



**SARDS**



**PROCUREMENT POLICY**

## 1. Objective

1.1 This Procurement Policy outlines **SARDS's** approach to procurement, emphasizing transparency, fairness, efficiency, and sustainability.

1.2 The policy ensures that all procurement processes comply with legal and ethical standards while supporting the organization's mission.

## 2. Scope

2.1 This policy applies to all procurement activities undertaken by **SARDS**, including goods, services, and works essential for program and project operations.

## 3. Principles of Procurement

- **Transparency:** **SARDS** will conduct procurement in a clear and open manner, providing accessible information to stakeholders.
- **Fairness:** All procurement activities will be conducted impartially, ensuring equal opportunities for all vendors.
- **Integrity:** High standards of ethical conduct will be upheld, avoiding conflicts of interest and corruption.
- **Efficiency:** Processes will aim for efficiency, minimizing delays and administrative burdens.
- **Sustainability:** **SARDS** will prioritize environmentally and socially responsible procurement practices.

## 4. Responsibilities

- **Executive Director:** Oversees procurement activities following this policy.
- **Program Managers:** Identify needs, specify requirements, and provide input.
- **Suppliers:** Must comply with **SARDS** standards regarding quality, pricing, delivery, and sustainability.

## 5. Procurement Process

- **Planning:** Procurement activities start with needs assessment, budgeting, and specification development.
- **Solicitation:** Bids will be solicited through competitive, transparent processes.
- **Evaluation:** Bids are evaluated objectively based on established criteria, following the principles of fairness and integrity.
- **Contracting:** Contracts are awarded with clear, legally binding terms.

## 6. Purchase Committee Procurement Process

### a. Vendor Identification :

- List Required Items: Identify items needed.
- Market Inquiry: Research potential vendors.

### b. Vendor Selection Criteria

#### Vendors are selected based on:

- Pricing: Cost-effectiveness.
- Supply Capacity: Ability to meet demand.
- Delivery Timeliness: On-time delivery.
- Material Quality: Quality assurance.
- Billing: GST and cash bills provided.
- Licensing: Ensuring necessary licenses.
- Credibility: Vendor reputation and reliability.

#### Select two to three vendors based on these criteria.

#### 1. Document Collection

#### Required vendor documents:

- Aadhar Card
- PAN Card
- Bank Passbook/Cheques
- GST Certificate
- Non-GST Certificate    Aadhar & PAN Linked Certificate

**Verification: Ensure all documents are valid and linked.**

- **Purchase Order**

- **Issue Order:** Send the Purchase Order to the selected vendor.
- **Review Terms:** Confirm terms and conditions.
- **Vendor Confirmation:** Obtain confirmation letter.

- **Approval Process**

- **Requisition:** Project Coordinator submits requisitions.
- **Finance Review:** Finance Manager reviews and sends to Project Director for approval.
- **Purchase:** Proceed with order upon approval.

- **Delivery and Quality Check**

- **Inspection:** Conduct quality and quantity checks.
- **Distribution:** Send approved items to the field office.

## **7. Approval of Expenses**

**7.1** Operational expenses follow the delegation of powers approved by the Board/Trustee (see Annexure 1: Authority Matrix).

**7.2** Capital purchases require:

- Under Rs. 5,000: Approval by Project Manager.
- Over Rs. 5,000: Three quotations and Executive Secretary approval.

## **8. Compliance and Monitoring**

**8.1** Compliance will be ensured through regular monitoring, review, and internal audits.

**8.2** Deviations from policy require proper justification and approval.

## 9. Conflict of Interest

**9.1** All individuals involved in procurement must disclose any conflicts of interest and recuse themselves where conflicts exist.

## 10. Training and Capacity Building

**10.1 SARDS** will provide training for employees involved in procurement to enhance their skills in best practices and ethical standards.

## 11. Review and Revision

**11.1** This policy will be reviewed periodically to maintain relevance and alignment with **SARDS**.

**11.2** Proposed revisions require APD review and Executive Secretary approval.

## 12. Effective Date

**12.1** This Procurement Policy will come into effect from **10-11-2024**, superseding previous procurement guidelines.

**Annexure 1: Authority Matrix Format**

<b>Programmes</b>	<b>1st Approver (&lt;5000)</b>	<b>2nd Approver (&gt;5000-10000)</b>	<b>3rd Approver (10001 &amp; above)</b>
	Program Manager	Accountant	Executive Secretary