

# Procurement Policy

## 1. Objective

To establish standardized procedures for the procurement of goods and services that are cost-effective, timely, and compliant with donor and regulatory guidelines.

## 2. Scope

This policy applies to all departments and projects within Swarga Foundation involving the procurement of items or services, regardless of the funding source.

## 3. Procurement Principles

- **Transparency:** Open and fair procurement processes
- **Cost-effectiveness:** Value for money in all purchases
- **Accountability:** Clearly defined responsibilities and approvals
- **Quality Assurance:** Purchase of reliable and durable goods/services
- **Documentation:** Proper recordkeeping of procurement activities

## 4. Purchase Requisition Process

1. **Initiation:** Requesting department submits a Purchase Requisition Form (PRF) with specifications.
2. **Quotation Collection:** As per threshold, vendors are invited to submit quotations.
3. **Comparison & Evaluation:** Comparative Statement prepared for decision-making.
4. **Approval:** As per the designated authority matrix.
5. **Purchase Order:** Issued to the selected vendor, clearly stating price, delivery, and payment terms.
6. **Delivery & Inspection:** Goods/services are inspected by the receiving department.
7. **Payment:** Processed only upon verification of delivery note and invoice.

## 6. Emergency Procurement

In exceptional or emergency situations (e.g., urgent medical equipment), the procurement may be fast-tracked with written justification and approval from the Managing Trustee or designated authority.

## 7. Vendor Selection Criteria

- Price competitiveness
- Quality of goods/services
- Timely delivery
- After-sales service/warranty
- Previous experience with NGO sector (preferred)

## 8. Asset Procurement

All capital purchases (equipment, furniture, etc.):

- Are recorded in the **Asset Register**
- Tagged with asset IDs
- Depreciation calculated annually as per accounting norms

## 9. Recordkeeping

The following documents must be maintained (physical or digital) for each procurement:

- Purchase Requisition Form
- Quotations/Invoices
- Comparative Statement
- Purchase Order
- Delivery Note/Challan
- Payment Proof
- Vendor Evaluation (for major procurements)

## 10. Roles & Responsibilities

<b>Role</b>	<b>Responsibility</b>
Admin Coordinator	Initiates purchase, collects quotes, maintains files
Program Head	Reviews needs and approves mid-level purchases
Accounts Officer	Releases payments and maintains financial records
Managing Trustee	Approves high-value procurement and vendor finalization
CA/Trustee (Finance)	Audits purchases and ensures financial compliance

## 11. Conflict of Interest

Employees and trustees must **declare any personal interest** in procurement decisions. Conflict of interest will lead to review and possible disqualification of the vendor.

## 12. Audit & Compliance

- Internal audit includes sample checks of procurement files
- External audit ensures adherence to procurement policy and donor terms