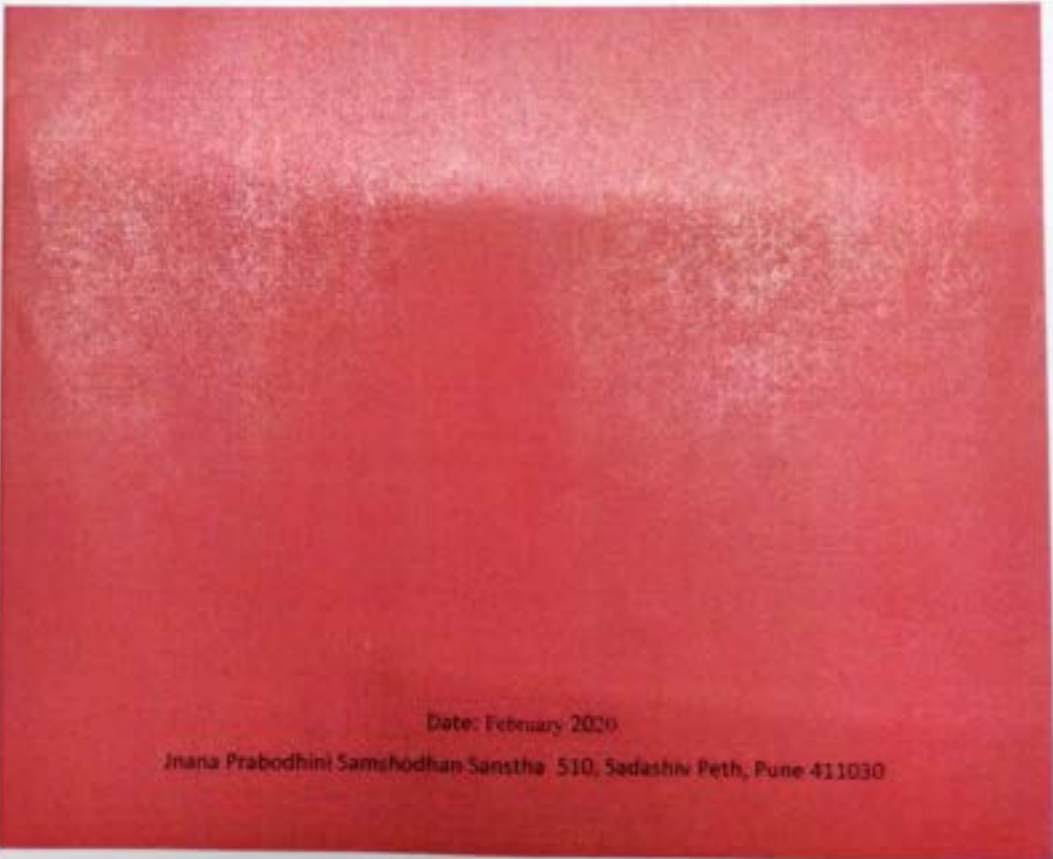


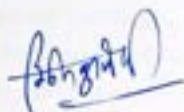
JNANA PRABODHINI
SAMSHODHAN SANSTHA
PURCHASE/ PROCUREMENT
POLICY AND GUIDELINES



Date: February 2020

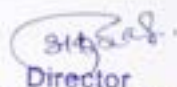
Jnana Prabodhini Samshodhan Sanstha 510, Sadashiv Peth, Pune 411030

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SECRETARY

Jnana Prabodhini Samshodhan Sanstha



Director

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About Jnana Prabodhini Samshodhan Sanstha

Introduction

Jnana Prabodhini Samshodhan Sanstha (JPSS) was conceptually founded by the Late Dr. V.V alias Appasaheb Pendse along with Jnana Prabodhini, the parent institute in 1962-63. He was an Educationist and Professor of Psychology in University of Pune. He was a visionary educationist with the zeal of 'man making for nation building'. He gave JP the philosophical and spiritual base to become a vibrant and dynamic organization. Indian Centre for Encouraging Excellence, Bombay chose him for 'Excellence Award' for his contribution. JPSS was formally established after his demise, navigated by Prof. Dr.Usha Khire, one of the founders of JPSS, an internationally acclaimed psychologist- psychometrician for her outstanding work on Guilford's model of intelligence. Recipient of the 'Life time achievement award', she made JPSS a frontier social science research institute in India.

JPSS was established in 1985 is registered Research Society also covered under Higher Education (No. RSI / 2852 & 2856). JPSS aims at conducting fundamental and applied research in areas of social sciences and Indian cultural heritage.

Jnana Prabodhini Samshodhan Sanstha, well-known today as a reputed organisation on the national and international level, began its work in the form of a small seed of an experiment for educating the gifted. We can see this seed developed into movements spread across various rural and urban areas through different fields of work. Currently it is working in the diverse fields of Psychology, Education, Sanskrit, Indology and Gender Studies.

Jnana Prabodhini's Institute of Psychology (JPIP) is a department of JPSS, affiliated to SPPU, recognized by UGC under 2(f), 12(B). JPIP aims at identifying and nurturing human potentials for positive social change. It has been doing conceptual and applied research in areas of giftedness, leadership, quality of life, psycho-social environment and motivation with the aim to bring in fusion of western and eastern models. It applies the research outcomes through various assessment and training verticals offered to the society. It has 60+major, 50+minor projects, 200+ standardized tests, and 100+ journal publications to its credit. JPSS has been providing a research back up to many organizations for impact assessment and also conducts research and applied projects independently. Ten years future plan of JPSS is getting upgraded for next ten years focusing on the following areas for research and extension activities, spreading across domains like Projects, Academics, Assessment, Training, Guidance ensuring reach to grassroots. Giftedness, Quality of Life, Motivation, Psycho-Social Climate, Leadership, Gender Psychology and Indian Psychology.

Departments

The departments under Jnana Prabodhini Samshodhan Sanstha (JPSS) Trust are enlisted below

1. Jnana Prabodhini's Institute of Psychology (JPIP)
2. Sanskrit Sanskriti Samshodhika
3. Samajik Shastra

Purchase/ Procurement Policies and Principles

The following principles should be followed in the procurement of materials and services:

(a) Fair Competition

JPIP should treat all Vendors with fairness and ensure that they are given the same level of information when preparing quotations.

(b) Cost-effectiveness & Quality Assurance

Quotations should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the Vendors.

(c) Transparency

To ensure transparency, quotation documents should provide all the necessary information to facilitate submission of appropriate and competitive quotation.

Types of Procurement

The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

- Single Purchasing (applicable to all types of procurement)

(a) To generate demand document in written mentioning Requirements.

(b) This type of Purchasing is applicable to procurements of goods or services. Therefore, only one or several suppliers or contractors will be invited to submit written quotations. Approval by the authorized person before proceeding the Purchasing exercise. The above information with the approving authority for examination (please refer to Paragraph 10 below).

- General Procurement

(i) Written Quotation (applicable to procurements of value above Rs. 5000)

After obtaining approval from the authorized person (please refer to Paragraph 10 below), written quotations should be sought from three (3) suppliers, including the successful Purchaser in the last procurement exercise (whose goods or services meeting the requirements). The lowest quotation meeting the requirements should be accepted.

Purchase Procedures

The following summarizes the Purchasing procedures to be followed :

Purchase documents / Proforma

1. Purchase Committee consists of 2 employees from JPSS Admin team. Committee or member should provide the required information to vendors to facilitate quotation from Vendors. The information should include high level Purchase specifications and requirements, required quantity of items and service and timing of provision, Purchase closing date, the place for depositing the Purchase, the contact person etc as applicable
2. The member of committee responsible for seeking quotations from the suppliers/contractors may or may not be the approving officer for the acceptance of the quotations in the same procurement exercise.
3. The itemized purchase required for any project is carried out after the sanction of project. Annual budget does have provision of purchase sanction for internal requirements.

Purchase/ Quotation Evaluation

4. In general, Purchase evaluation should be carried out in Sahavichar Committee meeting. Evaluation of quotations of small amounts below Rs. 5000 may be carried out by any section head/ committee member.
5. The Sahavichar committee should select the most competitive and cost-effective Purchase among the eligible Purchases by evaluation in terms of Purchase price, Purchaser's reputation, track records and management quality, as well as the professional and technical standard of staff for implementation of the project/service.

Acceptance of Purchase

6. After endorsement and approval of the selection result, the successful Purchaser should be officially notified over phone or by letter and be invited to enter into a contract if required with the JPIP.
7. Should none of the Purchases received can fulfill the required specifications and conditions, the Purchasing exercise should be cancelled. The original specifications and conditions should be amended as necessary for purpose of re-Purchasing.

Procedure of Handling Complaints

8. JPIP should be committed to maintaining a fair and open procurement system. Vendors or JPIP who consider themselves being treated unfairly can lodge a complaint.

Approval and Authorization

9. Approval or authorization should be sought from the following person(s) after selecting suppliers for seeking quotations:

Materials or Services to be Procured	To be generated by	Procurement authorized by	Purchase approved by
Single Purchasing	Sub-Section Head	Purchase committee member	Section Head/ Director
General Procurement			
Written Quotation	Purchase committee member	Section Head/ Director	Section Head/ Director
Major Purchase above Rs. 1 lakhs	Purchase committee/ Admin Officer	Sahavichar committee	Central Office

