



Procurement Policy

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PROCUREMENT POLICY (Amended in July 2025)

Purpose :

The purchase of goods and services is necessary for smooth operation of the organisation. To ensure purchases made, should not exceed the budget provided and to ensure purchased goods and services conform to the quality and price specified in the order.

Methodology :

- Use of competitive bidding shall be a priority practice
- The first criterion in choosing a supplier shall be the lowest bid and the quality being provided. However, if a supplier does not provide the required level of services or an adequate guarantee , then other criteria shall also be considered .
- Minutes book to be maintained.

Procurement Process :

Survey / assessment of need of the goods to be purchased .

Discussion on the budget available with the organisation for the goods to be purchased .

In principal approved of the committee for the same .

3 quotations of the product and comparison sheet to be prepared .

Approval of the same by the committee

Issue of purchase order .

Purchase of the product .

Procurement Committee :

Procurement committee for organisation goods –

~~There shall be 03 members from the organisation staff.~~

Registered Office : Vill. Helpiya, Post Askot Distt. Pithoragarh Uttarakhand Pin- 262543

E-mail : arpanaskot@gmail.com, arpanuk.pith@gmail.com



For purchase of capital goods (for and from organisation budget) exceeding Rs. 10,000/- (Ten thousand) , the purchase committee has to take the approval of Governing board (can be taken through mail or any electronic means)

For purchase of project related goods (stationary etc) exceeding Rs. 5000/- (five thousand) only approval of purchase committee will be required .

Procurement committee for distribution of goods for community –

There shall be 05 members in total . 03 from staff and 02 from the community .

Procurement Committee for the year 2025 – 2026

Procurement committee for purchase of Organisation goods –

1. Mahesh Kohli
2. Dharmendra Singh
3. Neetu

Procurement committee for purchase of community goods –

1. Mahesh Kohli
2. Dharmendra Singh
3. Neetu
4. Pooja Dhami
5. Janaki Devi

