

JOINT ACTION NETWORKING (JAN)

ज्वायंट एक्शन नेटवर्किंग (जन)

Registered Office:-

At.+P.O-Momindpur, Via- Hilsa
Distt.- Nalanda (Bihar), Pin-801302
E-mail: jan_office@sify.com/
ramakantsharmajan@gmail.com
Mobile :09955221862

Co-ordination Office

At- Gandhi Nagar (North of Jail)
Post-Hilsa (Nalanda) PinCode-801302
Email-Jan_office@sify.com/
ramakantsharmajan@gmail.com
Mob:-09955221862

(Registered Under Societies Registration Act 21/1860,FCR Act-1976&Income Tax Act u/s 12A)

Ref.No.....

Date:.....

PROCUREMENT POLICY

The main objective of the procurement policy is to ensure sound and transparent way of procuring equipments, services, human resources and most importantly to maintain quality and time.

Procurement should be done by one of following three methods :-

1. Price Quotation
2. Direct Order
3. Purchase of Goods without quotation.

1. Price Quotation :- Price Quotation is a procurement method based on comparing Price Quotations obtained from several suppliers to assure competitive prices and is an appropriate method for procuring readily available good.

Whenever a purchase of equipments / services is more than Rs.7,500.00 quotations from not less than three suppliers / firms / agencies would be collection. Quotations may be submitted by letter, fax or by electronic means. The quotation shall clearly indicate the date of issuance of the quotation and period of validity. A comparative statement or resolution would be made by the procurement committee for approval. However, if the cost of the produce exceeds Rs.25,000.00 a formal purchase order would be placed either in the format of the selected suppliers/firms/ agencies or in the format/letter head of the organisation.

If the purchase is estimated to be more than Rs.75,000.00 for a single item/ commodity an advertisement may be published for the same in the newspaper preferably published locally having good circulation. After the closing date all the quotations would be opened in a specified date in the presence of the procurement committee. The procurement committee may select some suppliers/firms/agencies and call them for final negotiation. A comparative statement or resolution would be made by the procurement committee for approval. However, if minimum three quotations are not received, as per the situation either the time limit may be extended or other known suppliers / agencies would be contacted.

JOINT ACTION NETWORKING (JAN) ज्वायंट एक्शन नेटवर्किंग (जन)

Registered Office:-

At.+P.O-Momindpur, Via- Hilsa
Distt.- Nalanda (Bihar), Pin-801302
E-mail: jan_office@sify.com/
ramakantsharmajan@gmail.com
Mobile :09955221862

Co-ordination Office

At- Gandhi Nagar (North of Jail)
Post-Hilsa (Nalanda) PinCode-801302
Email-Jan_office@sify.com/
ramakantsharmajan@gmail.com
Mob:-09955221862

Registered Under Societies Registration Act 21/1860,FCR Act-1976&Income Tax Act u/s 12A)

C.No.....

Date:.....

PROCUREMENT POLICY

The main objective of the procurement policy is to ensure sound and transparent way of procuring equipments, services, human resources and most importantly to maintain quality and time.

Procurement should be done by one of following three methods :-

1. Price Quotation
2. Direct Order
3. Purchase of Goods without quotation.

1. Price Quotation :- Price Quotation is a procurement method based on comparing Price Quotations obtained from several suppliers to assure competitive prices and is an appropriate method for procuring readily available good.

Whenever a purchase of equipments / services is more than Rs.7,500.00 quotations from not less than three suppliers / firms / agencies would be collection. Quotations may be submitted by letter, fax or by electronic means. The quotation shall clearly indicate the date of issuance of the quotation and period of validity. A comparative statement or resolution would be made by the procurement committee for approval. However, if the cost of the produce exceeds Rs.25,000.00 a formal purchase order would be placed either in the format of the selected suppliers/firms/ agencies or in the format/letter head of the organisation.

If the purchase is estimated to be more than Rs.75,000.00 for a single item/ commodity an advertisement may be published for the same in the newspaper preferably published locally having good circulation. After the closing date all the

JOINT ACTION NETWORKING (JAN)

ज्वायंट एक्शन नेटवर्किंग (जन)

Registered Office:-

At.+P.O-Momindpur, Via- Hilsa
Distt.- Nalanda (Bihar). Pin-801302
E-mail: jan_office@sify.com/
ramakantsharmajan@gmail.com
Mobile :09955221862

Co-ordination Office

At- Gandhi Nagar (North of Jail)
Post-Hilsa (Nalanda) PinCode-801302
Email-Jan_office@sify.com/
ramakantsharmajan@gmail.com
Mob:-09955221862

(Registered Under Societies Registration Act 21/1860, FCR Act-1976 & Income Tax Act u/s 12A)

Ref.No. quotations would be opened in a specified date in the presence of the procurement committee. The procurement committee may select some suppliers/firms/agencies and call them for final negotiation. A comparative statement or resolution would be made by the procurement committee for approval. However, if minimum three quotations are not received, as per the situation either the time limit may be extended or other known suppliers / agencies would be contacted.

2. Director Order:- Direct order is contracting without competitive (single source) may be an appropriate method under the following circumstances :

- Standardized equipment or spare parts, to be compatible with existing equipment from the original supplier. It is justified because the original equipment shall be suitable and of good quality.
- The required equipment is obtainable only from one source.
- Hiring of consultancy agency/individual consultants having expertise on a certain field/area.
- In exceptional cases, such as in response to natural disasters.

3. Purchase of Goods without quotation:- In some cases like when the goods are up to the value of Rs.7,500.00 when those are to be procured locally, purchase may be made without inviting quotation ensuring the quality and price.

However, care should be taken to ensure that the procurement of the goods/services should be in time so that progress should not be hampered.

Details of goods/services to be procured