

# PROCUREMENT POLICY UPDATE

**Gramin Vikas Sewa Samiti  
(GVSS), Basti**

## **PROCUREMENT POLICY**

**Reg. Off.: Village Bhaisahiya, Post- Dudhaura, District- Basti 272002**

**Administrative Office: Malviya Road Near Chamanwatika Marriage Hall,  
Mohalla- Rautapar, Post- Gandhi Nagar, District Basti 272001**

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## PROCUREMENT POLICY

1. The Secretary of GVSS looks after the proper implementation of procurement and control the system of procurement.
2. All procurements are made at Head Office and Administrative office level only. Sometimes some procurements are made at field level depending on the emerging need and availability of procurement material which needs approval of the Secretary and president, where the amount does not exceed Rs.10000/=.
3. Types of Procurement:
  - Office Stationery
  - Workshop and Training Materials
  - Printing Materials
  - Office Assets
  - ☐ Medical/Surgical items
  - Resource (books) & Learning materials.
  - Computer peripherals.
  - Relief Materials, and any fixed assets
4. Requisition shall be made by Material Requisitions Format by unit head, through Admin. & Est. and submitted to the Secretary specifying the quality, quantity, time plan and availability/location for approval.
5. The Secretary shall send it to the Admin. & Est. for collection of quotation from different parties (cost of materials is exceeding Rs.10000/-) minimum three.
6. Admin. & Est. division after obtaining quotations, it shall be sent to Finance department for preparation of Comparative Quotation Chart (CQC) and related documentation and recommendation to the Purchase Committee.
7. Then the Secretary shall make necessary order to the Admin. & Est. to initiate the procurement process.
8. Then the Logistic in charge shall record the received goods in the stock register.



9. The invoice shall be sent to the Finance wing for payment, the Manager, Finance reviews that the procurement process, order and invoice of the supplier and the clerical accuracy of invoice in compliance with purchase order.
10. The logistic items shall be supplied to concerned project / programme personnel according to the requisition.
11. Physical stock verification shall be done on quarterly/Half yearly/Yearly basis.

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A handwritten signature in blue ink is written over a circular official stamp. The stamp is blue and contains the text "Vikas Sawa" at the top, "Secretary" in the center, and "022/36-97" at the bottom. The signature is a cursive, flowing line that starts from the left and ends near the center of the stamp.