CIMR- PROCUREMENT POLICY

1. PURPOSE

To ensure that all purchase of goods and services at CIMR is done in a transparent, fair, cost-effective, and ethical manner, and in the best interest of our beneficiaries.

2. SCOPE

This policy applies to all CIMR staff, volunteers, and committee members involved in purchasing goods or services for the organization. This includes: Therapy materials, medicines, food, office supplies, equipment, maintenance, and services.

3. KEY PRINCIPLES

Transparency: All purchases must be properly documented.

Value for Money: Get the best quality at the best price

Fairness: No favoritism. Equal opportunity to all vendors

Accountability: Every purchase must be approved and recorded

Ethics: No conflict of interest. No gifts or commissions from vendors

4. PROCUREMENT PROCESS

1 quotation or bill Department Head ₹5,000 - ₹25,000

3 written quotations + Purchase Requisition Form- President/ Secretary + Treasurer ₹25,000 - ₹1,00,000

3 written quotations + Comparative Statement- Executive Committee Above ₹1,00,000

Steps:

Purchase Requisition: Department fills PR Form with need, quantity, and budget head
Quotations: Minimum quotations collected as per value above from different vendors
Comparative Statement: Accounts prepares rate comparison

Approval: As per table above,

Purchase Order: Official PO issued to selected vendor

Receipt & Verification: Goods checked on arrival.

Payment: Bill + PO + GRN + Quotations filed. Payment by cheque/ UPI only. No cash above ₹5,000

5. PREFERRED VENDORS-

CIMR will maintain a list of approved vendors. Vendors must provide GST bill, PAN, and bank details. Priority to vendors who give proper bills and support disability employment. No purchase from staff/relatives without declaring conflict of interest

6. DONOR / PROJECT FUNDED PURCHASES Must follow donor guidelines if stricter than this policy. All assets purchased from donor funds must be tagged: "Purchased from [Donor Name]"Asset register must be updated within 7 days

7. PROHIBITED PRACTICES- Splitting purchases to avoid approval limits. Cash payments above ₹5,000. Accepting gifts, cash, or favors from vendors. Verbal orders- All orders must be in writing

8. RECORD KEEPING- Accounts department will maintain files for 7 years: PR Form, Quotations, Comparative Statement, PO, Invoice, GRN, Payment proof

9. ROLES & RESPONSIBILITIES- Department Head: Identify need and initiate PR

Purchase Committee: Collect quotations and recommend vendor

Accounts: Verify budget and process payment

Executive Committee: Final approval for purchases above ₹100,000

Auditor: Annual audit of all procurement

10. REVIEW - This policy will be reviewed every 2 years by the Executive Committee.