

Purchase Manual & Procedures (PMP)

Bhavishya Bharat

(A Public Charitable Trust)

7th Floor, B-Block, Roxana Towers,
Greenlands, Begumpet, Hyderabad,
Telangana – 500016

Version: 02 / 2015-16

Dated: 15 September 2015

A circular blue ink stamp with the text "BHAVISHYA BHARAT" around the top and "P. 15/9/2015" around the bottom. A signature in black ink is written across the stamp. To the right of the stamp, there is a handwritten signature in blue ink.

1. Introduction

This manual describes the policies, procedures, controls, roles and responsibilities relating to accounting for procurement of goods and services at the BHAVISHYA BHARAT [herein after called 'BHAV'].

The various activities involved in the procurement of goods and services are performed by the Administration Department. The Finance Department is responsible for accurate, complete and timely recording of purchase of goods and services and disbursement of payments to vendors. Finance Department will also ensure that all purchases are within the approved budgets for the period / projects.

The major sub-processes involved in procurement of goods and services are:

- Creation and approval of Purchase Requisitions (PR); (Attached hereunder as **Annexure-1**)
- Finalization of prices and vendors (CQA); (Attached hereunder as **Annexure-2**)
- Creation of Purchase Orders (PO); (Attached hereunder as **Annexure-3**)
- Receipt of good and services and preparation of Goods Received Note (GRN); (Attached hereunder as **Annexure-4**)

2. Policy Statement

It is the Trust's policy to ensure that any spend of Public money regardless of value is carried out in a transparent and non-discriminatory way and in compliance with the Public Contracts Regulations and Bribery Act. The Trust Scheme of Delegation outlines who has authority to select contractors and award contracts and/or raise orders. Failure to comply with either this Procurement policy, the Trust Financial regulations or Scheme of Delegation may result in withdrawal of authority and disciplinary action.

As publicly funded organisations Bhavishya Bharat Public Charitable Trust, in accordance with procurement legislation as its 'Contracting Authorities'. Subsequently any procurement activity is regulated by the Indian Public contracts' regulations. In particular, any procurement activity has to be carried out in a transparent and non-discriminatory manner.

This policy sets out how the Trust will manage its procurement to ensure compliance with relevant legislation, it does not provide guidance on how to procure, this is covered in a range of technical procurement procedure guideline which must be followed by Trust and Project Office's staff alike, failure to comply with this policy and/or follow the procurement procedure guideline could result in a breach of legislation, fines and litigation, claims for damages and loss of reputation.

3. Purpose and Objectives of the Procurement Policy

- 3.1 The purpose of this document is to make the Trust Procurement policy clear and signpost staff undertaking procurement activity to appropriate procedural guidance.
- 3.2 This policy should be read in conjunction with:
- ✓ The rest of the Trust's Financial Regulations with particular reference to;
 - ✓ The Scheme of Delegation
 - ✓ Conflicts of interest Policy for staff
 - ✓ Appropriate procurement procedure guideline
- 3.3 The Trust Procurement Policy is applicable to all purchasing activity regardless of value and should be followed by all staff involved in purchasing whether centrally or Project Office's based.
- 3.4 All procurement within the Trust and Academies shall be carried out in such a way to ensure compliance with legal requirements, Trust financial regulation.
- 3.6 This policy is intended to reflect and support the aims of the Trust by working with staff and suppliers to optimise value for money in the procurement of works, goods and services. It aims to balance efficiency against risk factors in achieving value for money whilst promoting compliance and sustainability.
- 3.7 The Central Procurement Team either by providing professional support in obtaining works, goods and/or services which are best suited to any application in a manner which is compliant with current legislation and best practice. Alternatively, making independent purchases the Central Procurement Team will provide a procurement guideline which Project Office's staff must follow. The Procurement Policy and associated procurement procedure guidelines / templates will be reviewed whenever required by a change in legislation.
- 3.8 The Trust Procurement Policy does not provide detailed process guidance on procurement or purchasing, this is covered in a range of procurement procedure guideline supplemental to this policy document.
- 3.9 There is a duty on all staff who may be involved in any stage of the procurement process to apply the key principles of best practice procurement to achieve appropriate governance, Value for Money and suitable quality of goods and services to meet our Organisation needs. To satisfy this requirement the Trust has provided appropriate procedure guideline and templates which must be used.

The Objective of the Policies and Procedures is to ensure that:

- ✓ Purchase of goods and services are made at the right price, right quantity, right time, genuine vendor and as per approved budgets;
- ✓ Proper documentation is maintained for purchase of goods and services;

- ✓ Vendor invoices are processed and paid as per the agreed terms and conditions; and
- ✓ Liability for purchase of goods and services are completely and accurately recorded.

4. General Principles

- 4.1 When purchasing and contracting for goods and services, the Trust must demonstrate compliance with procurement legislation and the proper and effective use of public funds at all times. Purchasing procedures should also ensure that the goods, services and works procured are for the correct quantity and quality, arrive on time and achieve best value. The following general principles must therefore be adhered to:
- 4.2 Transparency and Non-Discrimination, in all purchasing activity the Trust must ensure that all contractors, suppliers and service providers are treated equally and without discrimination and must act in a transparent and proportionate manner. Procurement procedures must not be undertaken in a manner which artificially
- 4.3 Probity; it must be demonstrable that all parties are dealt with on a fair and equitable basis and that there is no private gain, favouritism or corruption involved in any dealings of the Trust;
- 4.4 Accountability; the Trust is publicly accountable for its expenditure and for the conduct of its affairs;
- 4.5 Value for Money; the achievement of value for money underpins the appropriate use of all public funds, therefore as well as striving to achieve the best price possible for all purchases, consideration should also be given to other factors such as quality, suitability, availability, reliability of the supplier, terms available etc.

5. What is Procurement?

- 5.1 Procurement is the process whereby goods, services and works are acquired. The procurement process spans a life cycle from identification of need and resources, through selection of suppliers, purchasing, contract management and disposal. Purchasing is the transactional process of buying the goods/services and is just one part of Procurement.
- 5.2 The Procurement Team is referred to throughout this document; however, procurement or purchasing may be undertaken by Project Office's staff **only** in accordance with the project of delegation and thresholds referred to in this Policy.

6. Value for Money

- 6.1 Value for money is the optimum combination of whole life cost and quality (or fitness for purpose) to meet the user's requirement. This is rarely possible with the lowest price alone. To ensure that all purchases obtain optimum Value for Money, a range of procurement procedure guideline and templates outlining the steps to be taken for varying levels of procurement are available. All purchases must be made in accordance with these guideline, except in exceptional circumstances where a dispensation may be granted.
- 6.2 Purchases over Rs.10,000 (Category A) must be managed by the Central Procurement Team and in these cases early involvement is recommended to ensure expectations are clear and timelines are achievable.
- 6.3 All Project Office's purchases in excess of Rs.10,000 (excluding VAT) will require pre-approval from the Central Procurement Team (to confirm the correct process) and the Central Finance Team (to confirm budget) before an order can be raised.
- 6.4 Unless below the threshold for obtaining multiple quotations all procurement of goods, works, services or consultancy should be acquired by effective competition, including adequate publication of the contract opportunity, unless there are convincing and justifiable reasons to the contrary. Competition promotes efficiency and effectiveness in expenditure. Awarding contracts on the basis of value for money following competition contributes to the competitiveness of supplies.
- 6.5 The Trust has a duty to comply with the requirements of Indian Procurement Legislation and Project Funding Agreements, in order to do so the Central Team will review all proposed purchases over Rs.10,000 in the context of total expenditure to come to a decision whether the potential requirement to aggregate is complementary or contrary to the requirement to show Value for Money.

7. Financial Authority to Commit Expenditure

- 7.1 Any process which involves committing the Trust or a Project Office's to expenditure must be approved in accordance with the project of delegation. The project of delegation confirms who has the authority and to what financial level.
- 7.2 Any member of staff placing a purchase order on behalf of the Trust or an Project Office's must be sure that they have the correct level of authority to do so in accordance with the scheme of delegation and where required must obtain approval from a more senior member of staff with a higher approval limit if necessary.
- 7.3 The Trust operates a system of devolved financial authority under which Central team are responsible for the decision-making process and planning of purchasing decisions. In

accordance with this Procurement policy for lower value purchases the Central Procurement Team may provide technical and professional support if requested, however where the value of purchases exceed Rs.10,000 (Category A) the Central Procurement Team will manage the process on behalf of an Project Office's. In these cases an Project Office's is still responsible for specifying requirements, evaluation criteria and committing funding

- 7.4 No member of staff may approve purchases unless they have been given authority within the Project delegation to do so.
- 7.5 No employee is authorised to commit the Trust or a Project Office's to expenditure without first ensuring that there is adequate budget provision.
- 7.6 Project work should not be artificially broken down into smaller orders to phase the issue of purchase orders and thereby circumvent either authorisation levels or the requirement to obtain further quotes.

8. Purchasing Thresholds

- 8.1 There are two types of threshold governing the procurement for the Trust. Firstly, authority to commit expenditure, which is covered in the project of delegation and secondly the procurement process which is governed by the anticipated lifecycle cost of the procurement.
- 8.2 The various transactional thresholds and procurement process required is covered in detail in the associated procurement process guideline which must be followed, however they are outlined briefly below:
- 8.3 *Category A:*
 - 8.3.1 Below Rs. 5,000 – a single written quotation from a suitable supplier
 - 8.3.2 Rs. 5,001 – Rs. 49,999– three written quotations from suitable suppliers
 - 8.3.3 Any expenditure over Rs. 50,000 to be managed by the Central Procurement Team
- 8.4 Where the Central Procurement Team are managing a procurement process on behalf of a Project Office's or other Central Team Directorate within the Trust, orders will not be raised without approval from the budget holder.

9. Dispensations

- 9.1 In limited circumstances a dispensation from the requirement to obtain alternative quotes may be granted. This may include authority to solicit a single quotation, to award a contract or place an order without having obtained the requisite number of tenders or quotations or to directly award a contract. All dispensations require prior approval from the Director Operations before progressing and must not result in a breach of procurement legislation or be contrary to the Trust.

- 9.2 Full details of the circumstances and reasons where a dispensation may be granted are included below.
- 9.3 All dispensation requests, whether approved or rejected will be reported to the Management Team. Staff may be called upon to attend the Management Team to explain the reasons for requesting a dispensation.
- 9.4 Dispensations from the requirement for competitive quotations must not be used to avoid competition, or for administrative convenience, or to award fresh / further work to a supplier originally appointed through a competitive procedure.
- 9.5 All dispensations will be subject to obtaining and documenting appropriate evidence for single quotation action, obtaining authorisation for such action in accordance with the approved Project Delegation and never breaching current Public Contract Regulations.
- 9.6 Subject to approval as outlined in the project delegation, dispensations may be granted for the following reasons:
- Unforeseen emergency requirement
 - The goods or services are only available from one source and there is no possibility of the Trust's requirements being met in any other way
- 9.7 Where the seeking of contract award could cause significant operational difficulties and where any potential savings would be outweighed by those operational issues and only for use in circumstances to be approved in accordance with the scheme of delegation, under the specific advice of the Operations Director in terms of compliance with the Management Team.
- 9.8 The Central Procurement Team may develop a schedule of dispensations for specific areas which Project Office's staff may use under certain circumstances; further information will be included in Procurement Procedure Guidelines.
- 9.9 A record of the reason(s) for the seeking and granting/declining of dispensations will be kept for at least three years.

10. Process Narrative

Activities to be performed at the time of purchase of goods and services have been categorized as follows:

- **Creation and approval of Purchase Requisition (PR);**
- **Finalization of vendor and creation of PO;**
- **Receipt of goods/services; and**
- **Bill passing and payment.**

10.1 Creation and Approval of Purchase Requisition (PR)

Departments / Admin will raise a request for purchase of goods / services for amount exceeding Rs.5,000.00 in the prescribed Purchase Requisition (PR) Form. Critical fields to be completed by the user at the time of PR creation are:

- ✓ Description of Goods required;
- ✓ Quantity requested;
- ✓ Employee / Consultant name and code;
- ✓ Project / Department name; and
- ✓ Suggested Vendors (if any).

User will send the “PR” to the Manager F&A for approval. The activities of Manager Admin. / Finance in PR approval process are given below:

Sl.	Activities including controls	Responsibility
1	Manager Admin. / Finance will compare PR with <i>approved budget</i> for the period/project and check for <i>fund availability</i> . (Note: In case of any clarification, Manager Admin. / Finance will send the PR back to the concerned department for review or rectification)	Manager Admin / Finance
2	Manager Admin. / Finance will approve the PR (after the changes, if any) and forward it to the concerned department	Manager Admin. / Finance

10.2 Finalization of vendor and creation of Purchase Order (PO)

- a. On receipt of approved PR from the Finance Department, the Admin. Manager will invite vendor quotations;
- b. Admin. Manager will prepare ‘Comparative Quotation Analysis’ (CQA) on the basis of at least three (3) vendor quotations for all purchases of value greater than Rs. 10,000;
- c. Written quotes must be on printed quote form or letterhead and inclusion of vendor signature, stamp and date.
- d. Based on the negotiations and CQA, vendors for purchase of goods / services will be short-listed.
- e. Committee of 3 members called ‘Purchase Committee’ (PC) will review the Quotation. Members of purchase committee are from Admin / Finance., Programme department and a member of Management side.
- f. Administration Manager will send the vendor quotations and approved CQA by purchase committee to Managing Trustee / Director (Operations) for approval;
- g. Managing Trustee / Director (Operations) will review the CQA and in case of any clarification send it back to Administration Manager for review or rectification; and
- h. Administration Manager will raise PO to vendor after the approval of Managing Trustee/Director (Operations) for approval.

10.3 Receipt of Goods / Services

- a. On procurement of goods and services, Admin. Assistant / officer will prepare a Good Receipt Note (GRN);
- b. Admin. Assistant / officer will verify the goods and services received against the respective PO and forward the vendor invoice to Administration Manager for approval; and
- c. Administration Manager will compare the vendor invoice with PO, GRN and then approve the vendor invoice for payment

10.4 Bill Processing and Payment Terms:

The activities of the Finance Department in bill passing and payment are given below.

- a. Unless a Purchasing Order has been used to make a payment, all invoices from suppliers should be entered on to the Financials systems (Tally) once approved and then paid pre-printed cheque or manual cheque.
- b. The Trusts standard payment terms are 30 days following receipt of a correct invoice, unless alternative arrangements have been agreed at purchase order stage.
- c. Payment are made on receipt of goods and advance payment as requested from the vendor. Where services are being procured then payment for work in progress or agreed interim stages may be appropriate in accordance with the approved guidance and subject to sign off from the Operations Director.

Sl	Activities including Controls	Responsibility
a.	The Accounts Officer will receive the vendor invoice from Administration Manager.	Accounts Officer
b.	The Accounts Officer will review the vendor invoice against the PO and GRN and pass necessary entry for vendor invoice in books of accounts Note: A 3-way match will be performed by the Accounts Officer, between the vendor invoice, PO and GRN to ensure goods and services have been received as per the approved terms.	Accounts Officer
c.	The Accounts Officer will prepare a payment voucher and send the same to the Manager Admin./Finance for approval	Accounts Officer
d.	Manager F&A will review the vendor invoice and approve the vendor payment by signing the payment voucher and return it to the Accounts Officer	Manager Admin/Finance
e.	The Accounts Officer will pass necessary entries in books of account and prepare cheque for vendor payment	Accounts Officer
f.	The Accounts Officer will send the cheque to authorized signatories along with the payment voucher. The Accounts Officer will collect signed cheque from authorized signatories and make vendor payment	Accounts Officer

11. Supplier Management

- 11.1 Purchase Orders, Contracts and Payments should only be raised / made to suppliers which have passed Trust vetting procedures and have been added to the Financials system
- 11.2 New suppliers may only be added to the Financials system following completion of a new supplier form and the requisite vetting procedures.
- 11.3 All existing suppliers will be vetted on a three-year cycle in accordance with the Trust guidance on vetting suppliers.
- 11.4 All staff who may raise purchase orders for work should satisfy themselves that where required, The Trust has issued guidance for the safeguarding of pupils whilst contractors are on site which must be followed.

12. Competition

- 12.1 Subject to the thresholds in section 6, competition should be proportionate to the level of expenditure, complexity and risk. To minimise procurement costs for the Trust and suppliers, avoid doubt and ensure compliance with legislation, best practice and Trust Financial regulations, procedure documents and templates for procurement at all levels have been provided which must be followed.
- 12.2 Care should be taken to specify accurately the goods/services required in a way which is unambiguous, offers equality, removes barriers to participation by SME's, and self-employed people without discriminating against others.
- 12.3 Any minimum standards should be proportionate to the contract and not discriminatory other than where legally required.
- 12.4 All requests for quotation must be made using the appropriate templates and in accordance with the guidance most relevant to the estimated value of expenditure.
- 12.5 When estimating the value of a contract, unless it is a one-off cost, the actual cost of the works, goods or services must be for the whole life costs and include any on-going costs. If the whole life is unknown, then four years should be the baseline. Once the whole life cost has been estimated the appropriate procurement procedure should be followed.
- 12.6 All procurement over Rs. 10,000 for Category A must be reviewed and/or carried out by the Central Procurement Team in accordance with relevant legislation by either undertaking a compliant procurement process.

13. Contract Agreement / Terms and Conditions

- 13.1 All procurement should be carried out using the Trust terms and conditions as outlined in the various procurement procedure guideline and template. There may be certain exceptions to this where the use of an established specific software could be accessed. In any case any departure from Trust terms and conditions must be approved by the Operations Director before agreement is made.
- 13.2 Any agreement, contract or lease with a supplier which requires a signature by a member of Trust or Project Office's staff (not including general orders for goods and services) should be forwarded to the Central Procurement Team for review prior to signature.
- 13.3 A signature on an agreement or contract, or even an email response indicates that the Trust or Project Office's accepts the suppliers Terms and Conditions which may not be favourable.

14. Aggregation

- 14.1 Indian legislation sets out how and when multiple orders and contract values for the same type of work should be added together for the purposes of deciding what procurement process is applicable.
- 14.2 Where the Trust does need to consider aggregation is when expenditure reaches certain thresholds. To ensure that the Trust do not fall foul of this, a procurement plan will be required for the Trust.
- 14.3 Should the Trust identify that specific expenditure is reaching or has exceeded the current Procurement threshold.
- 14.4 In appropriate circumstances the Central Procurement Team may identify opportunities to establish regional or corporate contracts on behalf of Project Offices. Project Offices will be invited to participate, however in such cases the Central Procurement Team will work on the basis that this expenditure does aggregate and procure accordingly.

15. Annual Procurement Plans

- 15.1 The Central Procurement Team will complete an annual procurement plan and milestones. The plan will include the use of the contract list to plan the requirement for future Purchases.
- 15.2 Project Offices are required to complete an Annual procurement plan following Procurement procedure guidance detailing key purchases for the year with a lifecycle cost in excess of Rs.5,000. This is to enable the Central Procurement Team to identify any opportunity to procure similar services either regionally or Trust wide, exploit value for

money opportunities and identify potential aggregation or breaches to thresholds.

- 15.3 The Trust is committed to the preparation and the continued development of the procurement plan. The Central Procurement Team will continually review the procurement requirements of the Trust whilst complying with all relevant legislation.

16. Reporting Requirements

- 16.1 For contracts between Rs.01 and Rs.10,000 (excluding VAT) the decision and criteria should be reported to the Director Operations.

- 16.2 All contracts whose value is over Rs.10,001 (excluding VAT) must be authorised by the Managing Trustee.

17. Equal Treatment of Suppliers

- 17.1 One of the key principals of procurement legislation is that all suppliers are treated equally.

- 17.2 Evaluation criteria should be decided in advance and made available in full to suppliers to show they will be treated fairly.

- 17.3 Any discussions and or correspondence prior to the conclusion of procurements should be on a “without commitment” basis and this phrase should be clearly stated on any such correspondence. The contract offer or purchase order should be the only point at which commitment is made.

18. Acceptance of Gifts or Hospitality

The Trust policy is not to accept any form of gift or hospitality from suppliers; full details are included in the Anti-bribery and Corruption Policy.

19. Information Security

- 19.1 All suppliers or third parties that require access to the Trust or Project Office’s information systems as part of the service they provide must comply with the requirements of the Central Team.

- 19.2 Staff responsible for agreeing maintenance and support contracts where access is required must ensure that prior to the contracts being signed the supplier / third party meets the requirements of the Central IT team and will comply with the Trust safeguarding and security policies.

19.3 In the event of the contract being transferred or terminated appropriate provisions must be in place to ensure the continued security to information and systems. Suppliers / third parties will be asked where appropriate to demonstrate their compliance with the policies.

20. Payment in Advance

Advance Payment varies case to case and in case any advance need to release should not be more than 50 percent of the total cost of equipment/ items and services against purchase order and proforma invoice issued by the vendor which approved by the Managing Trustee or Director Operations / Finance .

21. Separation of Duties

- ✓ There are a number of processes in purchasing goods and services etc. There must be adequate separation of duties to ensure that the process of ordering goods, services and works, checking receipt / completion and authorising payment is not the responsibility of one person.
- ✓ Where the Central Procurement Team undertake quotation collection exercises, either on behalf of a Project Office or for the Trust, the receipt and custody of quotations prior to opening must be separated from the specification, selection and evaluation. Contract awards subject to quotation will be subject to approval of the procurement procedure undertaken and in accordance with the Project provision.

22. Procedural and Guidance Notes and Templates

- 22.1 To ensure consistent and compliant processes, the Central Procurement Team have provided a range of procedure documents, guideline and templates outlining the process all staff must follow when undertaking procurement and purchasing.
- 22.2 The guideline are reviewed and updated from time to time to ensure compliance with legislation and best practice.
- 22.3 The following procedure documents are applicable:
 - ✓ Obtaining quotations – up to Rs.5,000
 - ✓ Obtaining quotations – Rs.5,001 - Rs.49,999
 - ✓ Seeking dispensations
 - ✓ Raising requisitions and orders
 - ✓ Goods receipting
 - ✓ Invoice approval
 - ✓ Verbal or emergency orders

- ✓ Works (including Payments, Variations, Certification, etc)
- ✓ Specification drafting

23. Retention of Documents

- ✓ All documentation and communication (including emails) relating to purchases with a value over Rs.5,000 should be referenced with a GRN which identifies the Project Office's numbering system. This will enable easy location of all electronic records relating to a purchase for audit purposes.
- ✓ Quotation documentation should be retained for a minimum of five (5) years from the date of the end of the contract. Documentation may be retained electronically rather than in hard copy, however it must be readily accessible for audit or other purposes if required.
- ✓ The Central Procurement Team are required to maintain a Procurement Register for all purchases with a lifecycle cost over Rs.10,000.
- ✓ Where procurement is undertaken on behalf of a Project Office's by the Central Procurement Team, all documentation in relation to the procurement process will be retained centrally.

24. Travel and Accommodation

- ✓ All travel and accommodation should be purchased in accordance with the Staff Official Travel, Accommodation, Subsistence and Expenses Policy and the cost claimed back through the travel expenses procedure.

25. Disposal of Redundant Equipment

- ✓ Wherever possible where equipment is no longer required by an Project Office's or the Trust, alternative internal uses should be sought, however where this is not possible or there is no interest then it is permissible to dispose of by sale to suppliers or the general public.
- ✓ In all cases where external disposal is proposed this must be carried out with the approval of either the Operations Director or Finance Director. Disposals must also be in accordance with the Fixed Asset and Inventory Policy.

26. Monitoring and Audit

The Organisation and project offices are subject to scrutiny by internal and external auditors and other government departments. It is the responsibility of everyone involved in the purchasing process to ensure that they compliant with current policies, procedures, guidance and legislation.

Annexures:

[illegible]



Bhavishya Bharat Foundation

143-144, 1st Floor, Udyog Vihar, Phase-IV,
Gurgaon-122 015, India.
Tel: 0124-4630000

Annexure - VI

Comparative Quotation Analysis

Sl.	Vendor / Supplier Name	Contact Person	Contract No.	Item Details	Quantity	Amount in INR					Total Quoted Amount	Note
						Unit Price	Tax	Freight/ Cartage	Sub Total	Discount		

Recommended Vendor / Supplier:

Approved by : Members of Purchase Committee

Sl.	Name	Designation	Department	Signature
1				
2				
3				

Time:

Date:

Place:

Note: Attach all quotations mentioned above.

Дополнение 03

Supply / Purchase Order

To,	Supply /Purchase Order No.: 0000
Vendor Name :	Purchase Order Date:
Quotation No. /Date:	Contact Person Name:
Contact No.:	Delivery Address:

Sl.	Supply / Purchase Item Description	Rate Including Taxes [INR]	Unit	Grand Total [INR]
Grand Total of Amt. [in Rs.]				

[Rupees]

Expected Date of Delivery:

Mode of Payment:

for detailed **TERMS and CONDITIONS** please see Attached Annexure 'A'

for Bhavisha Bharat Foundation

[Manager Administration]

Annexure – 3
Annexure – 'A'

Terms and Conditions of Purchase / Supply

- 1 BHAVISHYA BHARAT strict policy that members of our staff/consultant are prohibited to accept gifts or money that may be given to them by our Vendors or their subcontractors. Should such a case arise, we will discontinue doing business with the Vendors co
- 2 Our decision to work with our Vendors rests on the suitability and quality of products offered to us and on-time delivery.
- 3 In case of non-delivery within the contracted time, the Vendor agrees to be held responsible for any consequences arising there from.
- 4 It is also distinctly understood and agreed as the basis of this contract that the description, Quality, quantity and all other conditions stipulated must be strictly fulfilled, and that any inspection of the goods prior to shipment shall not constitute a
- 5 The Vendor agrees to be held responsible for all claims arising on account of inferior quality and/or breaches of contract and/or any other reasons on presentation of any adequate evidence and/or any competent surveyor's and/or analysts certified report t
- 6 The freight measurements of the goods specified in this contract is based on the Vendor's given information, any additional freight charge incurred due to incorrect freight measurements supplied will be on Vendor's account.
- 7 In the event of force strike, riot, civil commotion, war, epidemic, quota, embargo, interruption or congestion of transportation, or other causes or circumstances beyond the control of the Purchaser, which interfere with the completion of this contract, t
- 8 No name and address or marks of the Vendor and/or any other information disadvantageous to the Purchaser's interest shall appear on the goods, inner box and any packaging.
- 9 All goods purchased/supplied are at [currency of exporting country]. When contracted at any Foreign Currency basis, its equivalent in [currency of exporting country] shall be calculated base on the Exchange rate prevailing on the on board date of shipment
- 10 Payment will be made by the BHAVISHYA BHARAT to the Vendor within seven (7) days after delivery/installation of goods/items/hardware/software/stationery etc.
- 11 The BHAVISHYA BHARAT reserves the right to withhold payment on any delivery in settlement of outstanding claims and on any shipments made not to the Purchaser's satisfaction.
- 12 All disputes Subject to honourable courts of Delhi Jurisdiction only.

for Bhavisha Bharat Foundation

[Manager Administration]

Annexure - 04
Goods Received Note [GRN]

Supplier: _____ GRN No.: _____
 Purchase/Supply Order No.: _____ GRN Date: _____
 Delivery Note / Challan No.: _____ Location: _____

Sl.	Goods / Software / Hardware / Miscellaneous	Description of Item [Sl. No., Lit. No. etc.]	In No.		Quality of Item / Supplied	Comments (Note should be written by the Receiver)
			Order Quantity	Delivered Quantity		

Received by: Name & Signature _____
 Designation: _____
 Department: _____

Checked by: Name & Signature _____
 Designation: _____
 Department: _____

c.c. to following:
 1. Accounts/Finance dept. copy
 2. Supplier Copy
 3. Stores/Good Inwards copy

DECLARATION

It is hereby declared and agreed that this document shall be binding on the Management Team and Project Employees of the Bhavishya Bharat, at present and in the future.



Name, Designation & Signature:
 Raveendra Chintha
 Manager Finance
 Emp Code: 1003-7319

Date: 15 September 2015
 Place: Hyderabad



Name, Designation & Signature:
 Hemant Kumar Jha
 Deputy Director (Operations)
 Emp Code: 1002-0202

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