

PROCUREMENT POLICY



**SINDUAR TOLA GRAMODAYA VIKAS VIDYALAYA
(SGVV)**

PROCUREMENT POLICY

Objective:

The goal of this procurement policy is to provide a centralized processor requesting to the purchase of a product or service for company or departmental use. In addition, this policy aims to streamline and compress the traditional request for quotation process to align and support SGVV goals and values, while still providing the necessary due diligence with vendor selection.

Procurement policy overview Pre-request as requirements. All purchases must be approved by the purchasing committee before the request is submitted by secretary, treasurer and accountant. Each procuring committee member is responsible for adhering to their respective organizational budgets and must be able to track the spend throughout the year. Firstly, identify at least three vendors and demand to them a quotation for procurement. Getting at least three quotation, Procurement committee will review the quotation at all possible angles and proceed further.

Procurement Committee:

The following committee will decide for any gross purchase more than Rs. 10,000/- in the organization:

- Concerned Programme Officer
- Accountant
- Secretary
- One EC member

Payment:

Any payment more than Rs. 10,000/- (ten thousand) will be paid from head office directly. If the head office is in distance place (100 km or above) in that case payment will be made from Project office by a person specially authorized for the purpose.

Depending on the anticipated cost and complexity of the purchase, this may include a short requirement. This quotation & session explores more details about product or service need, requirements for successful implementation and potential vendors for the solution. Next, procurement will lead pricing discussions, contractual negotiations and contract review. This part of the process includes a review and assessment of current incumbents, if any. When a final vendor has been selected, procurement is responsible for routing any contractual documents for signatures, engaging with accounts payable to

facilitate the transaction and entering any agreements into the procurement system of record. Further, all agreements, whether an executable document, will need to be reviewed and approved by Procurement committee before the purchase can be finalized. The many types of purchases (and renewals) SGVV will need to make throughout the year. Each request will be evaluated by procurement committee to determine if the request for encompasses process is required. The type of request for encompasses required is determined by purchase type: software, service, commodity or other.

Procurement policy exclusions:

There are some types of purchases that need not be reviewed or approved by Procurement committee. General business expenses such as office supplies, travel and venue bookings for team building events do not need to use this procurement process. Expenses of this nature are subject to the SGVV's expense policy. Further, new hire and onboarding equipment purchases such as laptops and monitors are facilitated through the procurement committee. Finally, anything less than 10,000/ (Ten thousand) does not require a contract only needs your secretary's approval, subject to their own approval limits.

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Rajendra

Secretary

Sinduartola Gramodaya Vikas Vidyalaya