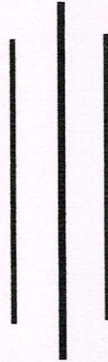
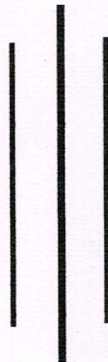




# RURAL DEVELOPMENT TRUST



## PROCUREMENT POLICY



### Contact Address

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*S. K. Singh*





# PROCUREMENT POLICY

(Revised-2024)

## A. Preamble

Rural Development Trust (RDT) is a non-profit, non-governmental social development organization founded by a group of passionate people, social activists, and development professionals in 2006. RDT is a leading non-profit organization with a significant presence in the Indian state of Bihar. It is established as a Public Charitable Trust under the Indian Trust Registration Act 1982 based in Madhubani district Bihar, India.

Being a purely social organization, RDT should maintain its distinctive norms for the procurement of human as well as non-human resources from time to time. The overall function of procurement of any resources required for the institution should be guided by the philosophy of transparency, timely decision-making, institutional and interpersonal confidence, and cost-effectiveness.

All procurements should be initiated following the needs assessment by the respective department/s after receiving approval from concerned management. If necessary be, cross-departmental and external referrals also should be solicited before making decision to go for procurement in most of the crucial cases. The results of the needs assessment should be made public by affixing them in the notice EC of the institution after approval is obtained from the management in this respect.

The Administrative Head should make sure that all the major purchases are made from VAT or PAN registered vendors. All the purchases should be properly requisitioned and approved. In a case where it is not possible to obtain the registered, vendors such facts should be recorded and the vendor's identity and contact numbers must be kept for verification.

## B. Objectives

The objectives of the procurement policy are to establish a guideline for ensuring

- a) Correct goods and services are purchased in terms of quality and specification
- b) Preferential procurement goals are achieved
- c) Best value for money is achieved
- d) The process is in line with internal control systems to avoid the risk of fraud

## C. Process and guideline

1. The Chief Patron of RDT looks after the proper implementation of procurement and controls the system of procurement.
2. All procurements are made centrally i.e. at the Head Office level only. Sometimes some procurements are made at the field level depending on the emerging need and availability of procurement material which needs the approval of the Program Coordinator/Manager, where the amount does not exceed Rs.5000/.
3. All Single purchases over Rs. 10,000 should be approved by the Chief Patron based on recommendations of the finance person/accountant.





4. All purchases over Rs. 200000 should be approved by the Purchase Committee formed comprising 3 members from the Executive Committee of RDT. The Chief Patron will be the member secretary of the committee. The committee will also follow the all procedure mentioned in number 6.

**5. Types of Procurement**

- Office Stationery
- Workshop and Training Materials
- Printing Materials
- Office Assets
- Resource (books) & Learning materials.
- Computer peripherals.
- Relief Materials
- Construction Materials

**6. Estimated Purchase Amount and Procedure**

The following procedure should be followed for all procurement made to RDT

Estimated Purchase Amount	Procedure
Up to Rs 10,000	<ul style="list-style-type: none"><li>• Check that funds are approved in the approved budget.</li><li>• The requester should send the application/request and get approval from the Program Coordinator/Manager as per the norms given above.</li><li>• Purchaser should evaluate the most reasonably priced product or service given the quality required. Payment by Demand Draft (DD) or cheque/digital mode of payments.</li></ul>
Rs 10,000-Rs. 1,99,999	<ul style="list-style-type: none"><li>• Identify the items for purchasing by finance person/accountant</li><li>• Check that funds are approved in the sanctioned budget</li><li>• Program Co-ordinator/Manager should agree to the purchase.</li><li>• 3 quotations from registered/authorized vendors should be received and a comparative statement prepared with comments on technical details and handed over to the purchase committee for deliberations and decisions.</li><li>• A minimum of three possible suppliers should be contacted, given the specifications in writing as to what is required, and asked to provide quotes for items/services. If it is not possible to obtain 3 quotes, the available number shall be obtained and the reasons for there being less than 3 noted on Quotation Form.</li><li>• If some items require technical knowledge, appropriate expert advice may be taken.</li><li>• The purchase committee can work with any 3 of the 5 members being present. The Program Coordinator/Manager should verify the specifications, compare the costs and consider other factors before giving their decision.</li><li>• The signed-off quotations from deciding on the purchase should be returned to the Program Coordinator/Manager who is responsible for preparing the purchase order form. If the PC/M cannot arrive at a decision, it should be referred up to the Chief Patron.</li><li>• If, any purchase which earlier specified by purchase committee and again aforesaid it item is purchase there is no need of quotations and need analysis. The only</li></ul>









Balance Budget:

S/N	Name of Good/Service	Quantity	Rate/Unit	Total Cost	Remarks
	TOTAL				

.....

Approved by

Date:





## **PURCHASE ORDER**

Office address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Date of order issued: \_\_\_\_\_

Supplier/vendor's name: \_\_\_\_\_

Vendor's address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place of delivery: \_\_\_\_\_

Date of delivery: \_\_\_\_\_

Contact person: Ph: \_\_\_\_\_

Item No	Item Description	Quantity Ordered	Unit Price (NRs.)	Total Amount (NRs.)
<b>Total</b>				

Prices are ex-VAT: NRs. \_\_\_\_\_ (In words: \_\_\_\_\_)

1. Advance payment, if any; full payment through A/C payee cheque on satisfactory delivery, installation, and
2. Supplies furnished not in accordance with our description will be returned at your expense.

Ordered by:

Signature

Name: \_\_\_\_\_

Designation



राष्ट्रिय रक्षा      किरण देवी  
M.D. Maximal - Maximal बंधु महाराज  
श्याम अग्रवाल साहसी प्रवीन  
जादेदा खान      मधु