

SAMPLE PROCUREMENT POLICY



Approved by: Executive Committee of Shibganj Integrated Development Society

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Purpose of procurement:

The overall purpose of procurement regulations is to ensure that **Shibganj Integrated Development Society (SIDS)** gets the highest quality of desired goods and services at the best price possible. The regulations are also aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff and members involved in the procurement process and to all types of procurement.

The procurement Committee:

The procurement committee of the organization shall be composed of the Secretary, President, one female board member, one staff and one general member who are selected by the Governing body. The committee shall meet when something will need to be purchased. One procurement Officer will be selected from the procurement committee by the Governing body.

Separation of Duties:

There shall be proper separation of duties. The Secretary will issue orders for purchasing the materials as per resolutions. One person will certify that the goods supplied are satisfactory. One person will accept goods in store. The secretary is authorized as per article of Association for payments.

Procurement Requisition:

Requisition of procurement of all departments of SIDS will be submitted to the Procurement Officer. The Procurement Requisition form will show the following: i) Items required ii) Quantities iii) Delivery dates and locations iv) Accounting information v) Signature of the preparing person vi) Signature of the Procurement officer after verifying the requisition vii) At last, approval of the Secretary. Some donors do prescribe some conditions or restrictions required to be observed in the course of procurement pertaining to the project they fund. It is the responsibility of the procurement committee to ensure that such donor requirements and restrictions are observed in the procurement of goods and services but within the framework of **Shibganj Integrated Development Society** procurement guidelines. All requisitions and other related papers must be signed by the Secretary of the organization. Goods and services will only be procured within approved budgets except in case of emergencies.



Vendor Selection:

Careful selection of vendors should be done to ensure that best possible price, quality and delivery time available within the markets is obtained. A list of suitable vendors and a list of pre-qualified vendors for each type of goods and services based on letters of introduction and past performances shall be maintained. This will make the process of vendor identification much faster. New Vendor selection for inclusion in the list of pre-qualified vendors will take place once per year and will be done by the Procurement Committee.

Vendor selection criteria:

The selection of vendors will be done on the following criteria: i) Price ii) Quality of goods and services iii) Availability of goods and services within the required delivery time iv) Previous records of performance and service. V) Ability of vendor to render satisfactory service in this instance. Vi) Availability of vendor or his/her representatives to call upon and consult with. Vii) Financial ability of the vendor. Viii) Payment terms ix) Warranty offered. The Procurement Officer will send an invitation to tender to each vendor listed to be invited. The vendors will pick up tender documents at **Shibganj Integrated Development Society** office specifying the goods and details or any relevant information needed to get accurate bids.

Local purchase order:

Upon selection of a vendor, a work order will be issued to the selected vendor and a legally binding contract should be drawn up for the goods and services and signed by both parties prior to procurement. Quantities, prices, delivery deadlines, locations, payment schedules, etc. must be specified in such contracts. The Procurement Officer, on behalf of the Procurement Committee, will sign in the both parties contract form. Where the same goods and services may be issued several times a year, one vendor may be selected for a period of up to one year. But separate contracts for the goods and services should be drawn up on each occasion.

Certifying delivery of Goods and services:

The procurement process cannot be completed without certification. The Procurement Officer will certify and ensure that goods and services are checked against contracts, waybills, invoices or delivery notes. Physical checking should be done by the requisition department and not by the Procurement Officer. The Requisition department will receive the goods and services and sign on the delivery notes.



Payment procedure:

The recipient department is responsible for preparing payment requisition and the requisition will be forwarded to the Procurement Officer for checking and certifying. The document is then sent to the Finance department for further checking and necessary approval. At last, the Authority will sign to pay. All payments must be made in accordance to the contractual terms between the vendor and **Shibganj Integrated Development Society**.

Code of Conduct:

No employee, Officer, Director, volunteer, members and advisors shall participate as vendors. They do not accept any gratuities, gifts, consulting fees or anything having a monetary value from a vendor, potential vendor, from the family of a vendor and others. If any person has been convicted in all these matters, the organization shall take disciplinary action against him. In particular, any staff involved in the procurement process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as the supplier of goods and services.

