

Palawi



a touch of life

Residential Project for  children

Prabha Hira Pratishthan Procurement Policy

Effective Date: [01/04/2024]

Approved by: Board of Trustees

1. Purpose

The purpose of this procurement policy is to establish guidelines for acquiring goods, services, and works in a manner that ensures efficiency, transparency, accountability, and alignment with Prabha Hira Pratishthan's mission.

This policy applies to all departments and projects under the organization, including Palawi Child Care Project, Palawi Dnyanmandir School, Shree Naivaidyam Kitchen, and other ongoing initiatives.

2. Scope

This policy covers all procurement activities, including but not limited to:

- Goods: Supplies, materials, equipment, food, clothing, medicine, etc.
- Services: Professional services, consultancy, maintenance, repairs.
- Works: Construction, renovation, and infrastructure projects.

3. Procurement Principles

Procurement activities must adhere to the following principles:

1. Transparency: Open and clear processes to avoid any bias or favoritism.
2. Accountability: All procurement activities are subject to internal audits.
3. Value for Money: Aim to get the best combination of quality and cost.
4. Fair Competition: Promote competitive bidding where appropriate.
5. Ethical Conduct: All involved personnel must act ethically and avoid conflicts of interest.

4. Procurement Authority

- Trustees & Leadership: Responsible for setting the procurement budget and approving large purchases exceeding a specific threshold (e.g., INR 1,00,000).
- Department Heads: Can authorize purchases within their approved budget for routine operational needs.
- Procurement Committee: For significant purchases or contracts, a committee comprising trustees, the project head, and financial personnel will oversee the procurement process.

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5. Procurement Process

5.1. Planning

Each department must submit a yearly procurement plan that aligns with the organization's strategic goals. The plan should include:

- Anticipated needs.
- Estimated costs.
- Timeline for purchases.

5.2. Vendor Selection

- Prequalification of Vendors: Maintain an updated list of approved vendors based on previous experience, quality, and compliance with ethical standards.
- Tendering Process: For purchases exceeding INR 5000, a minimum of three quotes must be obtained to ensure competitive pricing. For larger projects or specialized services, an open tender process may be used.
- Evaluation Criteria: Vendors will be evaluated on the basis of cost, quality, delivery schedule, and past performance.

5.3. Purchase Orders

- All purchases must be initiated with an official purchase order (PO). The PO must be signed by the department head and approved by the Secretary, depending on the amount.
- Small purchases (under INR 10,000) may be approved by department heads.
- Mid-level purchases (INR 10,000–50,000) require approval from the project head and finance department.
- High-value purchases (over INR 50,000) must be approved by the Procurement Committee.

5.4. Contracting

For high-value or long-term engagements, contracts must be drafted and signed by the vendor and the organization's authorized representative. These contracts should include:

- Terms of delivery.
- Payment schedule.
- Penalties for non-compliance or delays.
- Performance guarantees, where applicable.

6. Payment Procedures

- All payments must be processed through the finance department.
- Payments will be made based on the terms agreed in the PO or contract.
 - Documentation, including invoices, receipts, and delivery notes, must be provided before any payment is released.
 - Advance payments are limited and must be justified and approved by the procurement committee.

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7. Inventory Management

Purchased goods must be recorded and managed through the organization's inventory system. The Store Keeper Head is responsible for ensuring:

- Proper storage.
- Accurate stock levels.
- Regular audits to track usage and prevent loss or theft.

8. Exceptions

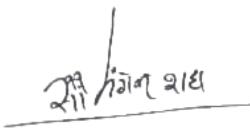
- In cases of emergency or urgent need (e.g., medical supplies for Palawi Sanjeevani Medical Unit), the procurement process may be expedited with approval from the Secretary. A report justifying the urgency and bypassing of the standard process must be filed afterward.

9. Monitoring and Reporting

- The finance department will monitor procurement expenditures against the budget. Monthly reports will be provided to department heads, and quarterly reviews will be conducted with the Board of Trustees to ensure compliance and cost control.

10. Review and Amendments

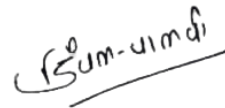
- This procurement policy will be reviewed annually by the Board of Trustees to ensure relevance and efficiency. Amendments may be made as required, subject to the approval of the board.



Mangal Shah
President



Prabha Hira Pratishtahn, Pandharpur.



Dimple Ghadge
Secretary