

PROCUREMENT POLICY

ASWASRO

Association for Social Work and Social Research in Orissa
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INTRODUCTION:

ASWASRO is a grassroots ASWASRO, got registered in the year 2001 and closely works with the vulnerable communities and empowers the socially marginalized Scheduled tribe, Scheduled Caste, migrants, minorities, children, women, youth and vulnerable people in Odisha. ASWASRO through its old age centre, the vulnerable elders get care and supports. ASWASRO marches forward with its journey towards uplifting the marginalized; it keeps on expanding its horizon of the communities it serves. In this journey, ASWASRO is well known in the locality for its programs, internal systems, ASWASRO ethics, best practices and sustainability models. ASWASRO collaborates with the communities, specially the vulnerable groups for their upliftment.

VISION: A Society Based on Profound Human Values and respect for each individual life whatever his/her own physical, mental & social abilities.

MISSION: Working with disabled and weaker section of society in a mutual sharing of strength and to build a more equitable and human society.

Focused Activities:

- Women and tribal empowerment, Livelihood linkage/Financial inclusion
- Natural Resource Management
- Health, education and Disability Rights
- Skills development for employment and education
- Water, sanitation and Hygiene Promotion
- Climate Smart agriculture

POLICY DESCRIPTION

POLICY PURPOSE:

The policy set forth in this document establishes standards and guidelines for the procurement of supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Policy to achieve:

Achieving value for money does not always mean accepting the lowest price but, making decisions based on the above principles and the detailed criteria below:

Price

- Quality of product or service
- Fit of product with need
- Reputation and capacity of provider
- Range of goods and services and suppliers available
- Reliability
- Responsiveness
- Delivery times
- Environmental impact

Code of Conduct

A Code of Conduct shall govern the performance, behavior and actions of ASWASRO, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

1. No employee, officer, director, volunteer or agent of ASWASRO shall participate in the selection, award or administration of a bid or contract.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of ASWASRO has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
3. No employee, officer, director, volunteer or agent of ASWASRO shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of organisational, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. ASWASRO's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
5. As permitted by law, rule, policy or regulation, ASWASRO shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed

from any further responsibility or involvement with grants management, procurement actions or bids, consistent with established policy.

Solicitation and Competition:

1. All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. ASWASRO must begin with an analysis of the need for the procurement, to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and clearly specify standards for the goods or services desired, and seek competitive offers where possible to obtain the best possible quality at the best possible price.
2. All procurements made by ASWASRO involving the expenditure of HOME Funds will be made in accordance with the following procurement standards.
3. Purchases which cost between INR 50,000 and 100,000 will require three over-the-telephone quotations of rate, price, etc. A memorandum will be prepared setting forth the date calls were made, parties contacted, and prices obtained. For purchases of less than 50,000, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.
4. Purchases of supplies, equipment and services which cost between INR 20,000 and INR30, 000 will require written estimates but no legal advertisement is required. ASWASRO will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.
5. “Best Practice” For procurements under INR 20,000, the decision may be made by the grantee or project manager. For procurements from more than that requires prior or approval may be obtained from the Secretary or ASWASRO Advisory Committee.

In general:

- Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.
- Bids must be sought for goods and services exceeding INR 50,000/-. For procurements that exceed the “small purchase” threshold INR 100,000, but the locality or State may set a lower threshold), competitive bids will be utilized and requests for these bids will be written in a way that does not restrict competition.

- A clear and accurate description of the technical requirements for the material, product or service to be procured; all requirements which offerors must fulfil; and all other factors to be used in evaluating bids or proposals;

Procurement files must include the following:

- Basis for contractor selection
- Justification for lack of competition when competitive bids or offers were not obtained.
- Basis of award cost or price.
- Whenever possible, ASWASRO must engage in affirmative efforts to utilize small businesses, minority owned firms, and women's business enterprises.

Selection

- Price should be one of the factors in the evaluation of responses, but ASWASRO is not required to take the lowest price if other factors are important to the decision.
- There should be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to ASWASRO (price, quality and other factors considered).
- A bid may be rejected when it is in the ASWASRO's interest to do so.

Documentation

- At a minimum, procurement records must clearly show how ASWASRO:
- Executed price sampling for small purchases;
- Selected the method of procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Contract Administration

ASWASRO has an overall system of contract administration to ensure proper oversight and management of procurement actions. ASWASRO is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

ASWASRO's contract administration system must ensure that:

- The method of procurement is documented and records maintained for five years after final payment is made;
- All activities are carried out and costs are incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.


Secretary
Association for Social Work
& Social Research in Orissa