

PadmaPani Society for Human Excellence

Hyderabad, Telangana State.

Regd.No.1061/93

PROCUREMENT POLICY

This Procurement policy contains the procedures for procurement of goods and consultants of the organization.

Procedures: Procurement of Goods of Rs.10000/- to 50000/- will be by calling 3 quotations and lowest of 3 will be finalized. The Project Manager will sign the Work / Purchase order. On receipt of goods the payments will be made to the party.

Procurement of Goods of above Rs.50000/- will be done by Procurement committee. The Committee consists of 3-4 members, which includes of member from Project Manager/coordinator and Governing Board. The Project Manager will call the Quotations and submit to the Procurement Committee for their review. The Committee will finalize the party, while looking in to different aspects and finalize the Party and inform the PM. The Project Manager will issue PO.

Procurement of Goods of Rs.100000/- and Rs.500000/- will be also done by Procurement Committee under the guidance of PSHE. The Project Manager will call the Quotations and submit to the Procurement Committee for their review. The Committee will finalize the party, while looking in to different aspects and finalize the Party and inform the PM. The Project Manager will issue PO.

Procurement of Consultancies Services: will be also done by Procurement Committee under the guidance of PSHE. The Project Manager will call the Expression of Interest and submit to the Procurement Committee for their review. The Committee will finalize the party, while looking in to Technical and Financial aspects and finalize the Party and inform the PM. The Project Manager will enter into an MOU.