



Procurement Policy

CENTRE FOR RELIEF AND REHABILITATION (CRR)

CRR Procurement Policy
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Effective on 17 July 2026



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1. Introduction

Procurement plays a vital role in ensuring the effective and efficient delivery of programs and services in non-profit organizations. As custodians of donor funds and public trust, it is imperative that all purchases are conducted in a transparent, accountable, and ethical manner.

This Procurement Policy provides a clear framework of rules, procedures, and standards that govern the acquisition of goods, services, and works. It is designed to ensure that all procurement activities are:

- Fair and unbiased, with equal opportunity for all vendors,
- Cost-effective, promoting competitive rates and value for money,
- Compliant, aligned with donor requirements and legal regulations,
- Transparent and well-documented, enabling traceability and accountability.

The policy supports the organization's mission by enabling timely procurement while minimizing risks such as fraud, favouritism, or conflict of interest. It applies to all staff involved in procurement, from program teams initiating requests to finance teams processing payments.

By following this policy, we aim to uphold the highest standards of integrity and professionalism, ensuring that every rupee spent contributes effectively to the goals of our organization and the communities we serve.



2. Purpose

To ensure transparent, accountable, cost-effective and efficient system for procuring goods and services that ensures value for money and compliance with applicable laws, donor requirements and financial best practices.

3. Scope

This policy applies to all procurement activities undertaken by the organization (insert name), including purchases funded by internal resources, donor funds, and government grants.

4. Procurement Principles

Transparency: All procurement processes shall be open, well-documented, and verifiable.

Accountability: Clear roles and responsibilities for procurement decisions.

Value for Money: Best combination of cost, quality, and sustainability.

Fairness & Equity: Equal opportunity to all eligible suppliers.

Compliance: Adherence to Indian laws (Income Tax Act, FCRA, GST), donor requirements, and internal financial rules.

5. Roles and Responsibilities:

1. **Procurement Committee:** Comprises at least three members (e.g., Executive Director, Finance Officer, Program Head) to oversee procurement above INR 20,000.
2. **Approving Authority:** Designated based on purchase value.
3. **Finance Team:** Verifies budgets, processes payments, and maintains records.
4. **Requisitioner:** Submits purchase requests with justification and budget details.



6. Procurement Methods

Method	Threshold (INR)	Description
Petty Cash	00	Small, immediate purchases; receipt required
Direct Purchase	₹00– ₹20,000	No required to qua but encourage to collect quotation.
Request for Quotations (RFQ)	₹20,001 – ₹2,00,000	Minimum 3 written quotations
Open Tender	Above ₹2,00,000	Publicly advertised tender; formal bidding process

7. Procurement Process Steps:

1. Need Identification

- Raised by Program/Department Head with justification.

2. Purchase Requisition (PR)

- Standard form submitted to the Procurement Officer.

3. Review of Request & Approval of Purchase Requisition

- Approved by budget owner and Finance Officer.

4. Quotation Collection / Tendering

- As per thresholds mentioned.

5. Bid Evaluation

- Technical and financial evaluation by Procurement Committee.

6. Purchase Order (PO) Issuance

- Approved PO issued to selected vendor.

7. Goods Receipt & Verification

- By Admin/Program team using a Goods Receipt Note (GRN).

8. Invoice Processing & Payment

- Verified invoice processed by Finance; paid via bank transfer.

9. Documentation & Filing

- All records (PR, PO, GRN, invoice, payment proof) filed systematically.

8. Vendor Selection and Management

- Maintain an approved vendor list with periodic reviews.
- Blacklist vendors who violate terms or provide substandard goods.



- Preference given to vendors who comply with GST and TDS norms.

9. Conflict of Interest

- All procurement stakeholders must declare any conflict of interest.
- Employees, Committee members must not participate in procurement where relatives are involved.

10. Emergency Procurement

- In cases like natural disasters or urgent operational needs:
- Authorized by Executive Director
- Minimum documentation: justification note, invoice, approval

11. Donations in Kind (Procurement-In-Kind)

- Must be recorded with estimated fair value.
- Due diligence required to ensure quality and usability.

12. Donor Compliance

- All donor-specific procurement rules override general rules where applicable.
- Maintain separate documentation as per donor reporting requirements.

13. Legal and Tax Compliance

- Ensure GST registration and invoices with proper GST breakup.
- TDS to be deducted where applicable under Income Tax Act.
- FCRA procurement to be done from Indian vendors unless otherwise permitted.



14. Monitoring and Audit

- Internal audits conducted semi-annually.
- Procurement documentation must be retained for at least 7 years.
- Annual third-party audit (as required by donors or law).

15. Environmental and Ethical Considerations

- Preference for eco-friendly, local, and ethical suppliers.
- Avoid child labor, bonded labor, or exploitative suppliers.

16. Policy Review and Amendment

- Reviewed every 2 years or upon major regulatory/donor changes.
- Amendments approved by the Board of Trustees/Executive.

Annexure 1: Purchase Requisition Form (PRF)



Field	Details to Fill
Department	
Requested By	
Date	
Item(s) Required	
Quantity	
Purpose / Justification	
Estimated Cost (INR)	
Preferred Vendor (if any)	
Required By (Date)	
Approved By (Name & Signature)	

Annexure 2: Purchase Order Template

Organization Name & Address PURCHASE ORDER (PO)

PO No. Date

Vendor Details: Name:
Address:
GSTIN:
Contact:

Order Details:

Item Description	Quantity	Unit Price (INR)	Total Price (INR)
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Subtotal: Rs. _____
GST @ %: Rs. _____
Total Amount: Rs. _____

Delivery Date: _____
Delivery Address: _____
Terms & Conditions: _____

Authorized Signatory: _____
Designation: _____

Annexure 3: Goods Receipt Note (GRN)

Field	Details
GRN No.	
Date of Receipt	
PO No.	
Vendor Name	
Item(s) Received	
Quantity Received	
Condition	
Received By	Name & Signature
Verified By	Name & Signature

Annexure 4: Quotation Comparison Sheet

Vendor Name	Quoted Amount (INR)	Quality/Specs	Delivery Time	Remarks

Recommended Vendor: _____

Justification: _____

Procurement Committee Signatures:

1. _____
2. _____

3. _____



Annexure 5: Conflict of Interest Declaration Form:

I, _____, hereby declare:

- I have no personal or financial interest in any vendor involved in the procurement process OR
- I have the following interests to declare:

I understand that non-disclosure may result in disciplinary action.

Signature: _____

Designation: _____

Date: _____

Annexure 6: Emergency Procurement Justification Format

Field	Details
Item(s) Procured	
Quantity	
Total Cost	
Reason for Emergency	
Date of Procurement	
Approved By	Name & Signature
Supporting Documents	Invoice, Photos (if any), Notes



Annexure 7: Vendor Registration Form

Field	Details
Vendor Name	
Type of Business	
Address	
Contact Person	
Phone/Email	
PAN Number	
GSTIN (if applicable)	
Bank Details	Account No., IFSC, Bank Name
Past Experience	Clients, Nature of Work
Submitted Documents	GST Cert., PAN, Bank Proof, etc.

Authorized Signatory: _____

Date: _____

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Mijanur Rahman Sk
Managing Trustee
Centre for Relief and Rehabilitation
Date: _____

Abu Taher Sheikh
Trustee
Centre for Relief and Rehabilitation
Date: _____

Muzammal Hoque
Trustee
Centre for Relief and Rehabilitation
Date: _____