



ASEEMA CHARITABLE TRUST PROCUREMENT POLICY

Aseema Charitable Trust

G3 Josephine Apartments, Ground Fl, Chimbai Road, Bandra West, Mumbai 400050



PROCUREMENT POLICY

Ownership	Operations
Forum where approved	Board of Trustees
Date of Approval	January 2023

BACKGROUND:

Aseema Charitable Trust (Aseema/Organisation) is a Mumbai based non-governmental organization with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. In Mumbai, Aseema works in partnership with the Municipal Corporation of Greater Mumbai (MCGM) to create centres of excellence within the public education system. In each of these schools, Aseema supports the MCGM by providing teachers who are oriented to Aseema's child friendly approach, making the learning environment stimulating and safe and creating a culture that respects the child and promotes learning.

PURPOSE:

This procurement policy for Aseema outlines the guidelines and procedures that govern the procurement of goods, services, and works required by the organization. The policy ensures transparency, fairness, and efficiency in the procurement process while promoting accountability and value for money.

OBJECTIVE:

The primary objectives of the procurement policy are ensuring the timely and cost-effective acquisition of quality goods, services, and works.

SCOPE:

Aseema's procurement activities primarily include purchasing educational materials, furniture/fixture for classrooms, IT related materials for the digital literacy programme, hiring consultants, undertaking construction projects for development of new schools.

POLICY:

Compliance with Laws and Regulations

The organisation is committed to adhere to all applicable laws, regulations, and ethical standards related to procurement.

It is ensured that all the procurement activities are conducted in a transparent and accountable manner.

Roles and Responsibilities

The Purchase function is an Integral part of the Aseema Operations Department with well-defined roles and responsibilities of staff involved in the procurement process.

The purchase team comprises of a Purchase In charge and a Purchase coordinator, who work in close coordination with the Finance department and the School Administration team.

All the unbudgeted and high value purchases above Rs 3 lacs require approval of the Chairperson of the organization.

Procurement Methods

Purchase should be undertaken after an in-depth study of the requirement, its justification and comparative due diligence w.r.t. the vendors.

Vendor Selection and Evaluation

Vendors are selected on the basis of technical qualifications, experience, financial stability, past performance and also considering the cost effectiveness.

Contract Management

Contracts with the selected vendors are valid for 12 months. Contracts are negotiated after rate negotiations, adequate due diligence, comparative study etc.

All the documents and records related to the procurement process are retained / obtained as per the applicable regulations.

Conflict of Interest

The organisation has a well-defined conflict of interest policy which provides guidelines for identifying and managing potential conflicts in the procurement process. As per this policy staff involved in procurement activities has to disclose any conflict of interest and take appropriate actions to mitigate or avoid them.

Reporting and Documentation

The procurement function prepares monthly purchase reports with regard to purchases and reports the same to the Chairperson.

TRAINING:

The organisation encourages continuous capacity building and training for staff involved in procurement activities.

It encourages the staff to enhance their knowledge of procurement practices by attending workshops, conferences, or online training programs.

REVIEW:

This policy will be reviewed annually or as and when required.