

## Procurement Policy for DEVI Sansthan (NGO)

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### 1. Purpose

The purpose of this procurement policy is to establish clear guidelines and procedures for the acquisition of goods and services by DeVI Sansthan. This policy ensures transparency, accountability, and cost-effectiveness in all procurement activities while aligning with the organization's mission and values.

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### 2. Scope

This policy applies to all procurement activities undertaken by DeVI Sansthan, regardless of the funding source. It covers the purchase of goods, services, and works, including but not limited to office supplies, equipment, training materials, and vendor services.

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### 3. Procurement Principles

The following principles shall guide all procurement activities:

- **Transparency:** All procurement processes must be fair, open, and documented.
  - **Competitive Bidding:** Competitive quotes shall be obtained for purchases above a specified threshold.
  - **Accountability:** All procurement decisions must be justified and approved by authorized personnel.
  - **Cost-Effectiveness:** Procurement shall aim to achieve the best value for money.
  - **Ethical Practices:** All procurement activities shall adhere to ethical standards and avoid conflicts of interest.
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### 4. Procurement Thresholds and Approval Authorities

#### 4.1 Competitive Quotes Threshold

- For purchases **above INR 50,000**, competitive quotes from at least three vendors must be obtained.



- The Procurement Committee (comprising the CEO, Executive Director, and Training/IT Head/CS) shall evaluate the quotes and approve the final vendor.

#### 4.2 Direct Purchase Authority

- For purchases **below INR 50,000**, the Group Executive Director or CEO may approve the procurement without competitive quotes, provided it aligns with the organization's needs and budget.

#### 4.3 Deviations

- The Group Executive Director or CEO may approve deviations from this policy in exceptional circumstances, provided such deviations are documented and justified.

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### 5. Exceptions to Competitive Quotes

Competitive quotes are not required in the following cases:

- **Reputed Brands and Dealers:** Procurement from well-established and reputed brands or dealers where quality and reliability are assured.
- **Previous Purchase Track Record:** Procurement from vendors with a proven track record of previous purchases with DEVI Sansthan, provided the pricing remains fair and consistent.
- **Urgent Requirements:** In cases of urgent or emergency needs, competitive quotes may be waived with prior approval from the Group Executive Director or CEO.
- **Unique products:** In case products like ALfA books etc to be purchased, which are supplied only by one firm order shall be placed with such vendor who exclusively produces it, without the need for competitive quotes.

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### 6. Procurement Committee

For purchases beyond the specified threshold, a Procurement Committee comprising the following members shall make the final decision:

1. Executive Director (ED)
2. Chief Executive Officer (CEO)



### 3. Training Head/Company Secretary/IT head

The Committee shall:

- Evaluate competitive quotes or proposals.
  - Ensure compliance with this policy.
  - Approve the final vendor based on quality, cost, and delivery terms.
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## 7. Documentation and Record-Keeping

All procurement activities must be documented, including:

- Purchase requisitions.
- Competitive quotes or justification for exceptions.
- Approval from the relevant authority.
- Purchase orders and invoices.
- Delivery and acceptance records.

Records shall be maintained for a minimum of 5 years and made available for audit purposes.

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## 8. Ethical Guidelines

- All staff involved in procurement must declare any potential conflicts of interest.
  - Gifts, favors, or incentives from vendors are strictly prohibited.
  - Procurement decisions must be based solely on merit and organizational needs.
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## 9. Review and Amendments

This policy shall be reviewed annually or as needed to ensure its relevance and effectiveness. Amendments must be approved by the Governing Board.

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## 10. Compliance

Non-compliance with this policy may result in disciplinary action, including termination of employment or legal proceedings, as deemed appropriate by the organization.



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Approved by: The Governing Board at its meeting held on



Nixon Joseph  
Group Director  
DEVI Sansthan

