

# VIVEKANANDA LOKSIKSHA NIKETAN

Regd. No. – S/38056, FCRA No.-147040042

At- Faridpur, P.O.-Dakshin Dauki, Dist- Purba Medinipur, West Bengal, PIN- 721450

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## PROCUREMENT POLICY

### 1) Purpose

The purchase of goods and services is necessary for smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

### 2) Methodology

The NGO shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall be considered. The NGO shall specify in the purchase file the reasons for which the lowest bid was not chosen.

For purchases of single item up to Rs.10000/-, Quotation is not required.

For the purchase of more than one item up to Rs.20,000/- quotation is not required

For the Purchase of item above Rs. 20,001/- to 5,00,000/- Four quotation are required.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

### 3) Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

#### 1. Requisition Register/Form

The employee requesting a purchase fills up the concerned form or necessary column in the Register, if approved by the General Secretary and sends it to finance division.

#### 1. Order form

The finance division issues the order form, after it is signed by the General Secretary. The concerned employee or the finance division will make the purchase successful on the basis of the order form.

#### 1. c) Delivery slip

After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

*Geetanshu M. Basu*  
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