



Procurement Policy and Procedures

OF

TEZPUR SOCIAL SERVICE SOCIETY (TSSS)

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Address:

Tezpur Social Service Society (TSSS),
Bishop's House, P.O. Tezpur - 784 001, Sonitpur – Assam, India
Society registration certificate number: RS/SPR/242/C/02 of 2005-2006



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INTRODUCTION

Tezpur Social Service Society's (TSSS) Procurement Policy is a commitment to transparency and accountability. At TSSS, we are dedicated to serving the community with integrity and responsible stewardship. This policy is designed to ensure that we acquire goods and services in a fair, efficient, and responsible manner while upholding the highest standards of ethics.

1. Purpose and Objectives

1.1. Purpose:

The purpose of these standards is to establish clear and efficient procedures for procuring supplies, equipment, and services. These guidelines ensure that necessary supplies are available for a project at the **right time**, in the **right quantity**, of the **right quality**, at the **right place**, and at the **right cost**. The guidelines promote accountability, clarity, cost-effectiveness, and transparency, demonstrating responsible stewardship of resources. Clear documentation and filing facilitate future reviews and audits.

Accountability: Achieved through effective documentation and clear records.

Clarity: Ensured by using standard operating procedures and policies.

Cost-effectiveness: Maintained through a robust evaluation of options and efficient resource use.

Transparency: Guaranteed by clearly identifying roles, responsibilities, delegated authority, and approval processes.

1.2. Objective:

This procurement policy aims to:

- ✓ Ensure transparency and accountability in all procurement processes.
- ✓ Promote fair competition and equal opportunities for all vendors.
- ✓ To obtain the best value for money (right quality, quantity, place, time, and price).
- ✓ To maintain full and accurate documentation for all procurement transactions for audit purposes.
- ✓ To ensure compliance with Indian laws, specifically the Foreign Contribution Regulation Act (FCRA) and Income Tax Act requirements, and any specific donor guidelines.
- ✓ Foster a culture of integrity and responsible stewardship of resources.

2. Scope:



This policy applies to all employees, volunteers, and board members involved in the requesting, approving, and purchasing of goods, services, and works for TSSS, whether for general operations or specific projects (e.g., disaster relief, education, livelihood programs).

Exclusions: Utilities, rent, and specific niche items where a single supplier is justified may have streamlined procedures but still require documentation and approval. Emergency procurements are addressed separately.

Note: Donor-specific procurement guidelines take precedence over this general policy if they are more restrictive. Justification for selecting a vendor other than the lowest bidder must be clearly documented.

3. Roles and Responsibilities

- **Governing Body:** Overall oversight and approval of the procurement policy and significant contracts.
- **Executive Director:** Overall oversight of the procurement process, Final approval for high-value procurements and ensuring overall compliance and implementation.
- **Procurement Committee:** A committee, with a clear composition and decision-making process, to review, negotiating, recommending a vendor and award tenders/contracts above a certain threshold.
- **Finance Division:** Verification of budget availability, Manages the payment process, maintains the central procurement register, and ensures proper record-keeping and financial compliance.
- **Requesting Staff/Project Manager:** Responsible for identifying needs, raising purchase requisitions, and obtaining necessary approvals.

3.1 Segregation of Duties

To maintain accountability and prevent conflicts of interest, employees involved in procurement functions must not be involved in the following:

- Requisitioning goods or services for other departments.
- Approving Purchase Orders or service contracts.
- Receiving goods and preparing Goods Received Notes (GRN).
- Receiving invoices or bills from vendors.
- Preparing, distributing, and recording payments to vendors.



4: PROCUREMENT THRESHOLDS AND METHODS

The appropriate procurement method is determined by the total estimated value of the purchase.

Estimated Value (INR)	Method Required	Minimum Suppliers	Approving Authority
Up to 10,000	Direct Purchase	No Quotation	Executive Director/Project Manager
10,001 to 20,000	Price survey/Quotations/ Justification for selection	1	Executive Director/ Project Manager
20,001 to 1,00,000	Procurement Committee/Float RFQ/Quotations/Bid Analysis/Purchase Order	3	Executive Director/ Project Manager
Above 1,00,000	Procurement Committee/ Float RFQ/Quotations/Bid Analysis/Purchase Order	3	Procurement Committee & ED/Board

4.1 Emergency Procurement

In cases of natural disasters (e.g., Assam floods) or unforeseen urgent events, the competitive bidding process may be bypassed to ensure a timely response. The Executive Director must approve such procurements, and full documentation and justification for the emergency must be maintained in the file for subsequent audit.

4.2 Single/Sole Source Selection



Procurement from a single source is highly discouraged but permissible only under exceptional circumstances (e.g., extreme urgency, unique specifications, or specific donor mandate). Such instances must be fully documented, justified in writing, and approved by the ED or the Board. This is a method of acquisition where an order is awarded after negotiating with only one source. A well-documented, written justification is required for all such cases to ensure the decision is advantageous to the organization.

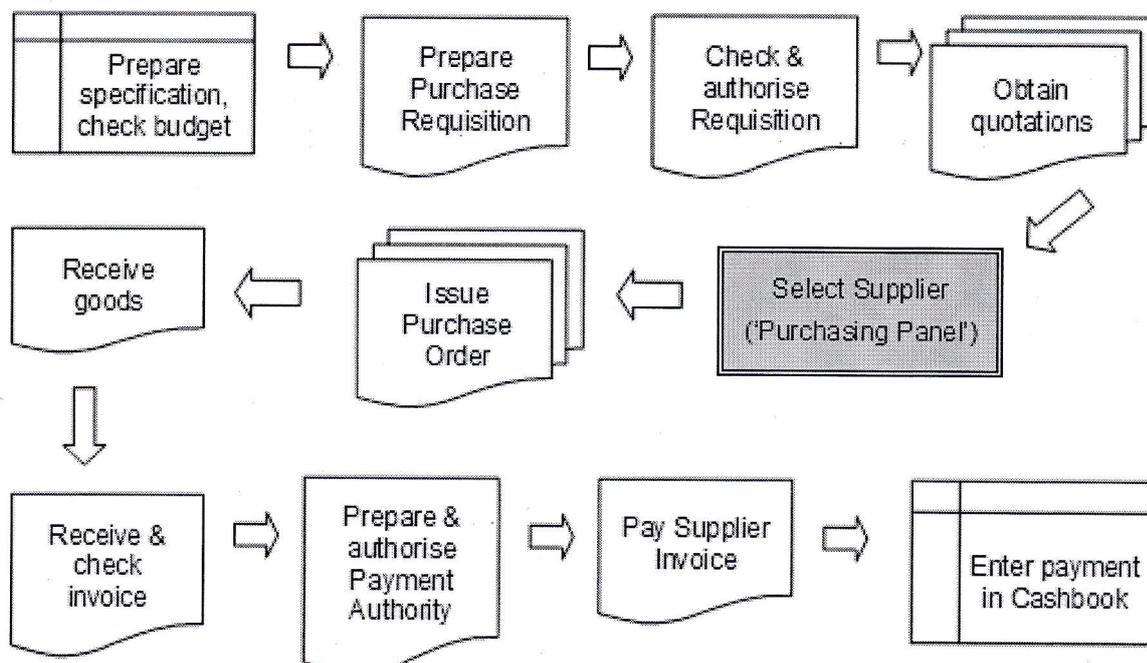
- **Single Source:** A single supplier is chosen even though many are available, often in emergency situations.
- **Sole Source:** Only one vendor provides the product or service in the market due to a monopoly, a restricted market, or a proprietary product.

In all such cases, a well-documented, thorough written justification should be provided to ensure that they are more advantageous to the organisation than an award obtained through competition. Situations that may justify single-source acquisition may be when:

- Offers for identical products and services have been obtained competitively within a reasonable period and the prices and conditions offered remain competitive; or within a reasonable prior period, a formal solicitation has not produced satisfactory results; or
- There is a genuine exigency for the purchases to be made/ requirement; or
- The proposed procurement relates to obtaining services that cannot be objectively evaluated.
- The need for continuity of professional services; or
- There has been a previous determination, or when there is a need to standardise the requirement, or
- There is no competitive marketplace for the requirement, such as where a monopoly exists, where prices are fixed by legislation or government regulation, or where the requirement involves a proprietary product or services;
- The proposed procurement contract is for the purchase or lease of real property;
- The value of the procurement is below the monetary threshold established for formal methods of solicitation.

5: PROCUREMENT CYCLE

A typical process for the procurement cycle is outlined in the diagram below.



6: PROCUREMENT PROCEDURES

6.1 Procurement Planning

Procurement planning is the process of using a project timeline or activity plan alongside a project budget to identify what will be needed and when. This includes identifying specific dates when items are required for project activities (e.g., distributions, workshops, and training sessions) or for general operational activities (e.g., office equipment and vehicles).

6.2 : Purchase Requisitions

The Purchase Requisition form (**Annexure 1**) must be prepared by the requester and approved by their supervisor or authorized approver. The requisition must clearly define the items required, including any technical specifications, estimated quantities, and the delivery date. Specifications should be generic to facilitate fair competition and should not specify brand names.

6.3 Inviting Quotation/Request For Quotations (RFQ)

The Purchase or Administration department will invite sealed bids or receive quotations via a secure email address to solicit competitive offers. The Request for Quotation (RFQ) (**Annexure 3**) should ask the supplier to provide relevant terms such as rate, freight, advance, and payment terms. Samples

of supplies should be submitted with quotations where possible to assess quality. The following limits will be adhered to when inviting bids:

6.4 Bid Comparison statement

Bids will be collected and opened in a secure manner. The Procurement department will prepare a Bid Comparison Sheet (Annexure 4) for purchases above Rs. 20,001. The vendor selection will be based on an analysis of quotations, considering specifications, delivery terms, and the lowest price. If the lowest-priced bid is not selected, a justification must be documented.

6.5 Procurement Committee

For purchases of Rs. 20,001 and above, a multi-disciplinary Procurement Committee, with members from various departments, will be formed. This committee ensures transparent and well-informed purchase decisions. A technical expert should be part of the committee for technical purchases. The committee will recommend a vendor, and the recommendation will be approved by an authorized approver (the Director or Delegate).

6.6 Evaluation and Selection

Bids are evaluated based on pre-established criteria (usually price, quality, warranty, delivery time, and vendor reliability). The lowest bid offering the best value for money is typically selected. Any decision not to select the lowest bid must be documented with a clear justification.

6.7 Purchase Order (PO)

After a vendor is selected, the Purchase or Administration department will prepare a written Purchase Order (PO) (Annexure 8) with complete terms and conditions. POs must have sequential numbers for tracking. The PO should include a penalty clause for late delivery or for deliverables that do not meet the agreed-upon quality standards.

6.8 Repeat Orders

Repeat orders with suppliers already on the Approved Supplier List (ASL) will not require a new bidding process if the supplier has agreed to maintain specifications and pricing for a specified period. The Bridger verification for such vendors must be carried out annually.

6.9 Resolution of Disputes

All Purchase Orders and Statements of Work (SOWs) must clearly mention the dispute resolution clause and the legal jurisdiction in case of disagreements.

7.0 GOODS & SERVICES PROCEDURES

7.1 Goods Received Notes



The person who receives the goods or services must prepare a Goods Received Note (GRN) (Annexure 9) to confirm that the quantity received matches the quantity ordered. Any discrepancies must be clearly noted on the vendor's delivery note.

7.2 Certificate of Work Completion

For all contracts involving services, a Certificate of Work Completion (Annexure 10) must be completed to confirm that the work has been rendered satisfactorily. This certificate is required as supporting documentation for payment.

7.3 Vendor Bills/Invoices

Vendors must submit their bills or invoices, along with delivery challans or notes, to the Administration department. The Administration department will then forward these documents, along with the GRN and the Purchase Order, to the Finance department for payment processing.

7.4 Payment to Vendors

The Finance department will process invoices and delivery notes from vendors, along with all supporting documents, including the approved purchase request, quotations, Bid Comparison Form, PO, and GRN. A payment request form will be prepared for approval by an authorized approver. Finance will maintain photocopies of cheques and money receipts.

7.5 Documentation

7.5a Invoice and Payment

The vendor's invoice is matched with the PO and GRN/Certificate. The Finance Team processes the payment. All documentation (PR, RFQ/RFP, bids received, evaluation report, PO, invoice, GRN, payment proof) is filed securely for a minimum of 10 years for audit purposes.

7.5b Procurement Tracking

A Procurement Tracking Sheet (Annexure-2) must be updated immediately upon receiving a Purchase Requisition. The sheet's status should be updated throughout the entire procurement process by Accountant or designated.

7.5c Approved Supplier List

The Purchase or Administration department will maintain an Approved Supplier List (ASL) to ensure that all qualified suppliers have an equal opportunity to quote. All suppliers must be



approved by the Director or their designate before being added to the ASL. The following process must be followed:

- A Request for Quotation (RFQ) is sent to the vendor.
- The selected vendor fills out the Supplier Accreditation Form (Annexure 5).
- Vendor verification and vetting through the Bridger system is conducted. This is required for all vendors, employees, and individuals with whom the organization enters into business.
- Once approved, the vendor is added to the ASL.
- The vendor signs the Vendor Code of Conduct (Annexure 7).
- A physical verification of vendors is conducted within six months by Administration staff using the Supplier Due Diligence Questionnaire (Annexure 6) to confirm their existence and capacity.

7.5d Inventory Management

Procurement process starts with gathering requirements and ends with procuring goods from vendors. Once goods are procured from the vendor they need to be placed in the correct place so that these can be used as, when and where required. This introduces the term known as *inventory management*. Inventory management deals with placing and handling stock received from vendors in correct place within Organization's premises.

The key points about inventory management are as follows:

- Inventory management deals with management of stock either on value or quantity basis.
- Planning, entry and keeping records of all goods movement comes under inventory management.
- Goods movement will create a document that will update all stock quantity and value in inventory that is known as material document.
- Material document will be referred by a document number and document year.

8. ETHICAL STANDARDS AND CONFLICT OF INTEREST

8.1 Ethical Standards:

The staff and members involved in procurement must be guided by a strong ethical and moral code.



Employees who are directly responsible for procurement must avoid any real or perceived conflict of interest. A conflict of interest arises when an employee, a member of their immediate family, or their partner has a financial or other interest in a business being considered for an award. Employees and their relatives should not be involved in either the bidding or the receiving process.

Employees must not request or accept any gratuities, gifts, favors, or anything of monetary value from contractors or parties. If gratuities are received, the gifts must be given to the organization.

The employees must develop an adequate understanding of donor regulations and requirements to ensure donor compliance.

The organization will not knowingly provide material support or resources to any individual or entity that commits, advocates, facilitates, or participates in terrorist acts.

8.2a Conflict of Interest:

A conflict of interest is a situation where an employee's personal interest may improperly influence their handling of organizational procurement. This can seriously damage the organization's integrity and reputation. Employees must avoid both real and perceived conflicts of interest, and they must not borrow from vendors or individuals with whom the organization does business.

8.2b Gifts and Hospitality:

TSSS's policy is to select suppliers based on quality, service, price, and suitability. Employees must not solicit, request, or accept any money or gifts of significant value from a supplier. A significant gift is defined as any item, service, or favour that could influence an employee's actions. All offers of gifts and hospitality should be tactfully but clearly refused. If gifts are received, they must be given to the organization to be donated to a charity or made available to all employees.

8.2c Anti-Terrorism:

The organization will not knowingly provide material support or resources to any individual or entity that commits, advocates, facilitates, or participates in terrorist acts or has been involved in terrorist acts.



9.0 ANNEXURES

Annexure-1

PURCHASE REQUISITION

Date of Request			
Requested By			
Purpose of the procurement			
Date of the Event	Start date:	End Date	
Expected Date of Delivery			
Location of Delivery			
Fund Source/Project#			
Budget Line Item			

SI	Items	Specification	Unit Measure	Quantity	Unit Cost	Estimate
Total Estimated Cost						
Requested By Sign.			Approved By			
Date			Date:			



Purchase Tracking Sheet

Date	PRF #	Requestor	Description	Vendor Name	PO#	PO Date	Qty	Unit of Measure	PO Value	TAX	PO Currency	Type of Purchase	Expected Date of Delivery	Delivery Status	GRN #	GRN Date	Invoice #	Invoice Date	Invoice Value	Invoice Currency	Voucher #	Cheque #	Cheque Date	Payment Status	Comments

REQUEST FOR QUOTATION(RFQ)

To: Supplier's name Date: 11 November 2025
 Attention: Contact person Fax No Suppliers fax No
 Our file Ref Requisition No
 Total No Pages (2)
 from: Logistics Service, Officer Name Tel direct
 Fax direct
 Email

Re: **QUOTATION REQUEST**
GOODS - DESTINATION
OUR REF Req. No

Kindly state your best firm offer in *currency* for the following items:

#	Items	Specification	Unit/Kit	Kit	Cost/Unit	Estimate
8	Transportation to the below mentioned location					₹ 0.00
Total Amount (incl of all taxes)						₹ 0.00

Please provide exact, detailed specifications for each item in your offer

DELIVERY DATE: Required delivery date

DESTINATION TOWN, COUNTRY

TRANSPORT road, sea, air or courier

PACKING

INSURANCE

PAYMENT TERMS : 30 days after receipt of documents and goods in good order

Your offer should clearly state the following:

- Unit prices ton/unit/item ex works
- Prices should be net after deduction of any discounts
- Firm delivery date
- Defects liability and guarantee period



COMPARATIVE BID ANALYSIS									
Date: DD-MM-YYYY									
#	Items	Specification	Quantity	Cost/Unit	Amount	Cost/Unit	Amount	Cost/Unit	Amount
Requirement				Vendor 1		Vendor 2		Vendor 3	
2	Transportation								
Total Cost (incl of all Taxes)									

Notes/Remarks	
Recommended Supplier	
Reason for Decision	

Prepared By	Checked by	Approved by
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____



SUPPLIER ACCREDITATION FORM

Business Name	
Business Address	
Registered Owner	
Telephone No.	
Email Address	
Contact person and Title	
Telephone No.	
Email Address	

1. Date Company Was Established: _____
2. Nature and Type of Business Organization: _____
3. Subsidiaries, Associates (local and overseas) Authorized representative _____
4. Products and Services provided;

5. Legal Registration

	Registration Number	Validity	Remarks
other			

6. Financial information

Annual value of sales for the last 3 years			
Bank Details (please provide appropriate details as necessary)			
Credit Line or Payment terms accorded to CRS			

7. Business Reference

Name of Organisation	Address	Contact Details



I, the undersigned, hereby warrant and certify that the information provided in this form is true, correct to the best of my knowledge and, in the event of changes, details will be provided as soon as possible:

I understood that any misrepresentation of the information above is a valid ground for immediate rejection of my application.

Name _____ Title _____

Signature _____ Date _____

Seal/Stamp of the Company:

*****Attached and forming part of this application are the following

1. Company Profile
2. Photocopy of the Company's legal documents
3. Others _____



SUPPLIER DUE DILIGENCE QUESTIONNAIRE

The Approved Supplier Lists Policy lays out formal due diligence procedures that help _____ to assess supplier capacity and performance. Suppliers may be subject to due diligence visits conducted by _____ staff or representatives. In addition, or alternatively, _____ may also request that suppliers complete this self-assessment questionnaire and attach requested documentation. *Questions marked with an asterisk (*) are mandatory.*

*Supplier Name: _____

*Type of Service/Product Available: _____

*Land Line Telephone Number: _____

Fax Number: _____ Mobile Number: _____

*Email: _____

*Physical Address: _____

*Owner I.D. Number: _____

*Name and Title of Person Completing this Form: _____

No.	Information Required	Yes	No	N/A
------------	-----------------------------	------------	-----------	------------

1.	Company premises visited? Please provide a brief description of the company's profile (i.e. history, address, number of staff, its reputation, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	---	--------------------------	--------------------------	--------------------------

2.	Does the company have the professional Infrastructure to match the requirements? Please provide a brief description in the comments section about the company's supply chain structure (Warehousing, Transportation, Procurement, and Personnel).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	---	--------------------------	--------------------------	--------------------------

3.	Does the company/individual have a website? If yes, please add the website address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	---	--------------------------	--------------------------	--------------------------



4. *Tax Identification Number (TIN): _____

5. *Company Registration Number: _____

*Trade License number: _____

6.

No.	Information Required	Yes	No	N/A
-----	----------------------	-----	----	-----

7.	Please attach certificates of audited accounts for the last three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	--	--------------------------	--------------------------	--------------------------

8. *Please attach at contact information for at least three references, or three letters of recommendation.

9. Does the company have partnerships with any other companies (such as shared management/staff/office/bank account)?
Does the supplier cooperate with any other companies in preparation of offers or provision of goods or services? *If the answer to either question is yes, provide details here:*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

10	Warranty of the Product / Service, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	---	--------------------------	--------------------------	--------------------------

What type of warranties are offered?

11. _____

What is the duration of the warranties?

11a. _____

What is the company procedure if the product/service fails?

11b. _____

12.	Any return policy offered? <i>If yes, please describe.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	--	--------------------------	--------------------------	--------------------------



FOR ____ INTERNAL USE ONLY

Information Required

Yes No N/A

- 1. Was the owner/representative/individual contacted?

- 2. Eligibility verification through Bridger conducted on (mm/dd /yy) _____

- 3. Reference Check done?

- 4. Approved supplier?

- 5. Expected amount to Purchase/ Service to be availed Local Currency in a Year:

- 6. Any other comments, notes, or recommendations:

Due Diligence Verification conducted by:

Name: _____ Designation/Date: _____
Name: _____ Designation/Date: _____
Name: _____ Designation/Date: _____

Approved by:

Name: _____ Authorized Signatory/Date: _____



VENDOR CODE OF CONDUCT

Preamble

This Vendor Code of Conduct applies to, and is binding upon all suppliers, service providers, and consultants in service to Tezpur Social Service Society (TSSS).

Vendors are expected to comply with the local regulations. Subsequently, ethical business standards shall govern all transactions. Vendors must be aware of situations and circumstances requiring prudent action, including the following:

1. **Proprietary Information** - Proprietary information exchanged during transactions shall be identified and treated in the manner clearly agreed upon by both TSSS and the supplier e.g. specifications, proposal or quotation particulars, proofs, printing plates, drawings, etc.
2. **Gifts** – TSSS regards each supplier as a business partner, and as such, the agency feels it is important to maintain an atmosphere of honesty and integrity in its affairs. TSSS's ethical policies are simple and straightforward. Selection of suppliers is based exclusively on quality, service, price, and suitability to the agency's needs. TSSS's employees shall not solicit, request, accept, or agree to accept any money or significant gift from a supplier or prospective supplier. A significant gift is defined as any tangible item, service, favour, credit, or discount of value, not available to others, that could influence actions. No monies are to be accepted as a gift for any reason whatsoever. In addition, TSSS's funds should not be used to provide gifts to suppliers or any other group.
3. **Credits** – Any applicable credits afforded to _____ by a supplier must be stated clearly in the quotes and statement of accounts.
4. **Donations** – All offers of donations to TSSS by suppliers or vendors must be directed to the Director of TSSS, who will accept on behalf of the Agency.



5. **Honoraria** - All honoraria should be in the name of Tezpur Social Service Society (TSSS), and not given in the name of any TSSS employee.
6. **Entertainment, Hospitality and Meals** – Supplier offers of entertainment and hospitality shall be refused tactfully, but clearly by TSSS's employee. Supplier offers of entertainment and hospitality are discouraged.

7. **Conflict of Interest** – Vendor is encouraged to divulge to TSSS during the Due Diligence process any personal or family interest, involvement, or financial relationship with a TSSS employee which may impair objectivity, independence or freedom of judgment by the latter.

8. **Personnel not to Benefit** – The VENDOR warrants that no personnel of TSSS has received or will be offered by the VENDOR any direct or indirect benefit arising from agreements signed between TSSS and the VENDOR. The VENDOR understands that breach of this provision will result in automatic termination of any agreement that has been signed and the return of all money paid by TSSS under the agreement

- **Reporting** – TSSS has instituted a confidential reporting system to allow employees, vendors, and partners to report any concerns they may have regarding fraud and corruption. You can send such information through written communication, via letter or email, to the Director of the organisation.

Acknowledgment

I have carefully read TSSS's Vendor Code of Conduct and understand it. I am aware that any deviations from the ethical standards listed above are not allowed in any procurement transactions. The consequences of breaching the Vendor Code of Conduct may lead to termination of any contracts I have with TSSS, and my signature below acknowledges my understanding and agreement. I understand and confirm that no personnel of TSSS has received or will be offered any direct or indirect benefit arising from any agreements I sign with TSSS.

Company Name

Representative Name and Signature

Date

Annexure -8

PURCHASE ORDER

PO No:

Date:

To:

Attention:

(Name and direct contact no. of officer)

We are pleased to place the following order as per the specifications and qualities with reference to the quotation submitted by you on dated and reference.....

Quantity	Description of goods	Unit price	Total
Total			

Terms and conditions

Payment:-

Quality of goods:-

Taxes if applicable:

Termination of penalty clause:-

Delivery address

Delivery date

Special Instructions



Authorised Signatory of SWAD:

Name	
Title	
Signature and Date	

Authorised Signatory of Vendor/ Supplier:

Name	
Title	
Signature and Date	

THIS PURCHASE ORDER IS ONLY VALID WITH A DULY AUTHORISED SIGNATURE AND STAMP

Distribution: Original: Supplier / Copy 1: Logistics / Copy 2: Finance (with invoice)



Goods Received Note (GRN)

GRN Number		Supplier Information	
Date Received:		Supplier Name:	
Receiving Location:		Supplier Contact:	
Receiver Name:		Supplier Address:	

Purchase Order Reference			
PO Number:		PO Date:	

Goods Received

Sl#	Item Description	Item Code	Quantity Ordered	Quantity Received	Unit	Remarks

Receiver Comments:

Signatures

Prepared By	Supplier Representative	Authorized Receiver
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____



Certificate of Work Completion

INSTRUCTIONS:

1. Complete the Certificate of Work Completion for all contracts where work or services are rendered by the service provider or consultant.
2. A copy of the Certificate of Work Completion may be given to the service provider/consultant, upon request.
3. Attach the Certificate of Work Completion to the Request for Payment as supporting documentation.

Contract or Purchase Order Number:

Vendor Name:

In accordance with the terms of the Contract or Purchase Order referenced above, the services have been reviewed and is certified as per the following:

INCREMENTAL COMPLETION

- Substantial work/service has been completed and meets the requirements necessary for the next partial payment.
- Substantial work/service has been completed, but does not meet the requirements for the next partial payment.

FINAL COMPLETION

- All work/service has been satisfactorily completed.
- All work/service has not been satisfactorily completed.

Additional work/service to be completed or corrected:

Certifying TSSS Representative or Employee

Confirming Employee

Name _____

Name _____

Title _____
Title _____

Date _____

Date _____

Signature _____

Signature _____



Amendment:

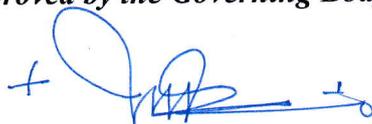
"This clause outlines the formal process for the periodic review, revision, or amendment of this Procurement Policy to ensure it remains relevant, effective, compliant with legal and regulatory changes (e.g., the Assam Public Procurement Act, FCRA guidelines, etc.), and aligned with the evolving needs and best practices of TSSS's operations. The policy shall be subject to this process at a minimum of once every five (5) years from the date of its last approval. The amendments will be done in consultation with relevant internal stakeholders, including the Finance Department, Project Managers, and a potential "Policy Formation Committee," to gather input and assess the impact of the proposed changes."

CONCLUSION

The Tezpur Social Service Society's Procurement Policy is a vital component of our organisation's commitment to transparency, accountability, and responsible stewardship of resources. By adhering to the principles and guidelines outlined in this policy, we aim to ensure that our procurement processes are fair, efficient, and effective in supporting our mission and goals.

We are committed to upholding the highest standards of integrity and ethics in all our procurement activities, and to continuously reviewing and improving our processes to achieve best practices.

Approved by the Governing Body of TSSS



Bishop Michael Akasius Toppo
Chairman of TSSS

Chairman
Tezpur Social Service Society
Bishop's House, Tezpur
Sonitpur, Assam



Rev. Fr. Christoraj Lakra
Treasurer cum Vice Chairman

Treasurer

Tezpur Social Service Society
Bishop's House, Tezpur - 784001
Sonitpur, Assam, India

Adoption Statement:

This Procurement Policy is hereby adopted on 01/11/25.....

