehend their vision and project expectations. This involves a thorough analysis, leveraging our knowledge and extensive experience. Often, discrepancies emerge between the client's initial business proposal and practical requirements. We meticulously scrutinize various facets, including proposed and necessary areas, disparities in cost estimations, capacity assessments, manpower arrangements, and the requisite licenses and permissions. Our commitment is to refine and align the project's parameters with the client's objectives, ensuring a comprehensive and accurate business proposal that lays the foundation for successful project execution.

➤ **Survey and data collection**

Prior to making any substantial commitments, we advocate a prudent approach of testing the waters. Our methodology involves crafting a tailored format specific to the product in question, facilitating a comprehensive survey of the product's market viability. The selection of survey areas is contingent upon the unique characteristics of each product. This meticulous process allows us to gather essential insights and assess the product's potential, enabling informed decision-making before embarking on larger-scale initiatives.

1.3 Pre-Approval scope of work

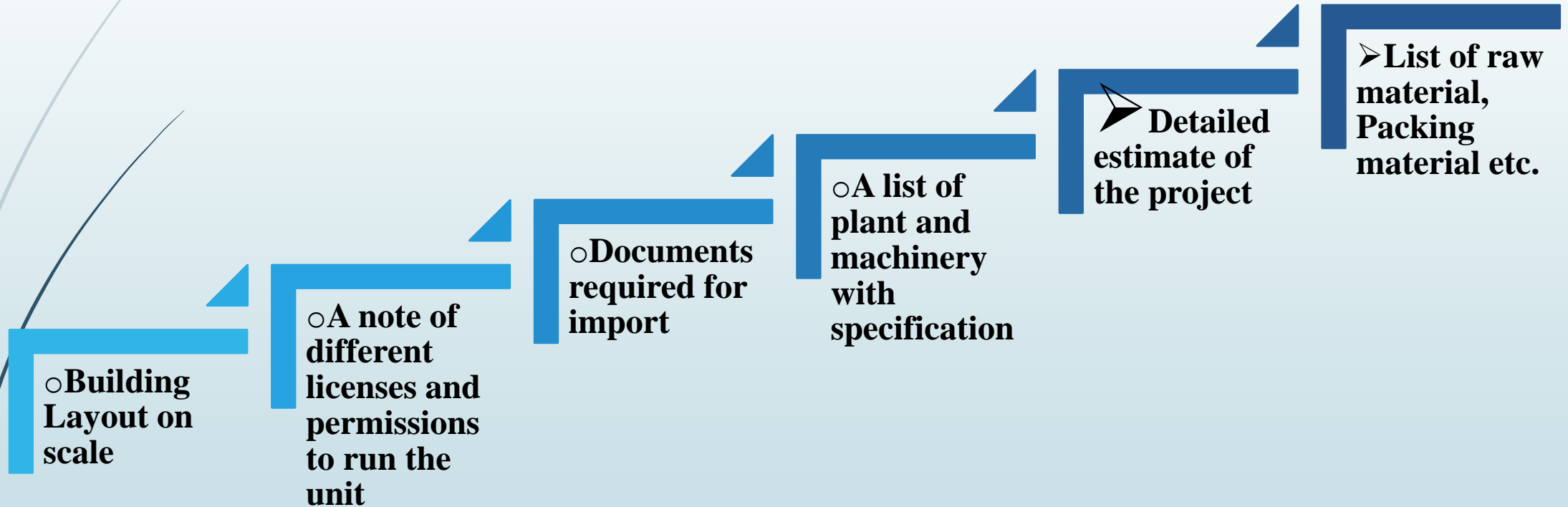
(Product and capacity not decided)

➤ Preparation of feasibility report

- After getting the survey done, we finalized the proposed location .
- We further research and gather information about raw materials, packing materials, electricity cost, Fuel cost, taxes, prevailing salaries and wages, admin cost etc.
- The above information will facilitate us to arrive at the cost of the said product.
- Once we are aware of the cost of the product and selling price of the product , we can calculate the profitability.

1.1 Pre-Approval scope of work

(Product and capacity decided)



1.4 Pre-Approval scope of work

(Product and capacity decided)

➤ **Building Layout on scale**

At this phase, once the product and its production capacity are defined, we proceed to obtain a meticulously scaled building layout. This crucial step enhances our comprehension of production flow, providing an insightful vision of the factory. The scaled layout facilitates streamlined installations, ensuring operational efficiency and meticulous project execution.

➤ **A note of different licenses and permissions**

Comprehensive understanding of the requisite licenses and permissions for factory operations is paramount. We prioritize clarity on the sequential acquisition process for these licenses. Our commitment extends to guiding clients through the licensing procedures, offering assistance to ensure a seamless and compliant regulatory framework for their operations.

1.5 Pre-Approval scope of work

(Product and capacity decided)

➤ **Documents required for import**

We are dedicated to informing our clients about the essential documentation needed for the procurement or importation of machinery. Our transparent communication ensures that clients are well-prepared with the necessary paperwork, facilitating a smooth and efficient process in acquiring or importing machinery for their operations.

➤ **A note of different licenses and permissions**

A comprehensive understanding of the licenses and permissions essential for factory operations is imperative. We prioritize knowing the sequential acquisition process for these licenses. We commit to providing guidance to our clients on the necessary steps and procedures to obtain the required licenses.

➤ **A list of plant and machinery with specification**

It is within our purview to furnish a comprehensive inventory of plant and machinery, inclusive of detailed specifications.

1.6 Pre-Approval scope of work

(Product and capacity decided)

➤ **Detailed estimate of the project**

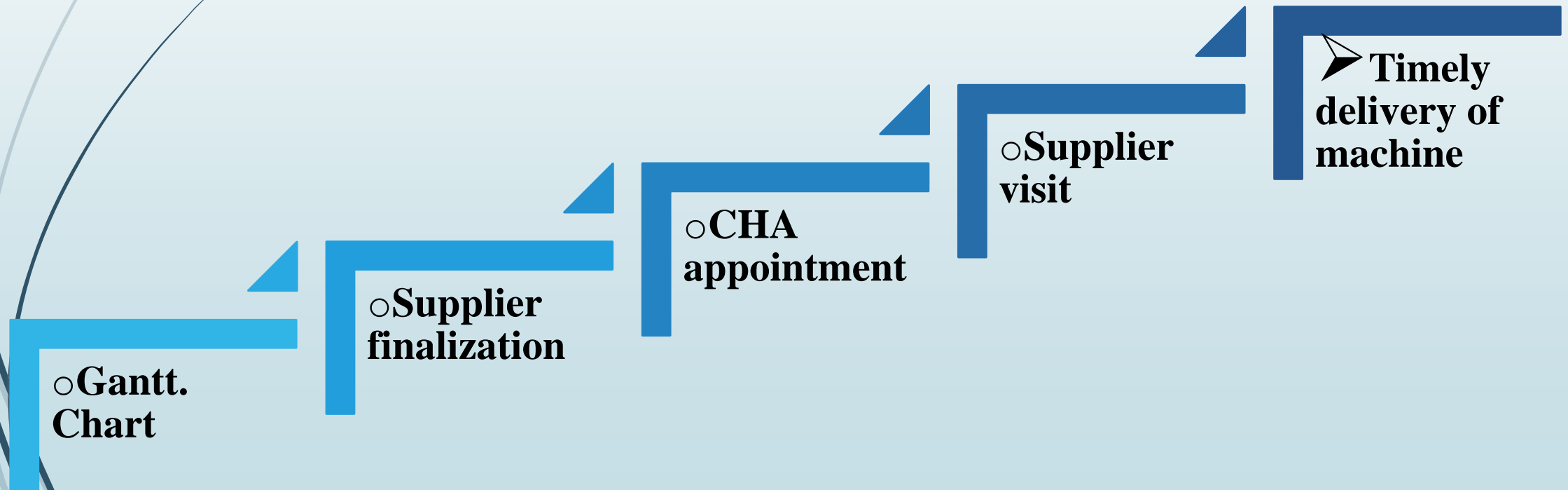
Project cost extends beyond machinery expenses; a comprehensive assessment is imperative. We meticulously evaluate all facets, presenting a detailed project estimate encompassing land, building, machinery, packing, forwarding, transportation, insurance, taxes, port handling, and potential duties. This holistic approach ensures an accurate budget, aiding in strategic fund allocation for seamless project execution.

➤ **List of raw material, Packing material etc.**

We will compile a detailed inventory of raw materials, packaging materials (including quantity and structure), food flavors, and chemicals, complete with specifications. This proactive approach ensures timely procurement for trials and commercial production, optimizing efficiency and readiness for the manufacturing process.

2. Post-Approval scope of work

Upon client approval of the project, encompassing product details, capacity, and packaging sizes, we initiate the next phase. The commencement involves securing an advance amount, governed by mutual understanding and agreement.



2.1 Post-Approval scope of work

Gantt. Chart

We will meticulously formulate a comprehensive implementation schedule for the entire project, outlining tasks from land acquisition to commercial production commencement. This schedule encompasses key activities such as building construction, plant and machinery setup, workforce deployment, regulatory approvals, and material arrangements, ensuring a systematic and well-coordinated execution of all project components.

2.2 Post-Approval scope of work

➤ **Supplier finalization**

Upon receiving the client's advance, we engage with shortlisted suppliers for meticulous negotiation and finalization. We rigorously review machine specifications and ensure alignment with quotations, reaffirming our commitment to precision in the procurement process

➤ **CHA appointment**

Concurrently, we initiate the selection process for a Customs House Agent (CHA) in the importing country. Our aim is to efficiently finalize the CHA to facilitate seamless and expeditious export processes for our clients..

2.3 Post-Approval scope of work

➤ **Supplier visit**

Upon supplier finalization, our team, accompanied by technical experts, conducts surprise visits to the supplier's factory. Thorough inspections, including machine comparison with quotations, are diligently documented through videos and photographs, ensuring transparency and quality assurance for our clients.

➤ **Timely delivery of machine**

We commit to proactively tracking the progress of machine procurement from the supplier, maintaining regular communication with both the supplier and our client. Our diligent oversight aims to ensure timely delivery and, at the appropriate juncture, we will liaise with the client for the balance payment.

3. Commissioning and installation

○Marking the floor

○Placing all the machines as per marking

○Ensuring the team must reach in time

○Ensuring complete support during erection/ installation



3.1 Commissioning and installation

Marking the floor

- We will conduct a thorough analysis of the building, followed by the creation of a preliminary layout. Collaborating with a draughtsman, we will develop the building blueprint and the plant and machinery layout. This meticulous process will culminate in the systematic marking of the floor according to the finalized layout..

Placing all the machines as per marking

- We request the supplier to compile a comprehensive machine list with corresponding markings. Subsequently, our team will handle the unloading and precise placement of each machine in accordance with the designated markings, ensuring an organized and efficient installation process.

3.2 Commissioning and installation

Ensuring the team must reach in time

- We take responsibility for timely deployment of the erection team, meticulously tracking machine delivery status. Our commitment is to efficiently coordinate the team's visit based on the progress, ensuring seamless and punctual execution of the installation process.

Ensuring complete support during erection / installation

- We will maintain regular communication with the supplier and compile a list of items requiring arrangement by the client. Our ongoing dialogue with the client ensures that all agreed-upon prerequisites are in place before the arrival of our team, facilitating a streamlined and efficient installation process.

4. Trails, rectifications, hand over



○ **Raw material and packing material availability**

○ **Staff recruitment**

○ **Training for the processes and machines.**

○ **Trails and rectifications (if any)**

● **Handing over the project**

4.1 Trails, rectifications, hand over

➤ **Raw material and packing material availability**

In anticipation of the trial phase, we will proactively provide the client with a comprehensive list of raw and packing materials. Our commitment extends beyond mere provision; we will actively assist in label designing, ensuring a collaborative approach for a seamless and successful trial..

➤ **Staff recruitment**

We will furnish a detailed staff list encompassing skilled and unskilled labor required for single-shift production. Additionally, we are dedicated to supporting our client in the recruitment process for administrative staff, including conducting interviews and providing valuable assistance as needed.

4.2 Trails, rectifications, hand over

➤ **Training for the processes and machines.**

We are committed to providing comprehensive support for new staff members to ensure a thorough understanding of the operational processes. Coordination with the machine supplier will facilitate proper training sessions for efficient machine operation. As part of our mutual understanding, online after-sales service will be available to address any post-implementation queries.

➤ **Trails and rectifications (if any)**

We will establish a definitive benchmark for the designated product, predetermining the recipe. Anticipating this, we will procure raw materials and packing materials. Following the predetermined recipe, we will craft samples, subjecting them to taste tests by diverse individuals. This iterative process will persist until achieving a unanimously favorable response, ensuring a product with widespread appeal.

4.3 Trails, rectifications, hand over

➤ **Handing over the project**

- Once the taste is approved and we get the WOW factor, we shall record the document and freeze it.
- We further shall make a detailed cost sheet for the product which includes good yield.
- We further draft SOPs and shall do handholding for its implementation
- We shall make different admin reports , shall let our client understand as how to get the reports done?
- Finally, we shall be handing over the product, its recipe, its cost, SOPs and Admin reports

5. Audit Service

○ Preventive maintenance check

○ Consistency control

○ SOPs implementation

○ Cost analyses

● Reconciliation of the product



5.1 Audit Service

- To ensure the best results of any factory we must do the regular audits.
- Factors we work upon during Audit:-

- **Preventive maintenance check:**

We will formulate a preventive maintenance schedule, meticulously addressing each machine during inspections. This interactive approach involves machines providing information on their service status, ensuring a comprehensive and proactive maintenance strategy for optimal operational efficiency.

- **Consistency control:-**

Upon confirmation of recipes, any alterations are strictly prohibited. Defined processes and guidelines must be adhered to, and deviations are not permissible. This stringent approach is integral to maintaining quality consistency and upholding standards within our operations.

5.2 Audit Service

- **SOPs implementation**

We are committed to ensuring strict adherence to Standard Operating Procedures (SOPs), leaving no room for discrepancies. Our dedication to meticulous compliance underscores our commitment to maintaining operational excellence and upholding quality standards.

- **Cost analyses:-**

Regular audits play a pivotal role in identifying opportunities for cost-cutting measures, contributing to enhanced operational efficiency and financial optimization.

- **Reconciliation of the product**

We acknowledge that the actual consumption of raw materials may deviate from the prescribed recipe. It is imperative to systematically assess and analyze the variance between the actual material consumption and the specified quantities outlined in the recipe.



Thank you!