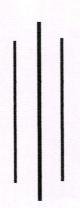


RURAL DEVELOPMENT TRUST

PROCUREMENT POLICY



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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. RDTis 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	 Check that funds are approved in the approved budget. The requester should send the application/request and get approval from the Program Coordinator/Manager as per the norms given above. 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. 			
Rs 10,000-Rs. 1,99,999	 Identify the items for purchasing by finance person/accountant Check that funds are approved in the sanctioned budget Program Co-ordinator/Manager should agree to the purchase. 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. 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. If some items require technical knowledge, appropriate expert advice may be taken. 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.			
	• 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			
PANEZ I	referred up to the Chief Patron. • 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			

- purchase order should be given to that agency/vendor.
- The Purchase Order should then be filled out and signed by the Chief Patron/ Program Coordinator/Manager or authorized by Purchase Committee. This should include the terms and conditions for the purchase.
- Payment should be made by cheque or Demand Draft (DD), cheque, digital mode of payments by the Finance Officer/Accountant after checking that all documentation is completed.
- 7. Apart from individual items to be purchased, the above process will also apply to the procurement of services (e.g. guards, travel agents, printers, etc.) and regular suppliers, such as stationary. Cost should be a major factor, but quality and after purchase service support should also factor into making the decision. If there is an RDT supplier in place, the track record to date of that supplier should be reviewed.
- 8. Apart from cheque, payment can also be made by demand draft/NEFT/digital payments. Tax should be deducted at source by the prevailing Indian Laws before any payments are made.
- 9. Any assets purchased with the value of Above Rs. 3,000/- and with an estimated longevity of more than one year should be entered in the asset register book. (subject to nature and longevity of items procured).
- 10. All assets should be allocated with an identification number and the same number should be recorded in the invoice along with the fixed asset folio number and stamped by the Administrator before making the payment.
- 11. A Goods Received Note should be prepared for all items purchased and delivered to the office. The Finance Officer/Accountant is responsible for ensuring that goods received are logged in on receipt. S/he should also ensure that the goods received are as per the purchase order in terms of quality and Quantity. Only Items that match the specifications given in the purchase order should be received.
- 12. For regular office supplies, the administration team should carry out routine market checks every six months to ensure that the prices are competitive and the quality is inadequate.
- 13. Physical stock verification shall be done every quarter.





Charge to Project:

Rural Development Trust

Purchase Requisition Form

Tota	al Budget:									
Balance Budget:										
SN	Name of Good/Service	Quantity	Rate/Unit	Total Cost	Remarks					
	TOTAL									
			•							
		••••••								
Requested by		Recomm	Recommended by		Approved by					
Date:		Date:	Date:		Date:					



Rural Development Trust

PURCHASE ORDER

No:/20...

Office add	ress:							
Phone No.								
Email:								
Date of or	der issued:							
Supplier/v	endor's name:							
Vendor's a	address:		,					
Phone/Fax	c							
E-mail:								
Place of de	elivery:							
Date of de	livery:							
Contact no	erson: Ph:							
contact p	213011. 111.							
DETAILS Item No	OF THE ITEMS ORDERED	Overtitu	Unit Price	Total Amount				
item NO	Item Description	Quantity						
		Ordered	(NRs.)	(NRs.)				
				li di				
	Total							
Prices are	ex-VAT: NRs(In wor	ds:)				
INSTRUCT	TONS:							
			/C >					
 Advance payment, if any; full payment through A/C payee cheque on satisfactory delivery, installation, and 								
2. St	applies furnished not in accordance	e with our de	scription will be r	eturned at your expense.				
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