# Policy for **Procurement**

Giron on the state of the state © @gitanjaliwb

F.C.R.A. Registration no. - 146930075

# **Address:**

Headoffice - Barabagan, P.O. -Barabagan, P.S. - Suri, Dist - Birbhum, State - West Bengal, India, PIN - 731103







# Gitanjali Foundation

# **Policy for Procurement**

#### Overview:

The Procurement Policy of Gitanjali Foundation is a comprehensive document designed to guide the procurement of goods, services, and works. This policy ensures that procurement activities are transparent, competitive, and cost-effective, thereby upholding integrity and accountability.

# 1. Purpose:

# The policy aims to:

- Conduct procurement activities ethically and transparently.
- Achieve value for money through competitive procurement processes.
- Ensure timely and efficient acquisition of goods, services, and works.
- Promote accountability and compliance with legal and regulatory requirements.

# 2. Scope:

# This policy is applicable to:

- All employees, volunteers, and representatives involved in procurement activities.
- All procurement processes, including goods, services, and works.
- All contracts and agreements with suppliers, contractors, and service providers.

#### 3. Principles:

- Transparency: Ensure openness and clarity in all procurement processes and decisions.
- Competition: Encourage competitive bidding to secure value for money.
- Accountability: Hold individuals accountable for procurement decisions and actions.
- Integrity: Maintain honesty and ethical standards in procurement activities.
- Fairness:Ensure equal treatment and opportunities for all suppliers and contractors.
- Compliance: Adhere to all relevant legal, regulatory, and donor requirements.

# 4. Procurement Planning:

#### 4.1 Annual Procurement Plan:

- Develop an annual procurement plan aligned with the foundation's budget and program requirements.



- The plan should detail the goods, services, and works to be procured, estimated costs, and timelines.

# 4.2 Needs Assessment:

- Conduct needs assessments to identify and justify procurement requirements.
- Ensure that procurement needs align with the organization's strategic objectives and program goals.

# 4.3 Budgeting:

- Include all procurement activities in the approved budget.
- Verify fund availability before initiating any procurement process.

#### 5. Procurement Methods:

# 5.1 Competitive Bidding:

- Open Tender:Use for high-value and complex procurements. Advertise publicly to invite bids from eligible suppliers.
- Restricted Tender: Use for specialized procurements. Invite bids from a prequalified list of suppliers.
- Request for Quotation (RFQ): Use for low-value and routine procurements. Obtain quotations from at least three suppliers to ensure competitive pricing.

# **5.2 Non-Competitive Procurement:**

- Single Source Procurement: Use in exceptional cases where only one supplier can provide the required goods, services, or works.
- Emergency Procurement: Use in urgent situations where immediate acquisition is necessary to address unforeseen circumstances.

#### 6. Procurement Process:

# 6.1 Procurement Requisition:

- Submit a procurement requisition form detailing the required goods, services, or works, specifications, quantity, estimated cost, and justification.

# 6.2 Approval:

- Obtain approval from authorized personnel or committees before proceeding. Approval is based on the value and complexity of the procurement.

# 6.3 Solicitation of Bids:

- Prepare and issue solicitation documents, including invitations to bid, request for quotations, or request for proposals, with clear specifications, evaluation criteria, and submission instructions.



#### 6.4 Bid Evaluation:

- Form a bid evaluation committee to review and evaluate bids based on predefined criteria, considering factors such as price, quality, delivery time, and supplier capability.
- Document the evaluation process and prepare an evaluation report recommending the selected supplier.

#### 6.5 Contract Award:

- Award the contract based on evaluation results, ensuring clear and mutually agreed-upon terms.
- Notify unsuccessful bidders and provide feedback if requested.

# 6.6 Contract Management:

- Monitor contract performance to ensure compliance with terms and conditions. Address any issues or disputes during execution.
- Maintain regular communication with the supplier to ensure timely delivery and quality.

#### 7. Procurement Documentation:

# 7.1 Record Keeping:

- Maintain comprehensive records of all procurement activities, including requisitions, solicitations, bids, evaluation reports, contracts, and delivery receipts.
- Store procurement records securely and ensure they are easily accessible for audit and review.

#### 7.2 Reporting:

- Prepare and submit regular procurement reports to the Executive Committee and Board of Trustees. Reports should detail procurement activities, contract awards, and any significant issues or deviations.

#### 8. Internal Controls:

# 8.1 Segregation of Duties:

- Ensure different individuals perform key procurement functions, such as requisition, approval, solicitation, evaluation, and payment, to prevent conflicts of interest and fraud.

# 8.2 Audit and Review:

- Conduct regular internal audits and reviews of procurement activities to assess compliance with policies and procedures. Address any identified weaknesses or non-compliance promptly.



# 8.3 Supplier Performance Monitoring:

- Regularly monitor and evaluate supplier performance. Maintain a supplier database with performance ratings to inform future procurement decisions.

# 9. Compliance and Ethics:

#### 9.1 Code of Conduct:

- Develop and enforce a Code of Conduct for all involved in procurement activities, outlining expected behaviors and standards of integrity.

# 9.2 Conflict of Interest:

- Require disclosure of potential conflicts of interest related to procurement activities. Implement measures to manage and mitigate conflicts.

# 9.3 Anti-Corruption Measures:

- Implement measures to prevent and address corruption in procurement activities. Encourage reporting of suspected corruption through confidential mechanisms.

# 10. Grievance and Dispute Resolution:

# 10.1 Supplier Grievances:

- Establish a formal grievance mechanism for suppliers to raise concerns or disputes. Ensure grievances are addressed promptly and fairly.

#### 10.2 Dispute Resolution:

- Include dispute resolution clauses in all contracts, outlining procedures for resolving conflicts. Utilize mediation or arbitration if necessary.

# 11. Roles and Responsibilities:

#### 11.1 Board of Trustees:

- Provide oversight and ensure alignment of procurement policies with the organization's strategic objectives and ethical standards.

# 11.2 Executive Committee:

- Implement procurement policies, monitor activities, and ensure compliance with internal controls and regulations.

# 11.3 Procurement Officer/Committee:

- Oversee the procurement process, ensure adherence to policies, and manage bid evaluations and contracts.



# 11.4 Employees and Volunteers:

- Uphold procurement policy principles in daily activities and report any suspected violations or misconduct.

# 12. Training and Capacity Building:

# **12.1 Training Programs:**

- Provide regular training for those involved in procurement activities, covering policies, procedures, ethical standards, and legal requirements.

# 12.2 Capacity Building:

- Enhance procurement staff capacity through professional development opportunities, workshops, and seminars. Encourage continuous learning and improvement.

#### Conclusion:

The Gitanjali Foundation's Procurement Policy ensures that procurement activities are conducted transparently, competitively, and ethically. Adhering to these guidelines and procedures promotes accountability, efficiency, and integrity, supporting the foundation's mission of social upliftment and community development.

