



PROCUREMENT POLICY

Of

Kalpa Raksha Educational & Charitable Trust

Policy Approved Date: 14-09-2024

Address :H .O #8/19, 1st Main, 8th Cross,
Ganesha Block, Tent Road,
Nandini Layout, Bangalore-560096

Email id: Kalparakshatrust@gmail.com

Mobile num: 8722598131/9535655661

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Note from the Board

The Board of Trust of Kalparaksha Educational & charitable Trust conducted the Board meeting on 14-9-2024 & reviewed & approved the policy of Procurement Policy. It was recorded in the minutes of meeting. The Board members present in full quorum approved the policy. The board members present have affixed their signature below.

For Kalparaksha Educational & charitable Trust

Signed by Secretary/President and Trustees

1. 

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3. N. murugesu 

4. yashodan

5. 

KalpaRaksha Educational & Charitable Trust

Procurement Policy of KRECT

Starting date of operation of the Policy : This Policy and related provisions shall be operationalized from 14th September 2024 and will be amended by the Board of Trust if required.

1. Objective

1.1 This Procurement Policy outlines NGO Name's approach to procurement, emphasizing transparency, fairness, efficiency, and sustainability in all procurement activities.

1.2 The policy aims to ensure that procurement processes are conducted in accordance with legal and ethical standards, while optimizing value for money and supporting the organization's mission and goals.

2. Scope

2.1 This policy applies to all procurement activities undertaken by NGO Name, including the acquisition of goods, services, and works necessary for the operation and implementation of its programs and projects.

3. Principles of Procurement

3.1 Transparency: NGO Name will conduct procurement processes in a transparent manner, providing clear and comprehensive information to all stakeholders involved.

3.2 Fairness: All procurement activities will be conducted fairly, impartially, and without discrimination, ensuring equal opportunities for all potential suppliers or contractors.

3.3 Integrity: NGO Name is committed to upholding the highest standards of integrity and ethical conduct in all procurement activities, avoiding conflicts of interest and corruption.

3.4 Efficiency: Procurement processes will be designed and implemented to ensure efficiency and effectiveness, minimizing unnecessary delays and administrative burdens.

3.5 Sustainability: NGO Name will prioritize sustainable procurement practices, considering environmental, social, and economic factors in supplier selection and contracting decisions.

4. Responsibilities

4.1 President & Gen. Secretary is responsible for managing and overseeing all procurement activities in accordance with this policy.

4.2 Program Managers: Program managers within NGO Name are responsible for identifying procurement needs, specifying requirements, and providing input into procurement decisions.

4.3 Suppliers: Suppliers and contractors are expected to comply with NGO Name's procurement policies and standards, including requirements related to quality, pricing, delivery, and sustainability.

5. Procurement Process

5.1 Planning: Procurement activities will be preceded by thorough planning, including needs assessment, budgeting, market research, and specification development.

5.2 Solicitation: NGO Name will solicit bids or proposals from potential suppliers through open, competitive, and transparent processes, ensuring equal opportunities for participation.

5.3 Evaluation: Bids or proposals received will be evaluated objectively and impartially based on pre-established criteria, with selection decisions made in accordance with the principles of transparency, fairness, and integrity.

5.4 Contracting: Contracts will be awarded to successful suppliers or contractors based on the results of the evaluation process, with clear and legally binding terms and conditions outlined in the contract documents.

6. Approval of Expenses

6.1 All operational expenses shall be adhered to, as per the delegation of powers approved by the Board/Trustee (Annexure 1: Authority Matrix).

6.2 All capital purchases will require the following approval process:

- Purchases costing less than Rs. 10,000 require approval by the Program Head / Manager .
- Purchases costing between Rs. 10,000 and Rs. 50,000 require three quotations and approval by the Procurement Committee.
- Purchases costing more than Rs. 50,000 require three quotations, scrutiny by the purchase committee, and approval by Procurement Committee and Board of Trust.

7. Compliance and Monitoring

7.1 NGO Name will ensure compliance with this procurement policy through regular monitoring, review, and internal audits of procurement processes and activities.

7.2 Any deviations from this policy must be duly justified and documented, with appropriate approvals obtained from authorized personnel.

8. Conflict of Interest

8.1 All individuals involved in the procurement process must disclose any potential conflicts of interest and recuse themselves from decision-making where such conflicts exist.

9. Training and Capacity Building

9.1 NGO Name will provide training and capacity-building opportunities for its employees and volunteers involved in procurement activities to enhance their skills and knowledge in procurement best practices and ethical standards.

10. Review and Revision

10.1 This policy will be reviewed periodically to ensure it remains relevant, effective, and aligned with NGO Name's mission and regulatory requirements.


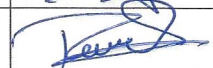

10.2 Any proposed revisions to this policy will be subject to review by the procurement Committee and approval by the Board Of Trust.

11. Constitution of Program Head

The Board has given approval for Program Head, Administrator, Asst. Administrator, Superintendant of respective Project Centre is being treated as Program head and Manager.

12. Constitution of Procurement Committee

The Board of Trust of KRECT has constituted this Board for 3 years for Purchase and Procurment. Staff members who resign from the employment may automatically gets terminated and new members may be included in their vacancy with the approval from the Board of Trust.

S. No	Name	Designation	Signature
1.	Suma M K	Chairperson	
2.	Ramesh S Naik	Member	
3	Shalini A	Member	Shalini. A
4	Siddaraju H	Member	
5	Poornima H N	Member	Poornima

13. Effective Date

11.1 This Procurement Policy shall come into effect from 14-09-2024 superseding any previous policies or guidelines related to procurement within NGO Name.

Annexure 1: Authority Matrix Format

Programmes	1st Approver (<10k)	2nd Approver (10k – 50 K)	3rd Approver (More than50K)
	Program Head/ Manager	Procurement Committee	Procurement Committee & Board of Trust

N.Our Presence:

1. KalpaRaksha Boys Home 1

#268, 9th Cross, NGEF Layout, Nrupatunga Nagara, Nagarbhavi 2nd Stage, Bangalore – 560072

2. Kalparaksha Girls Home

#8/19, 1st Main, 8th Cross, Ganesha Block, Tent Road, Nandini Layout, Bangalore-560096

3. Spandana-Kalpa Raksha Boys Home 2

C/O Sree Siddaganga Rural High School, Purushanahalli, Chikkamadhure Hobli, Doddaballapura Taluk, Bengaluru Rural.

Email id: Kalparakshatrust@gmail.com

Mobile num: 8722598131/9535655661

Website : <https://kalparakshatrust.org/>

This policy was adopted by the Kalpa Raksha Educational & Charitable on 14-09-2024

Signed on behalf of the Board Of Trust by:

Signature.....

Name in Capitals : **KUMAR S NAIK**

Signed on behalf of the Procurement Committee by:

Signature.....





Name in Capitals : **SUMA M K**

The policy has been reviewed by the Management Committee on:

Date.....14-09-2024

The Below signed Board of Trustees have thoroughly understood the policy and have affixed their signature for the implementation of the above policy on 14-9-2024

**For Authorised Signature of Member of
Kalparaksha Educational & Charitable Trust**

1. 
2. 
3. N. marugesan 
4. Yashodan 
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