



sochara
building community health

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Society for Community Health Awareness, Research and Action - SOCHARA

Registered under the Karnataka Societies Registration Act 17 of 1960, S.No. 44/91-92.

Passed at the EC meeting on 8-11-2024

Society for Community Health Awareness, Research and Action

Title: SOCHARA Procurement Policy

9. PURCHASES AND PROCUREMENTS

9.1 purchase of items/articles for frequent use such as stationary and cleaning items up to a financial limit of Rs. 5000/- (five thousand) are done based on a list of requirements (indent) made by the Office Supervisor, checked by the Administrative Officer and approved by the Coordinator/ Secretary. In the units/sub-units the Office Supervisor gets the indent list approved by the Coordinator/Project Manager. Purchases are made only after getting the written approval from the concerned authorized person/s.

9.2 For procurement of equipment and larger items, as well as for major services for eg. hiring of an electrician etc, costing more than Rs. 5000/- (five thousand) the long standing organizational policy of three quotations will be followed. The administrative team will undertake the required preparatory processes of enquiry, getting the quotations etc. The quotations for equipment will need to be for identical specifications, which will need to be made clear in the communications with the vendors. A tabular format with key points will be made for the purpose of comparison by an administrative team member. During selection, importance should be given to quality of the product and servicing provisions, in addition to the cost.

9.3 A three-member Purchase and Procurement Committee will be the decision making body for purchase of equipment, larger items and services. The committee consists of the Secretary/Director, Administrative Officer, Co-Coordinator/ Project Officer or Project Manager of the respective unit, and one admin team member of the unit. Members of this committee are subject to change on a rotational basis. The Director/Secretary coordinator will be the final approving authority in case of difference of opinion.

Signature

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Added Clause

Rationale : For the period of 2022- 2023, in the month of February 2024, external auditors from HCL-F conducted an audit and during the audit they found few of the vendor's services had continued consecutive years. The HCL-F auditor made it as an observation and requested a management response. The SOCHARA team responded and informed that the vendors' work was satisfactory and hard to find new vendors for minor infrastructure projects so services have been continued for consecutive years , then the auditor suggested adding a clause in the procurement policy.

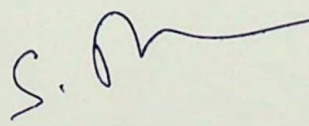
Added Clause 9.4 : The vendor whose service is satisfactory, we can continue to avail their services in the subsequent years with the approval of the Secretary- Coordinator.

Procurement Policy - Under clause 9.4 Is there any financial limitation for availing the service of the same vendor? It may be mentioned. – Suggestion from Dr. Ganthimathi, EC Member.

For Society for Community Health Awareness, Research and Action (SOCHARA)


Dr. S Pruthvish
President




Ms. Prafulla S
Secretary Co ordinator