

# PARIVAAR EDUCATION SOCIETY

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## PROCUREMENT POLICY

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**Bonogram, Bakhrahat Road,  
Kolkata-700104**

**West Bengal, India**

## **PROCUREMENT POLICY**

1. For Grocery and Other Grocery (Hygiene and Toiletries): Item related to this head are generally not perishable in nature and hence should be purchased once in a month. Procedure to be followed for the same are:

- i) Prepare the list of the items and the quantity required during the month of each items.
- ii) Invite Quotation from 2-3 vendors in respect of the rate related to the Items.
- iii) Forward the quotation to Mr. Vinayak Lohani and get approved the vendor with whom the transaction is to be continued in the future on mail.
- iv) Make the order copy for the items to be order in a month.
- v) For every order i.e. in each month the quantity to be getting ordered is to be first approved by the appropriate authority that this is the list which is required to be purchase in this month.
- vi) After the approval order will be proceed to the Vendor (the selected vendor) for the delivery.
- vii) The Invoice raised by the vendor should be cross checked with the Quotation rate quoted by the Vendor.
- viii) Any inflation in the rate should be fist approved by the appropriate authority before purchase.
- ix) Payment should be made by cheque.

**For Edible Items and Vegetables:** Items related with this head are daily used items and which cannot be store for more than two to three days. Process of purchase:

- i) Make the list of daily purchase item with respective quantity to be ordered and rate.
- ii) Take approval from Mr. Vinayak Lohani for the same (One time Approval)
- iii) Bill from the vendor should be taken with name and signature of the vendor.
- iv) Payment to the vendor, whom payment made once in a month, should be made by cheque.
- v) Any change in rate should be first approved before purchase.

### 2. **Duty of Accounts Department:**

- i) It is the duty to get all the approval from Mr. Vinayak Lohani of all the items (even the smallest) before it gets purchased.
  - a) Item consumed should be tracked in respect of their consumption.
  - b) An approx quantity should be fixed in respect of the items and if the quantity of the item increases then it should be questioned.

- ii) Each and every Bill should be checked before making the payment with the approval rate copy.
- iii) Disbursement of Cash for Petty cash or for any other expense should be made through single hand, who has been appointed for the same. On his absence appropriate authority should make the decision who will take the charge in his absence.
- iv) As much as possible payment should be made through cheque.

**3. Process for the procurement of the Construction Material:**

The following procedure to be followed as far as feasible, given the local situation and other exigencies.

- i) Quotation required for the materials (Coarse Sand, Silver Sand, Cement, Rod and Bricks) from the Suppliers. Minimum 3 quotations should be invited from different supplier.
- ii) In respect of the material quality and price the best one (supplier) is to be selected.
- iii) Selected vendor quotation need approval of the authorized person (Mr. Vinayak Lohani)
- iv) Material Indent should be first made in respect of the material required.
- v) Order copy prepared in respect of the Indent and order forward to the vendor for the supply.
- vi) At the time material received, challan copy should be along with at the time of receipt of material.
- vii) Received material should be checked and tallied with the challan copy material and quantity received.
- viii) Entry should be made in the Stock register at the same time on the basis of challan copy.
- ix) Original Invoice should be attached at the time of making the payment.
- x) Original Bill material quantity matched with challan copy material and rate with the approved quotation.
- xi) Original Bill and Challan copy should be attached with the voucher.