

Finance and Accounts Manual



CDD
Centre for Disability in Development

Contents

| | |
|---------------------------------------------------------|---|
| CHAPTER – IX: Purchase and sales procedure (Only) | 1 |
| CHAPTER - IX..... | 3 |
| Purchase and sales procedure..... | 3 |
| 9.1. Purchase procedure | 3 |
| 9.2. Purchase Order..... | 5 |
| 9.3. Procedure of sales:..... | 5 |

9.1. Purchase procedure

All procurements should be made according to procedures and guidelines stated below. Purchase must be on fair competitive bid and a competitive price. To ensure fair deal and competitive price, offers should be obtained from genuine dealers or suppliers through tender or quotation subject to the observance of following procedures:

- a. There shall be a Purchase committee (PC) to be constituted by the Executive Director to look into purchase related activities. The Committee may be consisted of 3 to 4 members or as per the decision of the Executive Director.
- b. Purchase Unit shall send request to different Unit /department to send their requisition for purchase of bulk item. They will obtain budget from Head of Finance and Accounts/Project Accountant to ensure that the purchase is within the budget allocation.
- c. After careful scrutiny of the requisitions submitted by different -Unit/-department, Purchase Unit shall prepare indent and send the same to Purchase Committee for review.
- d. Purchase Committee after review will send the indent back to Purchase -Unit for inviting Tender/Quotation /Offer from the suppliers /dealers giving the specification, quantity and stipulated delivery period.
- e. The bid solicitation Procedure:
 - I. Purchase -Unit can make direct purchase of store valuing upto Taka 10,000 (ten thousand) without the approval of Purchase Committee. In such case, Purchase -Unit shall purchase goods and services from the market after a survey to ascertain the prevailing actual market price. Approval -must be obtained before such purchase from the authorities as defined in Table of authorities
 - II. If the purchase cost is estimated to exceeds Taka 10,000 (ten thousand) but not more than Taka -700,000 (-Seven Lac), the purchase will be made collecting spot quotations by person or issuing request for quotations to suppliers to justify the market price and those quotations need to be preserved with other relevant accounting records;
 - III. If purchase involves expenditure of more than Taka -700,000 (-Seven Lac) but not exceeding Taka -10,00,000 (-Ten Lac), the deal will be made inviting sealed quotation/tender from the suppliers and giving tender notice in the local news paper notice board in time.
 - IV. If purchase value involved is more than Taka -10,00,000 (-Ten lac -), the purchase will be made inviting sealed quotation /tender through -National Newspaper. On line Tender can be made where feasible
 - V. Quotation/tender is not required for purchase from agencies affiliated with Government or from exclusive dealers /sole agents and manufacturer.
 - VI. For purchase like land, building, motor vehicle, machinery heavy equipment's etc. which seems to be difficult to purchase through sealed quotation, such purchase may be made by a three members team headed by Executive Director or a nominated Executive Council member.
 - VII. The enlisted bidder for the work mentioned in the group-A to group-E of annex-9b can participate in the bid.
 - VIII. The vendor enlistment procedure mentioned in annex 9a will be followed during the vendor enlistment.

ANNEX -9.a

CDD Vendor Enlistment Procedure:

In order to build a list of reliable and established local vendors, the procurement unit shall arrange for such enlistment in the following manner:

- I. Circulate as regular practice invitation for application from interested vendors to enlist with Centre for Disability in Development (CDD).
- II. Upon receipt of applications from interested vendors, all applications shall be scrutinized keeping in view the following criteria:
 - Tax Identification Number Certificate.
 - Valid trade license and Value Added Tax Registration (if applicable).
 - Experience (In terms of number of years and/or track record) of the firm in business for the group of items for which enlistment is solicited.
 - Current Bank solvency certificate.
 - Membership certificate from any chamber/business association (if applicable).
 - Reference from three major buyers as reference of business performance.
 - Dealership/distributorship certificate.
 - Must have an independent business office with own telephone.
 - Preference may be given to known sources of vendors (i.e. the vendors who are in business transaction with CDD).
 - No firms will be enlisted for more than two groups (as specified in Annex-9. b).
 - 3-5 vendors may be selected under each group.
 - Vendors will be finally selected through observing their business performance.
 - Following scrutiny of the applications, all selected vendors shall be notified by Tender & Procurement Committee and invite them to sign an agreement with CDD detailing period of enlistment and other terms and conditions.
 - A copy of Final list of enlisted vendors shall be sent to CDD Finance and Accounts for their record.

ANNEX-9. b

Groups Representing Category of Vendors:

Vendors shall be enlisted in groups each representing different item(s). A list of suggested groupings is appended below:

- Group-A: Office Stationeries, Toiletries & other consumable.
- Group-B: Grocery items
- Group-C: Office & Household (wooden & steel) Furniture, Paneling work etc.
- Group-D: Printing of IEC materials and various books/Reports binding and other Printing works
- Group-E: Assistive devices/ hearing aids/ Raw materials of Assistive devices/ other training materials etc.
- Group- F: Vehicle repairing Workshops

In all cases of purchase inviting quotation / tender at least three (3) quotations / tenders will have to be collected / obtained from different shops /suppliers /dealers as the case may be.

- f. Purchase -Unit shall prepare a Comparative Statement (if applicable) of the prices quoted by suppliers /dealers and send it to the Purchase Committee.
- g. The Purchase Committee reserves the right to accept or reject any or all quotations / tenders giving proper justification therefore.
- h. Purchase Committee shall verify the quotations/tenders and incorporate their recommendation in the comparative Statement and send it to the Executive Director for approval.
- i. While awarding a purchase order to the selected bidder, equal emphasis should be given on price and quality. The price can be negotiated, but the quality cannot be compromised under any circumstance. The negotiation is, however, discouraged and it may be resorted to only when the situation makes it unavoidable. Negotiation must be done only by the Purchase Committee and that too only with the responsible bidders able to maintain the desired quality and competitive price.
- j. Purchase -Unit shall issue the work order to the supplier and copies of such work order shall be sent to Stores Keeper & Finance and Accounts - department. Store keeper shall receive the goods and prepare necessary Material Receiving Report (MRR)
- k. Before making payment to the suppliers against their bill, Finance and Accounts -Unit shall examine the purchase order, challan, bill, money receipt, material-receiving report, approved budget limit etc.
- l. After necessary examination, the Finance and Accounts -department shall forward the bill for approval. After approval Finance and Accounts – department shall arrange for payment.
- m. All papers and documents with regard to purchase such as requisitions, indent, quotation /tender, comparative statement with recommendation of Purchase Committee, purchase order, material receiving report (MRR), challan, bill, money receipt, etc. shall be docketed with the payment voucher.

9.2. Purchase Order

The authorized officer in Purchase unit shall prepare the Purchase Order for procurement of goods or services. In the case of single quotation prior written approval from the authority (as per delegation) is to be obtained. Purchase order should include the following:

- a. Complete list of materials with specifications to be supplied.
- b. Failure to meet the delivery date by which the materials shall have to be supplied, the order will be treated as cancelled;
- c. Materials not conforming to specification or damaged or of inferior quality shall not be accepted;
- d. Bills along with the challan shall have to be submitted by the supplier;
- e. Payment will be made through account payee cheque unless otherwise decided by the competent authority.
- f. Money Receipt is to be submitted at the time of receiving payment.

9.3. Procedure of sales:

- a. Sales in every case will be made through “Money Receipt”.
- b. All receipts should be consecutively numbered.

- c. Original copy of spoiled or cancelled receipt should be preserved in the Money Receipt Book.
- d. After obtaining the sales report along with sale proceeds the quantity to be recorded in the issue column of Stock Register so maintained in the CDD Office.

After completion of one Receipt Book it will be returned to Finance and Accounts Department and a new Receipt Book will be issued to the Sales Center. Issue of two Money Receipt Book at the same time to the same Sales Center will not be allowed.