THE CHILDREN'S HOME: SAIKOT
Societies Regn. No. 3116 of 1980; 194160003 of 1985 (FCRA);
12A Regn. No. 573/12A/CA/8485; 80G Regn. No. AAAAT7247D25KL02
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A world of equal opportunity where orphans, destitute and underprivileged children live with respect and dignity

THE CHILDREN'S HOME; SAIKOT
Churachandpur, Manipur, North East India
PROCUREMENT POLICY

1. POLICY STATEMENT

The Children's Home; Saikot shall procure goods, works and services in a transparent, fair, economical, efficient and ethical manner. Procurement shall support the charitable objectives of the Home and ensure that financial resources are used responsibly for the care, education, healthcare, protection and development of children.

All procurement decisions shall be based on genuine organizational need, approved budgets, value for money, quality, suitability, timeliness and accountability. No person involved in procurement shall use the process for personal benefit or improper advantage.

2. PURPOSE AND OBJECTIVES

- Ensure value for money in the purchase of goods, works and services.
- Promote fair and transparent competition among suppliers.
- Ensure procurement is based on quality, suitability, price and organizational need.
- Prevent fraud, corruption, favoritism and conflicts of interest.
- Ensure accountability in the use of organizational funds.
- Maintain adequate documentation and an auditable procurement trail.
- Ensure timely procurement of essential items required for residential care and organizational programmes.
- Comply with applicable legal, tax, donor, grant and FCRA requirements, where applicable.

3. SCOPE

This policy applies to all procurement undertaken by or on behalf of The Children's Home; Saikot, including:

- Food items, groceries and kitchen supplies
- Clothing, bedding and personal-care items
- Educational materials, books and school supplies
- Medicines and medical supplies
- Furniture, fixtures and household equipment
- Electrical, plumbing and maintenance materials
- Construction, repair and renovation works
- Vehicles, vehicle-related goods and services
- Office equipment, computers, printers and other technology

- Professional and technical services
- Training and programme-related services
- Any other goods, works or services required for approved organizational activities

The policy applies to purchases financed from local funds, grants, project funds and foreign contributions, subject to any additional requirements attached to the relevant source of funds.

4. PROCUREMENT PRINCIPLES

- Transparency – Procurement decisions shall be properly documented and open to authorized review and audit.
- Accountability – Persons involved in procurement shall be responsible for decisions and actions within their authority.
- Fair Competition – Suppliers shall be given a fair opportunity to compete where competitive procurement is required.
- Value for Money – Price shall be considered together with quality, durability, suitability, delivery and after-sales service.
- Integrity – No employee or office bearer shall accept bribes, commissions, gifts or personal benefits in connection with procurement.
- Economy and Efficiency – Procurement shall avoid unnecessary expenditure and unnecessary delay.
- Non-Discrimination – Supplier selection shall not be influenced by irrelevant personal, social, religious or political considerations.
- Confidentiality – Quotations, bids and commercially sensitive supplier information shall be protected appropriately.

5. PROCUREMENT AUTHORITY AND RESPONSIBILITIES

Procurement shall be managed within the governance structure of the Home. The General Body exercises overall governance, while the Managing Board provides management oversight. The Manager/Secretary serves as Chief Functionary and implements approved decisions.

Authority / Role	Key Responsibilities	Accountability
General Body	Approves policies and exercises responsibilities assigned under the governing framework.	Overall governance
Managing Board / Key Functionaries	Approves the annual procurement plan, major/high-value purchases and significant procurement decisions; reviews compliance.	General Body
Chairman	Provides governance oversight and presides over Managing Board meetings.	Managing Board
Manager / Secretary / Chief Functionary	Implements procurement decisions, supervises procurement operations and approves purchases within delegated authority.	Managing Board
Purchase Committee	Obtains/compares quotations, evaluates suppliers, prepares comparative statements and recommends suppliers for applicable purchases.	Manager / Managing Board
Treasurer / Accounts Personnel	Checks budget availability, maintains financial/procurement records, verifies supporting documents and processes authorized payments.	Manager / authorized authority

Requisitioning / Programme Staff	Identifies genuine requirements, prepares requisitions/specifications and confirms receipt/use of goods or services.	Supervisor / Manager

6. PROCUREMENT PLANNING

An Annual Procurement Plan shall be prepared, as practicable, at the beginning of each financial year. It should identify the item or service, estimated quantity, estimated cost, source of funds and expected procurement period.

- Procurement planning shall be linked to the approved annual budget and programme requirements.
- Recurring requirements should be planned in advance to obtain reasonable prices and avoid emergency purchases.
- Procurement shall not be artificially divided into smaller purchases to avoid an applicable approval or quotation requirement.
- Emergency procurement may be undertaken where delay would threaten the health, safety, security or essential operations of the Home, subject to documentation and subsequent reporting.

7. PROCUREMENT METHODS AND FINANCIAL THRESHOLDS

The following procurement methods shall apply unless a donor condition, applicable law or a specific Managing Board resolution requires a stricter procedure:

Estimated Value	Method	Minimum Requirement	Approval
Up to ₹5,000	Petty / Direct Purchase	Purchase from a suitable supplier against bill/receipt; reasonable price should be considered.	Manager or delegated authority
Above ₹50,000	Quotation Method	Minimum three written quotations, where reasonably available, and a comparative statement.	Managing Board / competent authority

These thresholds may be revised only through an approved Managing Board resolution or other competent organizational decision. Where donor or grant rules prescribe lower or more stringent thresholds, the stricter requirement shall be followed.

8. PETTY / DIRECT PURCHASE

- Direct purchase may be used for purchases up to ₹5,000 under the approved threshold.
- A proper bill, receipt or other supporting document shall be obtained.
- The purchaser shall ensure that the item is genuinely required and that the price is reasonable.
- The purchase shall be approved by the Manager or authorized delegate and recorded in the financial records.

9. QUOTATION PROCEDURE

1. For purchases between ₹5,001 and ₹50,000, a minimum of three written quotations should be obtained where reasonably available.
2. Quotations should contain sufficient details to allow comparison of price, specifications, quantity, taxes, delivery and other relevant terms.
3. A Comparative Statement shall be prepared showing the quotations received and the basis for selection.
4. The supplier selected need not be the lowest-priced supplier where quality, specification, delivery, warranty or other relevant considerations justify another choice; the reason shall be documented.
5. Approval shall be obtained before placing the purchase order or making the commitment.

10. EMERGENCY PROCUREMENT

Emergency procurement may be used for medical emergencies, urgent repairs, natural disasters, threats to children's safety, or other circumstances where following the normal procurement timeline would cause significant harm or disruption.

- The reason for emergency procurement shall be recorded in writing.
- The Manager/Chief Functionary or delegated authority may authorize the purchase within available resources.
- Price and supplier suitability shall still be considered to the extent practicable.
- Supporting bills and receipts shall be obtained.
- Emergency procurement shall be reported to the Managing Board at its next appropriate meeting.

11. SUPPLIER SELECTION AND DUE DILIGENCE

Suppliers shall be evaluated, as applicable, on the basis of:

- Competitive and reasonable pricing
- Quality and durability
- Compliance with required specifications
- Reputation and relevant experience
- Delivery capacity and timeliness
- Warranty and after-sales service
- Availability and reliability
- Legal and tax compliance, including GST registration where applicable

Local suppliers may be considered where appropriate, particularly where this provides reasonable value, timely delivery and practical support, provided that the selection remains fair and consistent with this policy.

12. CONFLICT OF INTEREST

- Any staff member, Board member, committee member or other person involved in procurement shall disclose an actual or potential conflict of interest.
- A person with a material conflict shall not participate in evaluating or approving the affected procurement.
- Procurement decisions shall not be influenced by family relationships, personal interests, financial interests or other improper considerations.
- Relevant personnel may be required to provide an annual Conflict of Interest Declaration.

13. PROHIBITED PRACTICES

- Splitting a purchase to avoid a quotation or approval threshold.
- Accepting bribes, commissions, kickbacks, gifts or personal benefits from suppliers.
- Providing confidential bid information to give an unfair advantage to a supplier.
- Creating false quotations or comparative statements.
- Selecting a supplier for personal or unrelated reasons.
- Purchasing goods or services without proper authorization.
- Using organizational funds for personal purchases.
- Falsifying, altering or concealing procurement records.

14. PROCUREMENT DOCUMENTATION

The following documents shall be maintained as applicable:

- Purchase Requisition / Request
- Specifications or scope of work
- Quotations or tender documents
- Comparative Statement
- Evaluation / recommendation note
- Approval note or authorization
- Purchase Order or written commitment
- Delivery Note / Goods Received Note
- Inspection or acceptance record
- Invoice / Bill / Receipt
- Payment Voucher and payment evidence
- Asset Register entry, where applicable
- Relevant donor/grant approval or correspondence

Procurement records shall be retained for at least eight (8) years, or for a longer period where required by law, donor conditions, grant agreements or other applicable requirements.

15. PURCHASE ORDER AND CONTRACTS

Where appropriate, a Purchase Order, service agreement, work order or contract shall be issued before the supplier begins delivery or work. It should specify the goods or services, quantity or scope, price, delivery period, payment terms, warranty and other relevant conditions.

16. RECEIVING, INSPECTION AND ACCEPTANCE

- Goods shall be inspected promptly upon delivery.
- Quantity, specifications and condition shall be checked against the purchase order or approved requisition.
- Damaged, defective or materially non-conforming goods shall be reported and, where appropriate, returned or replaced.
- A Goods Received Note or equivalent receiving record shall be prepared and signed by the responsible person.
- Payment shall not normally be processed until receipt and acceptance have been verified.

17. PAYMENT PROCEDURE

- Payment shall be made only after verification of the purchase and supporting documentation.
- Payment shall correspond to the approved purchase order/commitment and goods or services actually received.
- Bank transfer, cheque or another traceable payment method shall be preferred.
- Cash shall be limited to petty or other specifically authorized small purchases.
- Payment vouchers shall be properly prepared, checked and approved.
- Where applicable, statutory deductions or tax requirements shall be applied.

18. ASSET MANAGEMENT

Durable goods and other assets acquired through procurement shall be recorded and safeguarded in accordance with the Finance Policy.

- Significant durable assets shall be entered in the Asset Register.
- Each applicable asset shall be assigned an identification number.
- Assets shall be used only for authorized organizational purposes.
- Physical verification shall be conducted periodically and at least annually where practicable.
- Transfer, disposal or write-off of significant assets shall require appropriate authorization and documentation.

19. ETHICAL CONDUCT AND CONFIDENTIALITY

- All persons involved in procurement shall act honestly, impartially and professionally.
- No person shall accept gifts, bribes, commissions or personal benefits connected with procurement.
- Supplier quotations and bids shall be treated confidentially until disclosure is authorized or required.
- Procurement records shall be protected against unauthorized alteration, loss or disclosure.
- Any suspected unethical conduct shall be reported to the Manager, Chairman or appropriate Managing Board authority.

20. AUDIT AND MONITORING

- Procurement records shall be available for authorized internal review and external audit.
- Procurement compliance shall be reviewed periodically and as part of the annual audit process where appropriate.
- Significant irregularities shall be reported to the Managing Board.
- Corrective measures shall be documented and followed up.
- Management shall ensure that procurement practices remain consistent with approved budgets and funding conditions.

21. DONOR, GRANT AND FCRA REQUIREMENTS

Procurement financed from restricted grants, donor funds or foreign contributions shall comply with the approved purpose, budget and applicable conditions. Where donor rules, grant agreements or FCRA requirements impose a stricter procurement procedure than this policy, the stricter requirement shall be followed.

- Procurement expenditure shall be traceable to the relevant source of funds.
- Supporting documentation shall be retained for donor, grant and statutory reporting.

- Restricted funds shall not be used for unauthorized purchases.
- Foreign contribution-funded procurement shall be properly recorded and reported in accordance with applicable requirements.

22. RESPONSIBILITIES OF STAFF

- Staff shall procure only goods and services that are genuinely required for approved organizational purposes.
- Staff shall follow the prescribed approval and documentation process.
- Staff shall protect organizational property and funds.
- Staff shall immediately report suspected fraud, favoritism, conflict of interest or procurement irregularity.
- Staff shall cooperate with audits, reviews and investigations.

23. POLICY IMPLEMENTATION

The Managing Board shall provide governance oversight for this policy. The Manager/Secretary, as Chief Functionary, shall be responsible for day-to-day implementation, subject to approved authority and Board decisions. The Purchase Committee and Accounts personnel shall perform their assigned functions in accordance with this policy and approved procedures.

24. POLICY REVIEW AND AMENDMENT

This Procurement Policy shall be reviewed every three (3) years, or earlier when required by changes in law, donor requirements, funding arrangements, organizational structure, procurement risks or operational needs. Amendments shall be approved by the competent organizational authority.

25. COMMITMENT

The Children's Home; Saikot is committed to conducting procurement with integrity, fairness, transparency and accountability. Every procurement decision shall seek to protect organizational resources, obtain appropriate value for money and support the best interests of the children and the charitable objectives of the Home.

Document	Procurement Policy
Organization	The Children's Home; Saikot
Approved by	Managing Board / Competent Authority
Effective Date	____________________________
Review Date	____________________________

For and on behalf of The Children's Home; Saikot

Chairman

Signature: _______________

Manager/Secretary

Signature: _______________