

SHRAMAJIVI MAHILA SAMITY

PROCUREMENT POLICY

Procurement Procedure:

For the purchases of any item, engagement of long term supplier services or assigning printing job works; the following procedure to be followed:

Requisition: -

Project Requirements: In such cases as per the requirement of committed activities under any project, the Project Coordinator will raise a requisition to Admin Department.

Non-Project Requirement (Core): In such cases the concerned department head will raise a requisition to the admin department.

Identifying the supplier:

- The following points need to be ascertained before identifying a supplier for the goods and/or services to be purchased:
- Credibility of the supplier in terms of being able to supply the requirements and in time;
- Cost effectiveness of the goods supplied; Quality of goods supplied;
- Supplier should meet all necessary formalities in connection with its status as per the set rules and regulations;
- Supplier must be able to supply all the goods in the requisition strictly as per the given specifications in the Purchase Order;
- The supplier must be reliable and reputed, preferably a local one;
- Must be able to supply large quantities, if so required;
- Past performance of the supplier – in terms of quality, quantity and time schedule;
- Availability of supplier;
- Reputation of the supplier.

Call for Quotations and analyses: -

Inviting quotations from prospective suppliers, giving specifications of the items required and quantity needed, the requirement of quotation is define

S. No.	Range	Procedure
1	Up to Rs. 15,000/- Single Quotation	Single Quotation
2	From Rs. 15,001/- to Rs. 40,000/-	Two Quotations The vendor may be inform to submit quotations raised by purchase inquiry (verbally or by telephonic)
3	From Rs. 40,001/- to Rs.6,00,000/-	Three Quotations (The three quotations selected and shortlisted suppliers must be formally invited to submit)
4	Above Rs. 6,00,001/-	Publish in News Paper, Web Domain / Tender procedure

Specify the delivery time and place of delivery;

- Upon receiving the quotations (minimum of three), tabulate and analyze them in terms of – a) cost; b) specification provided; c) discounts offered, if any; d) cost of delivery, if so specified; e) time of delivery; f) taxes to be paid;
- After tabulating and analyzing the quotations, determine the best supplier, in terms of net cost, quality and delivery;
- Submit the aforesaid tabulation for the approval of Purchase Committee, consisting of members, for placing an order with the supplier so identified and approved by the Committee, after further negotiating the terms, if so required. On the basis of the recommendation of the purchase committee an approval require from the Executive Director.

Maintaining Stock Register:

The following procedure is to be adopted for maintaining a Stock Register for all consumable items:

- This is to be maintained and kept at Office premises, where the goods are purchased or stored;
- A proper Stock Register, with receipt and issue columns, need to be maintained;
- The Stock Register continues to be updated on regular basis, as soon as fresh goods are received and items issued for office use. The person responsible for maintaining Stock Register must initial the quantities issued and available in the stores;
- All requisitions for issue of supplies, must be numbered and in duplicate. One copy has to be maintained at the Stores and duplicate copy given to Accounts Department;
- All issues shall be recorded immediately in the Stock Register and this must be updated on a daily basis;
- The Stock Register should be maintained on a FIFO (First-in First-out) basis.

Purchasing Committee:

The Purchase Committee shall consist of a group of minimum three members, which will be designated by Executive Director. The committee will be separately formulated at Head Office level and State/Regional Offices level. In such committee the following three departments will be involved;

1. Programme Department / Programme Monitoring Unit;
2. Accounts Department;
3. Admin Department.

Note: If the purchase is above Rs. 15000.00, the approval must be required from the purchasing committee.

Purchase Controls:

The following controls need to be exercised while a purchasing goods and/or services:

- All purchases are to be duly authorized and approved by the competent authority, as described below, before the goods and services are ordered:
Purchases up to Rs. 15,000/- Section In-charge / PC / PM / PMU More than Rs. 15,000 and above Purchase Committee
- All goods received or services rendered are according to specifications and in quantities requested for;
- Liability for all purchases is accurately reflected in the books of accounts and that suppliers are paid only in accordance with the agreed terms;
- Goods ordered are actually received into stores as may be appropriate and relevant according to records updated accordingly.

Contracts and Agreements:

The Admin Department shall prepare contract / agreement for supply / services after getting the recommendation from purchasing committee. In all the contracts / agreement, following provisions should be specifically incorporated:

- i) Details and specifications of supply / services to be rendered;
- ii) Start and completion period;
- iii) Periodicity and format for submission of progress/final reports;
- iv) Terms of payment;
- v) Penal clause of default in services;
- vi) Non-disclosure clause;
- vii) Any other terms as may be mutually agreed.

Advance Payment to Party:

- No advance payment shall be made against any of the aforesaid contracts agreements, until and unless it has been so specifically mentioned under the payment terms of the contract.

- In exceptional cases where advance payments are needed beyond the contractual terms of payment, suitable amendments be made in the contract agreement to incorporate the 'advance payment', specifying the reasons for such amendment.

- The ratio of advance payment shall be pre-determined, as per mutual agreement between SHRAMAJIVI MAHILA SAMITY and contractor.

- The advance payment shall be released after making applicable statutory deductions.

- All advances received have to be acknowledged in writing by respective parties.

Settlement of Bills and Release of Final Payment:

- On the receiving invoice / bills from the party on the completion of the assigned job / supply of goods, the Admin Department bills submit to Account Department after getting required approvals and verifications from the concern authorities.

- After the required verifications account department will release the final payment to the concern party.

Petty Purchases:

All purchases up to maximum of Rs. 15,000/- per item/transaction, are to be considered as petty purchases, and can be ordered, immediately after approval by Section/Project In-charge, without calling for any quotations, or approval by Purchase Committee.

Emergency Purchases:

In emergent situations, needing immediate purchases, the required items can be ordered for purchase directly with the approval of Executive Director. However, in such cases, reasons requiring emergent purchases are to be recorded by the concerned section.

Monopoly Item:

In case of purchases of monopoly items, the purchase might be made from concern supplier with the prior return approval from purchase committee.

Non-Conflict of Personal Interest:

With a view to avoid any conflict of interests, no services shall be hired or goods purchased from the following categories of persons/institutions:

- Any person who is a relative of any of the staff member of SHRMAJIVI MAHILA SAMITY or any member of its Board of Trustees, shall not be eligible for submitting his/her tender quotation for supply of goods. However, in especial cases his information must be declared beforehand seeking permission for tendering.
- No person having any direct or indirect interest in the on-going project activities of SHRMAJIVI MAHILA SAMITY shall be eligible for submitting his/her quotations for supply of goods;



PRESIDENT



SECRETARY



TREASURER

