

JEEVA JYOTHI

No. 17A, IInd Cross Street,
K. K. R. Nagar, Madhavaram,
Chennai, Tamil Nadu, India

PROCUREMENT POLICY OF JEEVA JYOTHI

1. Introduction

Jeeva Jyothi is committed to efficient, transparent, and accountable procurement processes that ensure the judicious use of resources in pursuit of its mission. This Procurement Policy supports the principles laid out in the organization's Financial Policy, ensures compliance with Indian legal standards, donor requirements, and reflects best practices in nonprofit management.

2. Objectives

- Ensure fairness, transparency, and accountability in all procurement activities
- Procure goods, works, and services at the best value for money
- Prevent fraud, favoritism, and conflicts of interest
- Comply with financial regulations, donor requirements, and Indian laws

3. Guiding Principles

- **Transparency:** All procurement shall be documented, traceable, and accessible for audit.
- **Value for Money:** Focus on cost-effectiveness, quality, and sustainability.
- **Competition:** Promote open and fair competition through quotations or tenders.
- **Accountability:** Responsibilities shall be clearly defined with oversight and approvals.
- **Ethical Practice:** No staff shall accept personal gifts, bribes, or commissions from vendors.

4. Scope

This policy applies to the procurement of: - Goods: equipment, supplies, materials, etc. - Services: consultancy, maintenance, training, printing, etc. - Works: small construction, repairs, or renovations

5. Roles and Responsibilities

Role	Responsibilities
Managing Trustee	Final approval for high-value procurement
Finance	Budget verification, payment processing
Procurement Committee	Evaluation and approval of bids above threshold

Role	Responsibilities
Program/Department Heads	Initiating requests, specifications, quality checks
Admin Officer	Coordinating procurement, vendor communication, documentation

6. Procurement Thresholds and Methods

Procurement Value (INR)	Procurement Method	Approval Level
₹0 – ₹10,000	Direct Purchase with cash bill	Department Head
₹10,001 – ₹50,000	Minimum 2 quotations	Program Head + Finance
₹50,001 – ₹2,00,000	Minimum 3 quotations	Procurement Committee
Above ₹2,00,000	Open Tender / RFP	Managing Trustee + Board Approval

Note: Exceptions (e.g., emergency procurement) must be justified in writing and confirmation by the Executive Director.

7. Procurement Process

- 7.1 Needs Assessment:** Request shall be initiated by the concerned department with specifications and quantity.
- 7.2 Budget Confirmation:** Finance verifies availability of budget as per the Financial Policy.
- 7.3 Quotation/Tender Process**
- Quotations or tenders shall be collected as per thresholds.
 - Procurement Committee evaluate based on cost, quality, reliability, and delivery.
- 7.4 Vendor Selection:** Selection shall be justified in writing and approved by competent authorities.
- 7.5 Purchase Order (PO):** Issued for all purchases above ₹10,000.
- 7.6 Delivery & Inspection:** Physical verification and quality check shall be conducted by the concerned department.
- 7.7 Invoice Verification & Payment:** Finance processes payment shall be upon delivery confirmation and approval.
- 7.8 Record Keeping:** All procurement documents shall be securely filed and retained for 7 years.

8. Vendor Management

- **Approved Vendor List shall be maintained** (updated annually)
- **Vendor Evaluation shall be** based on:
 - Price
 - Quality of goods/services
 - Timeliness

- Compliance with contracts
- **Blacklisting:** Vendors involved in fraud, misrepresentation, or poor service will be blacklisted.

9. Conflict of Interest

- Employees must disclose any personal or financial interest in the procurement process.
- Staff involved in procurement shall not have a relationship with the vendor.
- Violation will result in disciplinary action as per the HR and Financial Policies.

10. Emergency Procurement

- In case of urgent needs (e.g., disaster response), the Managing Director may authorize fast-track procurement with:
 - Written justification
 - Immediate reporting to the Board
 - Documentation of process followed

11. Compliance and Audit

- This policy shall be audited annually in line with the Financial Policy.
- All procurements subjected to internal and external audits.
- Non-compliance that result in investigation and appropriate disciplinary or legal action.

12. Policy Review

This Procurement Policy shall be reviewed **annually** or when required due to changes in laws, donor terms, or organizational needs.

Approval and Implementation

This policy is approved by the Board of Directors of **Jeeva Jyothi** and is effective from 7.6.2025

Name	Designation	Signature	Date
V. SUSAIRAJ	MANAGING TRUSTEE		