



Procurement Policy

Effective Date: [01/04/2023]

Introduction:

Rushabh Foundation Charitable Trust (the "Trust") is committed to ensuring transparency, accountability, fairness, and value for money in its procurement processes. This Procurement Policy (the "Policy") outlines the guidelines and procedures that govern the Trust's procurement activities. The Policy applies to all trustees, employees, volunteers, contractors, and any other individuals involved in the procurement process (collectively referred to as "Individuals").

1. Policy Objectives:

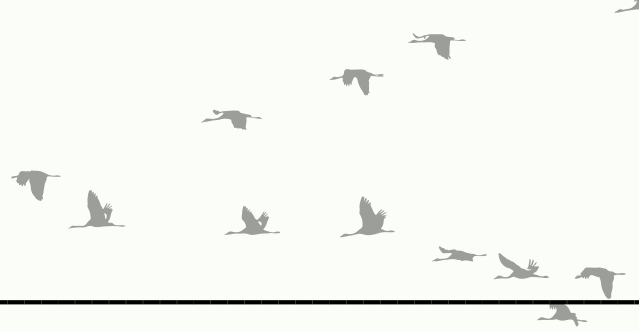
- 1.1. The Trust's procurement activities aim to:
 - a. Obtain goods, services, and works of the required quality and quantity.
 - b. Ensure transparency, fairness, and competition in the procurement process.
 - c. Optimize value for money while considering the Trust's mission and budgetary constraints.
 - d. Comply with applicable laws, regulations, and ethical standards.

2. Procurement Principles:

- 2.1. The Trust's procurement activities will be guided by the following principles:
 - a. Transparency: All procurement processes will be conducted openly, providing equal opportunities to all potential suppliers and service providers.
 - b. Fairness: All Individuals involved in the procurement process will act impartially and without favoritism or bias.
 - c. Competition: The Trust will promote fair competition to obtain the best possible options and prices for goods, services, and works.
 - d. Value for Money: Procurements will be based on an assessment of the overall cost, quality, and benefits offered by the suppliers or service providers.
 - e. Ethical Standards: All procurement activities will adhere to high ethical standards, avoiding conflicts of interest and ensuring confidentiality and data protection.

3. Procurement Procedures:

- 3.1. The Trust will follow a standardized procurement process that includes the following steps:
 - a. Identification of Needs: The Trust will clearly define its procurement needs and specifications.
 - b. Market Research: The Trust will conduct market research to identify potential suppliers or service providers and evaluate the market conditions.
 - c. Procurement Methods: The appropriate procurement method (e.g., competitive bidding, request for proposals, direct contracting) will be selected based on the nature and complexity of the procurement. comply with its provisions and guidelines.



- d. Solicitation: The Trust will invite eligible suppliers or service providers to submit their bids or proposals.
- e. Evaluation: Bids or proposals will be evaluated based on predetermined criteria, including price, quality, technical specifications, and compliance with applicable regulations.
- f. Contract Award: The Trust will award contracts to the successful suppliers or service providers based on the evaluation results.
- g. Contract Management: The Trust will establish mechanisms to monitor and manage contracts, ensuring compliance with contractual terms, quality standards, and delivery timelines.
- h. Record Keeping: The Trust will maintain accurate and complete records of all procurement activities, including documentation of the decision-making process.

4. Supplier Relationship Management:

- 4.1. The Trust will establish and maintain positive and professional relationships with its suppliers or service providers.
- 4.2. Suppliers will be treated fairly and paid promptly in accordance with agreed-upon terms and conditions.

5. Monitoring and Compliance:

- 5.1. The Trust will monitor its procurement activities to ensure compliance with this Policy and applicable laws and regulations.
- 5.2. Regular audits and reviews will be conducted to assess the effectiveness of the procurement process and identify areas for improvement.

6. Policy Review:

- 6.1. This Procurement Policy will be reviewed periodically to ensure its continued relevance, effectiveness, and compliance with emerging best practices and regulatory requirements.

Conclusion:

This Procurement Policy reflects Rushabh Foundation Charitable Trust's commitment to transparent, fair, and efficient procurement practices. By adhering to the principles outlined in this Policy, we can obtain high-quality goods, services, and works while ensuring value for money and upholding ethical standards.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Procurement Policy and agree to

[Individual's Name]

[Individual's Position/Role]

[Date]

