



Global Institute for Circular Economy and Sustainable Development Goals (GICE&SDGs)

NGO’s PROCUREMENT POLICY

This Procurement Policy ensures GICE&SDG (NGO) procures ethically, transparently, and in compliance with all legal obligations, maximizing value, strengthening trust, and safeguarding organizational and stakeholder interests. General Financial Rules, Companies Act, Income-tax Act, Consumer Protection, GST rules, etc.) are referred and followed.

It applies uniformly to all suppliers of goods and services, stationary, IT equipment, food, & water, software, and software services, and everything that is important for the operations at GICE&SDGs.

1. Purpose & Scope

1.1. This Policy governs all procurement activities of GICE&SDGs (herein after referred to as “The NGO” or ‘Krystahl’), ensuring transparency, fairness, efficiency, and compliance with applicable Indian laws—including GFR, GST regulations, I-T Act & Companies Act.

1.2. It applies to procurement of **goods, works, and services**, of any kind (e.g., office supplies, IT & software, catering, apparel, cleaning services, etc.), from **all categories of suppliers**, whether domestic or international, irrespective of contractual mechanism (purchase, lease, retainer-based, IT maintenance or any operations related purpose etc.).

2. Principles of Procurement

- **Value for Money:** Best combination of quality, cost, and timeliness, avoiding undue preference.
- **Equity & Fair Treatment:** All prospective suppliers have fair and equitable treatment, with conflict-of-interest avoidance.
- **Transparency:** Procurement decisions are documented and auditable.
- **Accountability:** Decision-makers are accountable for due diligence and compliance.
- **Non-Discrimination:** No supplier should be favored or disadvantaged based on caste, gender, religion, region, or nationality.

3. Procurement Governance

3.1. Approval Hierarchy:

Value of Purchase	Required Approvals
Up to ₹25,000	Project Manager/Department Head
₹25,001 – ₹2,00,000	Finance + Project Lead approval
₹2,00,001 – ₹10,00,000	Procurement Committee approval
Over ₹10,00,000	Governing Board approval



3.2. Procurement Committee: Comprises at least three members — Finance Head, Project Head, and an independent Executive, empowered to evaluate competitive bids and award contracts.

4. Vendor Onboarding & Pre-Qualification

4.1. All suppliers must submit:

- Registration details (GSTIN/ PAN, trade license, etc.)
- Compliance certificates (GST returns, income-tax statements).
- Bank account details for payments through traceable modes (NEFT/ RTGS).

4.2. NGOs will vet vendor past track records, financial stability, quality accreditations (e.g., ISO), and conflict-of-interest declaration.

5. Competitive Bidding & Acquisition Methods

5.1. **Open Tender / RFP:** Mandatory for procurements over ₹10,00,000. Documents must be published on website or in leading newspapers/portals; minimum 21 days response window.

5.2. **Limited Tender:** For ₹2L–₹10L, soliciting at least 3 quotations from vetted vendors.

5.3. **Quotation-based Purchase:** Under ₹2L, require minimum 2 written quotes.

5.4. **Single Source Purchase:** Permitted only under exceptional circumstances (e.g., unique goods/services, urgent requirement), with full justification and prior procurement committee sign-off or for the software / IT platform maintenance by the developer who developed it initially.

6. Technical & Financial Evaluation

- **Step-1: Eligibility Check** – vendor’s compliance with technical and statutory requirements.
- **Step 2: Technical Evaluation** – evaluation of quality, competence, service support.
- **Step 3: Price Evaluation** – among technically qualified vendors, lowest evaluated cost wins.
- Clarifications are permitted; price negotiations are not, except under competitive bidding with all bidders.

7. Contractual Requirements

7.1. **All purchase orders (PO) / agreements must contain:**

- Scope of supply, specifications, quantity, delivery schedule, price, applicable taxes, payment terms, warranties, penalties, and dispute-resolution mechanism (e.g., arbitration under Arbitration & Conciliation Act, 1996).



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7.2. **Compliance:** Vendors must comply with Indian labour laws, GST invoicing, environmental norms, and other legal obligations.

7.3. **Right to Audit & Inspection:** The NGO reserves the right to audit the vendor's records relevant to supply, and to conduct on-site inspections.

8. Delivery, Inspection & Acceptance

8.1. Goods received shall be inspected by the Procurement Team; for services, acceptance shall be based on agreed deliverables.

8.2. Defects or shortfalls must be reported within two weeks. Vendors are obligated to rectify at their cost.

8.3. Only after acceptance will invoices be processed for payment.

9. Payment & Tax Compliance

9.1. Standard payment within **30 days** of receipt of acceptance certificate/ invoice.

9.2. GST, TDS, etc., will be applied per law.

9.3. Payments for the products or for the service agency or freelancers or individual contractors are permitted only via authorised electronic transfer.

9.4. All invoices must contain proper GST invoicing; NGO reserves the right to withhold payment for non-compliant invoices.

10. Ethics & Anti-Corruption

10.1. Procurement decisions must be made solely on commercial merits.

10.2. No personnel will solicit or accept bribes, gifts, or favors; any supplier offering inducements will be disqualified.

10.3. All staff must declare conflicts of interest. Any breach leads to disciplinary action or legal consequences.

11. Record-Keeping & Auditing

11.1. Maintain comprehensive records—RFQs, bids, evaluation reports, POs, invoices, delivery challans, acceptance notes, and payment vouchers.

11.2. Records to be retained for **7 years** in accordance with Indian retention policies.

11.3. Internal / third-party audits to be conducted at least annually.



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12. Dispute Resolution

12.1. In case of disputes, parties shall mutually attempt to resolve within 30 days.

12.2. Failing this, disputes shall be referred to **arbitration** in Hyderabad under Indian Arbitration & Conciliation Act, with proceedings in English.

12.3. Jurisdiction: Courts in Hyderabad, Telangana.

13. Policy Review & Updates

13.1. This Policy is effective upon approval by the Board.

13.2. It will be reviewed every **two years**, or sooner in case of legislative or organizational changes.

13.3. Any amendment requires Board approval.

14. Annexures

- **Annex I:** Vendor Onboarding Form
- **Annex II:** Bid Evaluation Template
- **Annex III:** Conflict of Interest Declaration
- **Annex IV:** Standard Contract Template
- **Annex V:** Delivery & Acceptance Certificate Form

Note: This Policy be reviewed by qualified legal counsel to ensure specific alignment with statutory updates and organizational context.

For details about the organisation, visit www.krystahl.in.

Policy approved by the Board of Trustees, GICE&SDGs (**Krystahl**).

Policy revised in April 2025.s

Approved by: *Shivaani V*

Name: Human Resource Manager

Date: 07 April 2025

Version: 3.0

Document ID: KRYS-04



ICE & SDGs



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ANNEXURES



Annex I: Vendor Onboarding Form

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VENDOR ONBOARDING FORM

Section	Details
A. Vendor Basic Information	
Legal Entity Name	
Type of Entity	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Ltd <input type="checkbox"/> Public Ltd <input type="checkbox"/> NGO/Trust <input type="checkbox"/> Others (Specify):
Registered Address	
Communication Address	
Phone Number	
Email ID	
Website (if any)	
Contact Person Name & Designation	
B. Registration & Tax Details	
PAN (attach copy)	
GSTIN (attach copy)	
MSME Certificate (if applicable)	
Trade License / Factory License	
Bank Details (for NEFT/RTGS)	
Bank Name & Branch	
Account Holder Name	
Account No.	
IFSC Code	
C. Nature of Goods/Services Supplied	(Attach ccatalogue)
Product/Service Categories	
Delivery Capacity/Lead Time	
Service Support (if applicable)	
D. Compliance & Declarations	
Have you been blacklisted by any govt. agency/NGO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details	
Conflict of Interest with GICE&SDGs staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Annex III if yes)



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Section

Details

I hereby certify the accuracy of the above information and authorize GICE&SDGs to verify the same.

Name:

Date:

Signature

Place:



Annex II: Bid Evaluation Template

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BID EVALUATION TEMPLATE

Tender/Procurement Ref No.: _____

Date of Evaluation: _____

Procurement Description: _____

Criteria	Weightage	Vendor A	Vendor B	Vendor C
Compliance with Specifications	20%	✓ / ✗	✓ / ✗	✓ / ✗
Technical Quality / Functionality	20%	Score: __	Score: __	Score: __
Experience & Past Performance	10%	Years: __	Years: __	Years: __
Delivery Timeline	10%	__ Days	__ Days	__ Days
Financial Quote	30%	₹ _____	₹ _____	₹ _____
Warranty/Support Terms	10%	Yes/No	Yes/No	Yes/No
TOTAL SCORE	100%	__	__	__

Recommended Vendor: _____

Remarks: _____

Evaluated By:

Name:

Designation:

Place & Date:

Signature:



Annex III: Conflict of Interest Declaration

GLOBAL INSTITUTE FOR CIRCULAR ECONOMY AND SDGs (GICE&SDGs)

CONFLICT OF INTEREST DECLARATION FORM

To be filled by Vendor / Contractor / Consultant

I, the undersigned, hereby declare the following:

1. That I am authorized on behalf of the vendor/company named below to make this declaration.
2. That neither I nor the entity I represent has any conflict of interest, direct or indirect, with any employee or official of GICE&SDGs involved in the procurement process.
3. If a conflict of interest does exist or arises during the procurement or implementation period, I shall promptly inform GICE&SDGs in writing.

Vendor Details

Name of Vendor / Company & Authorized Signatory

Name

Relationship, if any, with GICE&SDGs staff

Nature of Conflict (if applicable)

Date

Signature

Company Seal

No conflict exists

Conflict exists (Details Herewith)



Annex IV: Standard Contract Template

CONTRACT AGREEMENT

This Agreement is made on the ___ day of _____, 20.....

BETWEEN

GLOBAL INSTITUTE FOR CIRCULAR ECONOMY AND SDGs, having its registered office at _____, hereinafter referred to as the “Purchaser” (which expression shall unless excluded by or repugnant to the context be deemed to include its successors, representatives and assigns)

AND

[Vendor Name]....., having its office at _____, hereinafter referred to as the “Supplier” (which expression shall unless repugnant to the context be deemed to include its successors and permitted assigns).

1. Scope of Work

The Supplier agrees to deliver the following goods/services as per specifications mentioned in Annexure A (attached):

2. Duration

The Contract shall be valid from _____ to _____, unless terminated earlier.

3. Consideration & Payment

The Purchaser agrees to pay the Supplier a total amount of ₹_____ (Rupees _____) inclusive/exclusive of taxes, payable within 30 days of delivery and invoice submission.

4. Obligations of the Supplier

- Comply with delivery timelines and specifications.



- Ensure quality, quantity, and packaging.
- Maintain records and submit statutory documents.

5. Warranties & Liabilities

- Supplier warrants that the goods/services shall be free from defects.
- GICE&SDGs may withhold payments in case of non-performance or breach.

6. Termination

This contract may be terminated with 15 days’ written notice by either party. Immediate termination applies in case of fraud, misrepresentation, or legal non-compliance.

7. Dispute Resolution

Any dispute shall be referred to arbitration as per the Arbitration and Conciliation Act, 1996. Jurisdiction shall lie with the courts at Hyderabad, Telangana.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date mentioned above.

Purchaser (GICE&SDGs)	Supplier
Name:	Name:
Signature:	Signature:
Designation:	Designation:
Date:	Date:
Seal:	Seal:



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Annex V: Delivery & Acceptance Certificate

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DELIVERY & ACCEPTANCE CERTIFICATE

Ref. No.: _____

Date: _____

Purchase Order No.: _____

Supplier Name: _____

This is to certify that the goods/services as detailed below have been received/implemented in good condition and as per the agreed specifications:

Item/Service Description	Quantity/Volume	Received in Good Condition?	Remarks
, if any		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Verified by:

Name Designation Signature Date

Authorized Signatory – Procurement Department

Signature: _____

Name: _____

Date: _____