BANWASI VIKAS ASHRAM(BVA)

New Barganda , Giridih, Jharkhand India

Procurement Policy

1. Introduction

BVA or "the Organization" is committed to adhere to the highest standards of ethical, moral and legal conduct of operations. To maintain these standards, the Organization implements this Procurement Policy with the objective to maximize value basis factors such as price, payment terms, fit for purpose, quality, service, reliability, availability etc. to ensure that the Organization

Conducts its purchasing activities with the utmost probity and transparency.

2. Purpose

The purpose of this Procurement Policy is to obtain the appropriate goods, works and services for the Organization, at an appropriate time, cost and the manner which balances the overall institutional requirements for economy, efficiency, value for money, transparency, accountability, environmental and social sustainability.

3. Scope

This Policy is applicable to all the employees, consultants, representatives, volunteers, trustees, interns, network partners, directors, members of the Board of Trustees, and any other committees of BVA engaged in procurement for, and on behalf of the Organization.

4. Policy requirements for Goods and Services

4.1 All invoices for goods and services shall be processed via a purchase order issued pursuant to a Procurement contract;

4.2 The below mentioned protocol shall be followed for procurement of goods & services. The department proposing the procurement request shall submit detailed information/justification on the nature, quality and quantity of materials/services, the urgency involved and the relevant project. Irrespective of the monetary value and quantity, 3 quotations shall be invited for all procurements of the Organization.

Sl. No.	Procurement	Amount (in INR) per transaction	Approving Authority
1	Purchase of goods & Services	Up to 50,000/-	Director / Secretary – Operations
2	Purchase of goods & Services	50,000 – 5,00,000/-	Management Committee (MC)

5. Sourcing Process and Choice of Supplier

5.1 Long-term business value of BVA should be aimed at by procuring to the most efficient, suitable product/service, at appropriate quality and at the lowest total cost of ownership ("TCO") must be the main selection criterion when choosing a supplier;

5.2 All purchases of and goods and services a above a value of INR 5,00,000 shall be competitively tendered to minimum 3 suppliers. The L1 bidder with most competitive quality and value for money shall be chosen by the Management Committee. Technical expertise; where applicable, shall also be an additional factor;

5.3 Where an existing procurement agreement has been in place for three years or more, it cannot be extended without a prior written approval of the Management Committee;

5.4 The performance (supply, quality, service, financial) of all strategic and critical suppliers of SAHYOGINI must be continuously monitored and evaluated;

5.5 The e-Procurement system (online competitive sourcing) is recommended to be used, where appropriate and available;

5.6 The comprehensive note on details pertaining to goods/services, quantity, quality, purpose justification, Compliance undertaking by Supplier (as per 5.7 below), price agreed ("Sourcing Summary"), approvals and other relevant sourcing documentation must be filed in the repository together with the signed Procurement contract. This shall enable subsequent review and ensure availability of sufficient documentation, in the event of any audit, complaints and/or legal disputes;

5.7 Supplier Compliance Undertaking

5.7.1 We expect our suppliers to develop and implement policies and procedures to ensure compliance with all applicable laws, including; but not limited to human rights in their businesses. Orgnisation respects all human rights of employees and communities in which we operate, and are committed to promoting these principles to our suppliers. In practice, we require that suppliers are compliant with legal and statutory requirements, including; but not

Limited to the following:

- Child Labour: No workers under the age of 18;
- Forced Labour: No forced labour, bonded labour, including prison or debt bondage labour;

Steps to prevent injuries; regular health and safety worker training; system to detect threats to health and safety; access to bathrooms and potable water;

- Discrimination: No discrimination based on race, caste, origin, religion, disability, gender, sexual orientation, union or political affiliation, or age;
- Working Hours & Compensation: Comply with the applicable laws on working hours, overtime etc. Also, ensure that the compensation meets the legal and industry standards;
- Procurement Laws: Strict compliance with trade sanctions, trade policies, as issued by relevant Departments and Ministries from time to time;

5.7.2 In rare cases where single sourcing and key supplier dependency cannot be avoided, specific exemptions to one or more of the rules on the sourcing process and choice of suppliers may be granted. Such exemptions must be agreed by the Management Committee and clearly documented through the respective Sourcing Summary.

6. Procurement Contracts & Approvals

6.1 All contracts must be signed in accordance with the approving rights of the Organization. Sign-off of the Sourcing Summary is a pre-requisite before signing the contract;

6.2 All contracts must be executed as per BVA's standard procurement contract template. At a minimum, BVA's general terms & conditions must prevail. Any deviation from these guidelines requires the approval of BVA's legal consultant/legal support team;

6.3 Invoices raised as part of the procurement process should be appropriately validated and scrutinized before they are processed for payment.

7. Violations of Policy

An Associate who violates this Policy, regardless of financial loss to the Organization, may receive appropriate disciplinary action up to; and including termination in addition to any other legal and remedial actions available to the Organization under applicable law.

8. Exceptions and Review of Policy

8.1 Any deviations from this policy require prior written approval from the Management Committee;

8.2 The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.

This policy was unanimously confirmed in the BVA Executive Committee meeting on dated 24/04/2023. And this policy was adopted.

25/4/23

Suresh Kumar Shakti

Secretary

Banwasi Vikas Ashram, Giridih

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