

Avpravah Foundation – Procurement Policy-2025

Policy Number: AF/PROC/001

By: Board of Directors

Effective Date: 16.01.2025 **Approved**

Review Frequency: Annually

1. Purpose

The purpose of this Procurement Policy is to establish a transparent, efficient, and accountable system for acquiring goods, services, and works that aligns with the mission and objectives of **Avpravah Foundation**. This policy applies to all departments, projects, and operational units of the Foundation.

2. Scope

This policy governs all procurement activities, including but not limited to:

- **Goods:** Supplies, materials, equipment, food, clothing, medicines, etc.
- **Services:** Professional services, consultancy, maintenance, repairs, etc.
- **Works:** Construction, renovation, and infrastructure projects.

3. Procurement Principles

All procurement activities must adhere to the following principles:

1. **Transparency:** Open, well-documented procedures to prevent bias or favoritism.
2. **Accountability:** Subject to regular internal audits and oversight mechanisms.
3. **Value for Money:** Seek the optimal balance of cost, quality, and sustainability.
4. **Fair Competition:** Encourage competitive bidding and equal opportunities.
5. **Ethical Conduct:** Staff must act with integrity, avoiding conflicts of interest.



4. Procurement Authority

- **Board of Directors:** Approves budgets and high-value purchases exceeding INR 1,00,000.
- **Department Heads:** May approve routine purchases within approved departmental budgets.
- **Procurement Committee:** For significant procurements, a committee including the project head, finance team, and relevant stakeholders shall oversee vendor selection, evaluation, and finalization.

5. Procurement Process

5.1. Planning

All departments must submit an **Annual Procurement Plan** aligned with the Foundation's strategic and operational goals, outlining:

- Forecasted needs
- Estimated costs
- Planned timelines

5.2. Vendor Selection

- **Prequalification:** Maintain an updated database of vetted vendors with proven performance and ethical standards.
- **Competitive Bidding:**
 - For purchases **above INR 5,000**, obtain **at least three quotations**.
 - For specialized or large procurements, an **open tender** process may be required.
- **Evaluation Criteria:** Vendors will be assessed on price, quality, delivery, and past performance.

5.3. Purchase Orders (POs)

- All procurements must be initiated through an official **Purchase Order**, signed and recorded.
- **Approval Thresholds:**
 - < INR 10,000 – Department Head
 - INR 10,000 – 50,000 – Project Head & Finance Department



- INR 50,000 – Procurement Committee & Board Approval

5.4. Contracting

Contracts must be signed for all high-value or long-term engagements. Each contract shall include:

- Terms of delivery
- Payment schedule
- Penalties for delays or non-performance
- Performance guarantees (if applicable)

6. Payment Procedures

- All payments must be processed by the **Finance Department**.
- Mandatory documentation includes:
 - Signed Purchase Order or Contract
 - Invoice
 - Delivery Note or Service Completion Report
- **Advance Payments:** Allowed only with written justification and prior approval from the Procurement Committee.

7. Inventory Management

All procured goods must be recorded in the inventory system. The **Store Keeper Head** shall ensure:

- Safe storage and handling
- Accurate stock recording
- Regular inventory audits to detect losses or discrepancies

8. Emergency Procurement (Exceptions)

In urgent or unforeseen situations, procurement may proceed without following the standard



MCA -CIN -U88900DL2024NPL439629/NITI Aayog Unique ID - DL/2024/0474792 ,PAN No-ABBCA7747F,TIN No-DELA80262A

process, subject to:

- Prior approval from the **Directors**
- A written **justification report** submitted post-procurement

9. Monitoring and Reporting

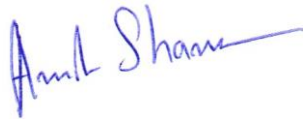
- The **Finance Department** will monitor procurement against the approved budget.
- **Monthly Reports:** Submitted to Department Heads and Secretary.
- **Quarterly Reviews:** Conducted with the Board of Directors for compliance and performance evaluation.

10. Review and Amendments

- This policy will be **reviewed annually** by the Board of Directors.
- Any revisions or updates must be **approved** by the Board and communicated to all departments.

Date of this policy approval by the board meeting:

Date of this policy executed in the organisation:



Avnesh Sharma
Founder & Director

अवनीश कुमार शर्मा / Avnesh Kumar Sharma
निदेशक / Director
DIN - 10863795
अवप्रवाह फाउंडेशन / Avpravah Foundation
MCA - CIN - U88900DL2024NPL439629

Dolly Sharma
Founder & Director

