



# PRASHANTI CANCER CARE MISSION

## Procurement and Purchasing Policy

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### Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date
02.	Recording Keeping, Compliance Clause Added	Mr. Aditya Kamthe, HR and Manager	Ms. Laleh Busheri, CEO	Dr. C.B. Koppiker, Managing Trustee	01/01/2025





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## 1. Objective

At Prashanti Cancer Care Mission, we are committed to responsible and transparent procurement and purchasing practices. This policy establishes the guidelines and procedures for buying goods and services, from vendor selection to the formal bidding process. By adhering to this policy, we aim to ensure fair and competitive procurement, cost-effectiveness, and accountability in our organization's purchasing activities.

## 2. Policy

### 2.1 Vendor Selection:

- Vendor selection will be based on objective criteria, such as quality, price, delivery capability, sustainability, and compliance with relevant laws and regulations.
- All vendors will be treated fairly and without discrimination based on race, gender, nationality, religion, or any other protected characteristic.
- Whenever possible, we will strive to engage diverse suppliers and promote equal opportunities.
- Vendors/suppliers already existed shall be preferred based on their past product, delivery, and service quality. No other quotations asked or vendors to be searched in case of existing vendor/supplier





## 2.2 Procurement Process:

- Need/enquiry of material purchase generated by research staff is reported to the research manager/senior scientist. The Research Manager evaluates the need and confirms the need for purchase.
- The Research Manager further sends the need for purchase to the Centre manager by mail or sends it directly to the Operations manager, IT manager.
- List and details of the material need shared to Operations Manager/Centre Manager by Research Manager/Sr.Scientist through mail
- ✓ Furniture, office infrastructure vendors searched by Operations manager/Centre manager
- ✓ IT asset list sent to IT manager by research manager or centre manager to look for vendors
- A timeline for material purchase is mentioned in the mail depending upon the need and nature of the material.
- Quotations from 3 different vendors (for all material) are asked through mail from vendors throughout the country depending upon the material.
- Quotations are shortlisted between Centre manager and Research manager based on pricing, delivery period, payment terms, quality of the product etc.
- In the case where the material is to be purchased from an existing vendor of the organization, in such case the quotation is directly requested from the vendor.
- Once the quotation is finalized, same is informed to the Operations Manager/Centre Manager for Purchase Order generation. Purchase Order of the same is prepared by the Operations Manager/Centre Manager with approval from Research manager/Centre Manager. In the case of an existing vendor , directly the material request is sent to the vendor through mail, message or conveyed through call.
- Purchase order (PO) is signed by the Centre Manager with organization stamp
- Purchase order is sent to the respective vendor through mail and connected through call/message if needed. Research Manager/Reporting manager/CEO/Accounts Manager kept in CC of the mail written to the vendor.
- Copy of the quotation and signed PO is sent to the Accounts manager for account records.
- Purchase request sent to the vendor with ensuring delivery time and payment details -post confirmation purchase is initiated.
- Vendor payment details and account details are sent to the Accounts manager for Cheque preparation. The Accounts manager is informed about the payment timelines and terms.





### **2.3 Payment:**

- Cheque payment made as per terms in the quotation. Post delivery full payment terms preferred.
- Material once delivered, cheque handed over to the vendor through in-person or sent via courier to vendors outside city/state.
- In case of payment through RTGS/NEFT payment mode, same is informed to the Accounts manager. RTGS/NEFT is preferred in case of urgent or major amount (Above Rs. 10,00,000/- Rupees Five Lacs).
- In case of payment through Credit Card, payment is made through Prashanti Cancer Care Mission Credit Card (ending 3094) by Centre Manager or the CEO. Credit card preferred in case of online purchase or urgent purchases. The invoice of the purchase is sent to Accounts manager for accounts records.
- Material is received by the Operations/Centre Manager. Material investigated for its compliance and for any quality & quantity issue.
- Material details entered in the inventory list by Operations/Centre/IT Manager and tagged with inventory code.

### **2.4 Purchase Order:**

- The Purchase Order will clearly define the rights and obligations of both parties, including deliverables, timelines, payment terms, warranties, and dispute resolution mechanisms.
- All purchase orders will be reviewed by the designated authority i.e. CEO/Research Manager/Centre Manager

### **2.5 Ethical Considerations:**

- All procurement and purchasing activities will be conducted with the utmost integrity, honesty, and fairness, avoiding conflicts of interest and unethical practices.
- Employees involved in procurement shall not accept gifts, favors, or incentives from vendors that may compromise impartial decision-making.
- Any actual or potential conflicts of interest involving employees, board members, or their immediate family members must be disclosed and appropriately addressed.

### **2.6 Record-Keeping and Reporting:**

- Accurate and comprehensive records of all procurement and purchasing transactions will be maintained, including documentation of purchase orders, invoices, and payment details.





**3. Compliance and Monitoring:**

- This policy complies with all applicable laws, regulations, and ethical standards governing procurement and purchasing activities.
- Regular internal audits and reviews will be conducted to assess compliance with this policy and identify areas for improvement.
- Any violations of this policy should be reported through the organization's designated reporting channels, and appropriate disciplinary action will be taken.

**4. Special Circumstance and Exception**

- Any Deviation to this policy must be approved by HR. Any changes to the policy must be approved by the CEO and the Managing Trustee with Legal and Ethical Compliance.

**5. Declaration:**

- By adhering to this Procurement and Purchasing Policy, we uphold the principles of fairness, transparency, and accountability in our organization's procurement processes. This policy serves as a guide for all staff members involved in purchasing activities, ensuring compliance with legal and ethical standards. Regular review and updates to this policy will help us adapt to changing needs and best practices in the field of procurement.

Dr. Arun B. B. B.

