

Policy for Procurement



Gitanjali Foundation



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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 pre-qualified 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.

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.