



DEENABANDHU TRUST

Regd. Office:
CF-95, Sector- 1
Salt Lake City
Kolkata – 700 064, India

1st January, 2016

GENERAL PROCUREMENT POLICY

1. A list of purchases to be made for the next 3 months would be ascertained. This list would consist of the reasons for procurement, item wise with specifications and estimated costs.
2. The procurement list would be placed before the Executive Committee (Treasurer, Secretary or Chairman) who will decide the mode of procurement in each case and approve the same.
3. The principle for deciding upon a supplier would be :
 - a. Reputed suppliers with proven track records for purchases below Rs. 20,000/-. Any deviation to be ratified by approval of any two of the Executive Committee (Treasurer, Secretary or Chairman) who would record reasons.
 - b. For supplies above Rs. 20,000/-, lowest of at least 3 quotations based on the specifications of supply or service.
 - c. The decision of fixing a supplier would be finally made by any two of the Executive Committee (Treasurer, Secretary or Chairman) who would record the reasons agreeing or not agreeing or retendering.
4. Purchase order with all terms, conditions and penalty clauses would be issued under the signature of any one of the Executive Committee (Treasurer, Secretary or Chairman).
5. Payment can be released after all the conditions of the Purchase Orders are fulfilled.

Saibal Mitra

(Saibal Mitra)
Secretary



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