



**Registered Office: Chennai**

**Procurement Policy V1 dt 05 October 2025 for 2025-2026**

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Volunteer, Urimai Kural Trust

### **1. Purpose**

The purpose of this procurement policy is to establish clear guidelines and procedures for the acquisition of goods and services for Urimai Kural Trust which may involve the following:

- a. Identification of needs for goods and services,
- b. Identification of costs to cover the needs for those goods and services, c. Identifying the suppliers, procuring estimates,
- d. Placing an order
- e. Receiving the goods and/or services and paying for them. f. Preparation of accounting and archiving expenditures.

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This policy ensures transparency, accountability and cost-effectiveness in all procurement activities while aligning with the Urimai Kural Trust's (hereinafter 'the Trust') mission and values.

### **2. Scope**

This policy applies to all procurement activities undertaken by the Trust, regardless of the funding source. It covers the purchase of goods, services, and works, including but not limited to office supplies, equipment, training materials and vendor services.

### **3. Procurement Principles**

The following principles shall guide all procurement activities: ● Transparency: All procurement processes must be fair, open and documented.

- Competitive Bidding: Competitive quotes shall be obtained for purchases above a specified threshold.

- **Accountability:** All procurement decisions must be justified and approved by authorized personnel.
- **Cost-Effectiveness:** Procurement shall aim to achieve the best value for money.
- **Ethical Practices:** All procurement activities shall adhere to ethical standards and avoid conflicts of interest.

#### **4. Procurement Thresholds and Approval Authorities**

##### 4.1 Competitive Quotes Threshold

- For purchases above INR 50,000, competitive quotes from at least three vendors must be obtained.
- The Procurement Committee shall evaluate the quotes and approve the final vendor.

##### 4.2 Direct Purchase Authority

- For purchases below INR 50,000, the Director may approve the procurement without competitive quotes, provided it aligns with the organisation's needs and budget.

##### 4.3 Deviations

- The Director may approve deviations from this policy in exceptional circumstances, provided such deviations are documented and are approved post facto by the Board of Trustees.

#### **5. Exceptions to Competitive Quotes**

Competitive quotes are not required in the following cases:

- Reputed Brands and Dealers:** Procurement from well-established and reputed brands or dealers where quality and reliability are assured.
- Previous Purchase Track Record:** Procurement from vendors with a proven track record of previous purchases with the Trust, provided the pricing remains fair and consistent.
- Urgent Requirements:** In cases of urgent or emergency needs, competitive quotes may be waived with prior approval from Director.
- Unique products:** In case of products which are supplied only by one firm, order shall be placed with such vendor who exclusively produces it, without the need for competitive quotes.

#### **6. Procurement Committee**

For purchases beyond the specified threshold, a Procurement Committee comprising the following members shall make the final decision: A. At least Two Trustees who are members of the Board of Trustees of Urimai Kural Trust.

B. The Director of Urimai Kural Trust.

The Committee shall:

- Evaluate Competitive quotes or proposals.

- Ensure Compliance with this policy.
- Approve the final vendor based on quality, cost and delivery terms.

### **7. Documentation and Record-Keeping**

All procurement activities must be documented, including:

- Purchase requisitions.
- Competitive quotes or justification for exceptions.
- Approval from the relevant authority.
- Purchase orders and invoices.
- Delivery and acceptance records.

Records shall be maintained for a minimum of 5 years and made available for audit purposes.

### **8. Ethical Guidelines**

- All staff and members of the Procurement Committee involved in the procurement must declare any potential conflicts of interest.
- Gifts, favors, or incentives from vendors are strictly prohibited.
- Procurement decisions must be based solely on merit and organizational needs.

### **9. Review and Amendments**

This policy shall be reviewed annually or as needed to ensure its relevance and effectiveness. Amendments must be approved by the Governing Board.

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### **10. Compliance**

Non-compliance with this policy may result in disciplinary action, including termination of employment or legal proceedings, as deemed appropriate by Urimai Kural Trust.

Approved by: The Board of Trustees.