

Procurement Policy

Purpose

The purpose of this procurement policy is to ensure that all purchases made by The Archival and Research

Projects (ARPO) are conducted ethically, transparently, and in compliance with applicable laws and donor

requirements. This policy aims to ensure fairness, cost-effectiveness, and accountability in the use of funds.

Scope

This policy applies to all procurement activities undertaken by ARPO, including goods, services, and works,

regardless of funding source. It is mandatory for all staff and stakeholders involved in procurement processes to adhere to the guidelines outlined herein.

General Principles

1. **Transparency:** All procurement processes must be open and transparent.
2. **Accountability:** All procurement decisions must be documented and justified.
3. **Value for Money:** The organization will seek the best value for money while maintaining quality.
4. **Non-Discrimination:** Suppliers and service providers will be selected without discrimination based on race, religion, gender, or nationality.
5. **Compliance:** All procurement activities must comply with applicable laws, regulations, and donor requirements.
6. **Green Procurement:** ARPO is committed to environmentally sustainable procurement practices, prioritizing the reduction of plastic waste. Procurement decisions will consider environmental factors, including minimizing plastic usage, alongside cost, quality, and other relevant

criteria. This includes prioritizing products with minimal packaging, long lifespans, and recyclability, as well as supporting suppliers with strong environmental and social responsibility practices. We will actively promote the use of second-hand goods and refurbished equipment whenever feasible to reduce reliance on new plastic products and minimize our environmental footprint.

Procurement Categories

1. Goods: Includes office supplies, equipment, and materials.
2. Services: Includes training, and professional services.
3. Works: Includes construction, renovation, and other infrastructural projects.

Procurement Methods

1. **Petty Cash Purchases:**
 - For purchases below INR 5,000.
 - Requires approval from the designated officer.
2. **Quotations (Competitive Bidding):**
 - For purchases of INR 5,001 and above.
 - Requires a minimum of three written quotations.
3. **Single-Source Procurement:**
 - Allowed only under exceptional circumstances, such as proprietary goods or urgent requirements,
 - with written justification and approval.

Documentation Requirements

1. Requisition form with detailed specifications.
2. Written quotations or tender documents.
3. Evaluation and recommendation reports.
4. Purchase orders or contracts.
5. Proof of delivery or completion of service/work.
6. Payment receipts and invoices.

Conflict of Interest

1. Staff or committee members involved in procurement must disclose any personal or financial interests that could influence the process.
2. Suppliers with known affiliations to ARPO employees or board members are prohibited unless approved in writing by the Executive Director.

Vendor Management

1. A vendor database will be maintained with details of pre-qualified suppliers.
2. Vendor performance will be periodically reviewed, and underperforming vendors will be removed from the database.

Monitoring and Evaluation

1. Internal audits of procurement processes will be conducted annually.
2. Donor representatives may review procurement documentation upon request.
3. Corrective actions will be taken for any non-compliance identified.

Amendments

This policy will be reviewed annually and updated as necessary to reflect changes in organisational needs.

donor requirements, or applicable laws.

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