Procurement Policy of SISTRY Foundation

SISTRY FOUNDATION

(Social Infrastructure for Schedule Tribe & Rural Youth Foundation)

Our SISTRY Foundation
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PROCUREMENT POLICY OF SISTRY FOUNDATION

Introduction:

SISTRY Foundation is a non-communal, non- political and non-profit making NGO at the state level. SISTRY Foundation is committed towards the all-round and sustainable development of the vulnerable and marginalized segment of the society with a prime focus on the poverty-stricken farmers and farm women, distressed women and children belonging to tribal, dalits and minority communities. SISTRY Foundation mainly works for the empowerment and sustainable development of the marginal farmers and farm women and sharecroppers through sustainable and eco-friendly agriculture in backward villages in Purba Bardhaman, Nadia, Paschim Bardhaman districts in West Bengal. The main activities of the foundation include but are not limited to sustainable agricultural development through transfer of need-based, result-oriented and climate friendly agro technologies among the marginal farmers and farm women, promotion of FIG and farmers producers company, development of seed bank of improved indigenous variety of crops, agricultural marketing, promotion of organic farming among the farmers and farm women, women's rights, gender equality, livelihood promotion through skill development, environmental protection programme, disaster management and emergency relief programme.

1. **Purpose:**

The purpose of this Procurement Policy is to establish the principles and procedures for procuring goods, services, and works for SISTRY Foundation. This policy aims to ensure that procurement activities are conducted in a transparent, fair, and efficient manner, providing the best value for money while maintaining high standards of integrity and accountability.

2. **Objectives:**

- Ensure transparency and accountability in procurement processes
- Promote fair competition and equal opportunities for vendors
- Obtain value for money and quality goods, services, and works
- Comply with legal and regulatory requirements

3. **Procurement Principles:**

- Transparency
- Accountability
- Fairness
- Competition
- Value for Money

- Quality

4. **Vendor Eligibility:**

- Vendors must be legally registered and have necessary licenses
- Vendors must comply with SISTRY Foundation's code of conduct and ethics

5. **Scope:**

This policy applies to all procurement activities undertaken by SISTRY Foundation including the acquisition of goods, services, and works. It applies to all employees, volunteers, and contractors involved in the procurement process.

6. **Policy Statement:**

SISTRY Foundation is committed to conducting its procurement activities with integrity, transparency, and accountability. The organization will strive to achieve the best value for money, promote fair competition, and ensure compliance with all applicable laws and regulations.

7. **Principles**

7.1. Transparency

- Ensure that procurement processes are open and transparent, with clear and accessible procedures.

7.2. Fairness

- Treat all suppliers and contractors fairly and equally, providing them with the opportunity to compete for contracts on a level playing field.

7.3. Value for Money

- Seek to obtain the best value for money in all procurement activities, considering factors such as cost, quality, and sustainability.

7.4. Accountability

- Ensure that procurement decisions are made with accountability and integrity, and that all activities are documented and auditable.

8. **Procurement Planning**

8.1. Annual Procurement Plan

- Develop an Annual Procurement Plan (APP) outlining the expected procurement activities for the year, including estimated costs and timelines.
- The APP should be reviewed and approved by senior management and the Trust members of SISTRY Foundation.

8.2. Needs Assessment

- Conduct a needs assessment to identify and justify the requirements for goods, services, and works.
- Ensure that the needs assessment aligns with the organization's strategic objectives and budget.

9. Procurement Process

9.1 Procurement Methods

- The organization may use various procurement methods depending on the value and complexity of the procurement, including:
- Request for Quotation (RFQ): For small-value procurements.
- Invitation to Bid (ITB): For larger procurements, typically involving a public bidding process.
- Request for Proposal (RFP): For complex procurements where, detailed proposals are required.
- Direct Procurement: For urgent or specialized procurements where, competitive methods are not feasible.
- There should be a procurement committee. SISTRY FOUNDATION has already made a procurement committee the details of which is given below:

<table>
<tr><th colspan="3">Procurement committee</th></tr>
<tr><th>Sl. No.</th><th>Name & Designation</th><th>Role</th></tr>
<tr><td>1.</td><td>Tarun Kumar Ray (Executive Director)</td><td rowspan="2">Scrutinizing the quotations of all vendors</td></tr>
<tr><td>2.</td><td>Apurba Nath (Trustee member)</td></tr>
<tr><td>3.</td><td>Rajib Sheikh (Financial Director)</td><td>Shortlist the applicable quotations and issuing the contract.</td></tr>
<tr><td>4.</td><td>Asim Debnath (President)</td><td>Final approval holder.</td></tr>
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9.2. Procurement Thresholds

- Establish procurement thresholds to determine the appropriate procurement method based on the value of the procurement. Thresholds should be reviewed and updated periodically.

9.3. Supplier Selection

- The organization should invite minimum 3 quotations for the supply of any materials or services from the vendors or service providers. Invitation of quotation should be through local news paper, organization official website, e-mail, by post etc. The members of the procurement committee will open the tenders and will accept the tenders which is the lowest in price and maintaining good quality. **(Amendment on 21/07/2026 vide Resolution No.- 182.)**
- After getting all the quotations for any equipment, machinery or any services the members of procurement committee will arrange a meeting and will approve the lowest/less quotation as per unanimous decision in the meeting of the procurement committee. **(Amendment on 21/07/2026 vide Resolution No.- 182.)**
- Ensure a competitive process for selecting suppliers, with a minimum number of bids or proposals required for each procurement method.
- Evaluate suppliers based on criteria such as price, quality, experience, and compliance with specifications.

9.4. Contract Award

- Award contracts to the supplier that offers the best value for money, considering both financial and non-financial factors.
- Ensure that all contract awards are approved by the appropriate authority within the organization.

10. Ethical Standards

10.1. Code of Conduct

- All employees, volunteers, and contractors involved in procurement activities must adhere to the organization's code of conduct, which outlines ethical standards and behaviour.

10.2. Conflict of Interest

- Implement measures to identify and manage conflicts of interest in the procurement process.
- Require individuals involved in procurement activities to disclose any potential conflicts of interest

10.3. Gifts and Hospitality

- Prohibit the acceptance of gifts, hospitality, or other benefits from suppliers or potential suppliers that could influence procurement decisions.

11. Contract Management

11.1. Contract Administration

- Assign a contract administrator to oversee the performance of contracts and ensure compliance with terms and conditions.

- Maintain accurate and up-to-date records of all contracts, including amendments and extensions.

11.2. Performance Monitoring

- Monitor and evaluate the performance of suppliers to ensure that goods, services, and works are delivered in accordance with contract specifications and timelines.
- Address any issues or disputes that arise during the contract period promptly and effectively.

11.3. Payment Procedures

- Establish clear payment procedures to ensure timely and accurate payments to suppliers.
- Verify that goods, services, and works have been delivered and accepted before processing payments.

12. Record Keeping and Documentation

12.1. Documentation Requirements

- Maintain comprehensive and accurate records of all procurement activities, including needs assessments, bids and proposals, evaluation reports, contracts, and payment records.

12.2. Record Retention

- Retain procurement records for a specified period, in accordance with legal and regulatory requirements and organizational policies.

13. Monitoring and Evaluation

13.1. Internal Audits

- Conduct regular internal audits of procurement activities to assess compliance with this policy and identify areas for improvement.
- Use the findings of audits to enhance the organization’s procurement processes and controls.

13.2. Performance Metrics

- Establish key performance indicators (KPIs) to measure the efficiency, effectiveness, and integrity of procurement activities.
- Regularly review and report on procurement performance to senior management and the members of Trust.

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14. Training and Capacity Building

14.1. Training Programs

- Provide regular training and capacity-building programs for employees, volunteers, and contractors involved in procurement activities.
- Training should cover topics such as procurement procedures, ethical standards, contract management, and compliance with laws and regulations.

14.2. Continuous Improvement

- Encourage continuous learning and improvement in procurement practices through knowledge sharing, feedback, and the adoption of best practices.

15. Compliance with Legal and Regulatory Requirements

15.1. Legal Compliance

- Ensure that all procurement activities comply with applicable laws, regulations, and industry standards.
- Stay informed of legal developments and update procurement policies and procedures as necessary to maintain compliance.

16. Policy Review and Amendments

16.1 Policy Review

- This policy will be reviewed annually by the Procurement Department and the Compliance Committee.
- Feedback from employees, volunteers, suppliers, and stakeholders will be considered in the review process.

16.2. Amendments

- Amendments to the policy will be approved by the members of Trust.
- Employees, volunteers, and suppliers will be informed of any changes to the policy in a timely manner.

17. Communication

17.1. Policy Communication

- Ensure that the Procurement Policy is communicated to all employees, volunteers, and suppliers.
- Provide access to the policy through the organization's intranet, employee handbooks, and other communication channels.

17.2. Open Communication

- Foster an environment of open communication where employees and suppliers feel comfortable raising procurement-related concerns without fear of retaliation.

The policy shall come into effect from its official adoption dated **12/04/2023.**
Revised policy Amendment on **21/07/2026** vide Resolution **No.- 182.**

Certified By
Tarun Kumar Ray
Executive Director
SISTRY FOUNDATION

TARUN KUMAR RAY

Digitally signed by TARUN KUMAR RAY
Date: 2026.07.22 14:16:19 +05'30'