

HP

PROCUREMENT POLICY & PROCUDERS

effective since 2015

2015

Srijan Foundation
Flat no. 106 BIJOY ENCLAVE,
Heerabagh Chowk, Canary Hill Road, Matwari,
Hazaribag-825301,
Jharkhand

[TYPE THE COMPANY ADDRESS]

1.1 Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals/ groups having skills in evaluating what purchases are required from suppliers offering the best deals and matching with the requirement.

The specific purposes of the Procurement Policy are:

- To ensure purchases made do not exceed the budget provided
- To ensure purchased goods and services conform to the quantity and price specified in the order.
- The purchase of goods and services is done in a transparent and are based on collective decisions
- To avoid corruption in any form
- To adhere to the financial procedure and legal framework.

1.2 Methodology

SRIJAN FOUNDATION shall follow methods/ processes as mentioned in this policy document for purchase of goods, equipment and services required for the needs of the organization or its projects. Use of competitive quotation shall be priority practice. The criterion in choosing a supplier shall be based both upon the lowest price and quality. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. SRIJAN FOUNDATION shall specify in the purchase file the reasons the lowest bid was not chosen.

Purchases are generally done under various projects, and sometimes based on the needs of the projects. Therefore it is necessary to follow the following steps:

- A proper written requisition is be submitted to the Procurement committee, the accounts department and the head of the organisation for placing the demand.
- The procurement committee and the accounts department will review the requisition and will find out the viability of fund. If there is enough fund the project co-ordinator / unit-in-charge shall be asked to take out minimum 3 quotations for comparing the prices.
- After the quotations are placed the finance committee and the procurement committee will review the price and the quality of the quotations. The purchase will be done after the review and finalisation based on comparison of the quotations.

- The specific reason for selection and disqualification has to be mentioned in the comparative sheet.
- All procurement has to be done after the approval of the purchase committee. Only after that the procurement order or TOR will be done with the shop or service providers.
- The order will be placed in the name of Srijan Foundation, Hazaribag, Jharkhand.
- Any amount above INR 5000/- should be paid through bank transactions' (cheque/online banking). Although the thrust is to make all transaction through banks.
- The unit in charge/ Project co-ordinator should keep proper bills and delivery slips and should submit it to the accounts department as soon as possible.
- The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

1.3 The Procurement committee:

A procurement committee will be composed in the organisation to address the process of procurement and purchases of goods and services at the organisation level. The committee will be constituted of 3 members. One of which is mandatorily the senior finance officer.