



# PADALA CHARITABLE TRUST



## PROCUREMENT POLICY

## 1. Objective

1.1 This Procurement Policy outlines **Padala Charitable Trust** approach to procurement, emphasizing transparency, fairness, efficiency, and sustainability in all procurement activities.

1.2 The policy aims to ensure that procurement processes are conducted in accordance with legal and ethical standards, while optimizing value for money and supporting the organization's mission and goals.

## 2. Scope

2.1 This policy applies to all procurement activities undertaken by Padala Charitable Trust, including the acquisition of goods, services, and works necessary for the operation and implementation of its programs and projects.

## 3. Principles of Procurement

3.1 **Transparency:** Padala Charitable Trust will conduct procurement processes in a transparent manner, providing clear and comprehensive information to all stakeholders involved.

3.2 **Fairness:** All procurement activities will be conducted fairly, impartially, and without discrimination, ensuring equal opportunities for all potential suppliers or contractors.

3.3 **Integrity:** Padala Charitable Trust is committed to upholding the highest standards of integrity and ethical conduct in all procurement activities, avoiding conflicts of interest and corruption.

3.4 **Efficiency:** Procurement processes will be designed and implemented to ensure efficiency and effectiveness, minimizing unnecessary delays and administrative burdens.

3.5 **Sustainability:** Padala Charitable Trust will prioritize sustainable procurement practices, considering environmental, social, and economic factors in supplier selection and contracting decisions.

## 4. Responsibilities

4.1 Director Administration is responsible for managing and overseeing all procurement activities in accordance with this policy.

4.2 Program Managers: Program managers within Padala Charitable Trust are responsible for identifying procurement needs, specifying requirements, and providing input into procurement decisions.

4.3 Suppliers: Suppliers and contractors are expected to comply with Padala Charitable Trust's procurement policies and standards, including requirements related to quality, pricing, delivery, and sustainability.

## 5. Procurement Process

5.1 Planning: Procurement activities will be preceded by thorough planning, including needs assessment, budgeting, market research, and specification development.

5.2 Solicitation: Padala Charitable Trust will solicit bids or proposals from potential suppliers through open, competitive, and transparent processes, ensuring equal opportunities for participation.

5.3 Evaluation: Bids or proposals received will be evaluated objectively and impartially based on pre-established criteria, with selection decisions made in accordance with the principles of transparency, fairness, and integrity.

5.4 Contracting: Contracts will be awarded to successful suppliers or contractors based on the results of the evaluation process, with clear and legally binding terms and conditions outlined in the contract documents.

## 6. Approval of Expenses

6.1 All operational expenses shall be adhered to, as per the delegation of powers approved by the Board/Trustee (Annexure 1: Authority Matrix).

6.2 All capital purchases will require the following approval process:

- Purchases costing less than Rs. 10,000 require approval by the the Director, Accounting and Finance.
- Purchases costing between Rs. 10,000 and Rs. 1,00,000 require three quotations and approval by the **CEO**.
- Purchases costing more than Rs. 1,00,000 require three quotations, scrutiny by the purchase committee, and approval by the Board, Managing Trustee.

## 7. Compliance and Monitoring

7.1 Padala Charitable Trust will ensure compliance with this procurement policy through regular monitoring, review, and internal audits of procurement processes and activities.

7.2 Any deviations from this policy must be duly justified and documented, with appropriate approvals obtained from authorized personnel.

## 8. Conflict of Interest

8.1 All individuals involved in the procurement process must disclose any potential conflicts of interest and recuse themselves from decision-making where such conflicts exist.

## 9. Training and Capacity Building

9.1 Padala Charitable Trust will provide training and capacity-building opportunities for its employees and volunteers involved in procurement activities to enhance their skills and knowledge in procurement best practices and ethical standards.

**10. Review and Revision** 10.1 This policy will be reviewed periodically to ensure it remains relevant, effective, and aligned with Padala Charitable Trust mission and regulatory requirements.

10.2 Any proposed revisions to this policy will be subject to review by the procurement Committee and approval by the **Director**.

**11. Effective Date** 11.1 This Procurement Policy shall come into effect from **25-10-2024**, superseding any previous policies or guidelines related to procurement within Padala Charitable Trust.

### Annexure 1: Authority Matrix Format

Programmes	1st Approver (<10k)	2nd Approver (10k – 1L)	3rd Approver (>1L)	4th Approver (>5L)
	Director	CEO	Managing trustee	NIL

## Policy Revision History

S. No	Description	Changes	Date
1.	V 1	<ul style="list-style-type: none"><li>Initial Release</li></ul>	25/10/2024
2.	V 2	<ul style="list-style-type: none"><li>Organization Logo Updated;</li></ul>	13/02/2026