



[KOSHISH PROCUREMENT POLICY]

[To be issued by employer to staff governing authorised use of Assets facilities assuming that limited personal use is permitted]

5. KOSHISH PROCUREMENT POLICY

1. INTRODUCTION

The purchase of goods and services is necessary for the smooth operation of the Koshish Charitable Trust. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

2. METHODOLOGY

Koshish Charitable Trust shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. KCT shall specify in the purchase file the reasons the lowest bid was not chosen.

2.1 For purchases under Rs_____, a price survey by telephone of two suppliers will be sufficient for determining the supplier.

2.2 For purchases above Rs_____, a quotation/invoice shall be obtained from three local suppliers.

2.3 Purchases from a sole source shall be explained in the purchase file.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

2.4 For purchasing assets a committee of five members has been made. All assets to be purchased needs approval from any three members of the Committee.

2.5 All goods purchased should be kept in records.

3. PURCHASES

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

Inventory is usually done once a year and is the responsibility of the finance division.

4. PURPOSE

4.1 The inventory procedure is composed of the following steps:

4.2 Requisition form – the employee requesting a purchase fills this form, has it approved by the Secretary/Executive Director after recommend of purchase committee and sends it to finance. (Annexure:)

Koshish Charitable Trust

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5. KOSHISH PROCUREMENT POLICY

- 4.3 Order form – the finance division issues the order form, after it is signed by the Secretary/Executive Director. The concerned employee or the finance division will make the purchase successful on the basis of the order form.
- 4.4 Delivery slip – After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

5. REMOVAL OF ITEMS

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons.

Annexure: 4.2 Requisition form

Name of Project/Program/Others:

Name of goods/Item:

Quantity of Goods/Item:

Budget amount and head location:

Purpose:

Users:

A price survey by telephone of two suppliers (From 2.1):

Name of person/Shop/agencies/others	Company & Phone	Price	Remarks

A quotation/invoice shall be obtained from three local suppliers. (Must encloses)

Name of person/Shop/Company/agencies/others	Address, Phone & email/web	Price	Remarks

Requested by (Name, Post and Signature:

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Attached the recommendation of Purchase Committee: (Date/Register/page).....

Comment of Approved Authority:

Approved by the Secretary/Executive Director and sends it to finance:

The finance division issues the order form, after it is signed by the Secretary/Executive Director. The concerned employee or the finance division will make the purchase successful on the basis of the order form.

After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

Order form

Ref no:

Date:

Name of person/Shop/Company/agencies/others:

.....

Address, Phone & email/web:

.....

Name of goods/Item:

Quantity of Goods/Item:

Approved Amount:

Payment mode: Cash/Cheque.....

Authorised Signatory:

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5. KOSHISH PROCUREMENT POLICY

Delivery form

Ref no:

Date:

Name of person/Shop/Company/agencies/others:

.....

Address, Phone & email/web:

.....

Name of goods/Item:

Quantity of Goods/Item:

Approved Amount:

Payment mode and details: Cash/Cheque.....

.....

Received Authorised Signatory:

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