

VOLUNTARY HEALTH ASSOCIATION OF TRIPURA (VHAT)

VHAT - PURCHASE POLICY

Preface: VHAT developed and got approved its Purchase Policy on 15th August 2006, which was followed by the organization. But with the necessity of changing norms in accounting processes and improvement of the organizational procedures, it was felt that there should be a revision of the Purchase Policy.

With this background, the revised VHAT - PURCHASE POLICY was developed and placed in the Executive Committee on 12th March 2017. After detailed discussion, the Executive Committee of VHAT approved the revised VHAT - PURCHASE POLICY on 12th March 2017. This policy would be effective from 1st April 2017.

On 8th June 2025 VHAT - PURCHASE POLICY was revised and placed in Executive Committee. The Executive Committee of VHAT approved the revised VHAT - PURCHASE POLICY on 27th July, 2025 in 37th Annual General Meeting.

VHAT - PURCHASE POLICY

1. Principle

To make sure that all purchases in Voluntary Health Association of Tripura are done ensuring value-for-money and cost-effectiveness.

2. Purpose of Purchase Procedures

- To make sure that Goods and services are procured in a consistent and transparent manner in VHAT.
- To make sure that Suppliers who offer the best value for money for procuring goods and services, are chosen.

3. Broad Purchase Guidelines

- a. A purchase committee of three persons may be put in place at the beginning of every financial year. The same committee is responsible selection of Vendors in the meeting. For purchase of capital items "Purchase Procedure" of VHAT Financial Management Policy is to follow.
- b. To the extent possible, purchases shall be planned on an annual basis as per budget of particular project.
- c. Requisition for purchase is to be submitted by Project Incharge (Producer or Indent) in case of corresponding projects or Capital expenditure (refer format provided below).
- d. In case of capital expenditure and infrastructure development, maintenance for the organization (VHAT), requisition is to be submitted by Executive Director and to be approved by the President of the organization (VHAT). After approval from the President further the entire necessary step or action will be taken by the Executive Director.
- e. Plan shall be made to make bulk purchases attracting heavy discounts.
- f. Wholesale Suppliers shall be contacted for bulk purchase for getting most competitive rates.
- g. A panel of suppliers shall be created and documented for purchase of various regular supplies on an annual basis.

Freelilla Ray
President

Voluntary Health Association of Tripura
Circuit House Area, P.O: Kunjaban
Agartala, Tripura-799006, India.

h. In case of dry ration (groceries, rice, dal, oil etc.) and wet ration (vegetables, eggs, fish, chicken etc.), toiletries, clothing, medicines etc. the Purchase Committee will select the vendors based on the quotation received/collected during the meeting. The quotation will be collected by Accountant and Project In charge through market visit.

5. Control Functions (Thumb Rules)

- All purchases are duly authorized and approved before placing the ordered.
- All goods received or services rendered are according to the specification and in quantities requested for.
- Liability for all purchases is accurately reflected in the books of account and that suppliers are paid only in accordance with the agreed terms.
- Goods ordered are actually received into stores as may be appropriate and relevant, with accounting records updated accordingly.

6. Accounting and Record Keeping of Fixed Assets purchased by the organization

- Items that have a useful life of more than one year and a minimum value of Rs. Ten thousand, should be treated as Fixed Assets and should be capitalized in the Books of Accounts.
- Such items shall be recorded in the Fixed Assets register.

Sreeleela Ray

President

Voluntary Health Association of Tripura
Circuit House Area, P.O: Kunjaban
Agartala, Tripura-799006, India.

Voluntary Health Association of Tripura

COMPARATIVE STATEMENT

Sl.No	Description of Items	Quantity	Vendor Name & Address (1)	Vendor Name & Address (2)	Vendor Name & Address (3)	Lowest Quote

Prepared by:

Date:

Verified by:

Date:

Approved by:

Date:

Sample Justification Note

(To be prepared in absence of written quotations)

Date:

We (name of staff members) did market visit today for purchase of items (item name to be mentioned) and have contacted the following suppliers:

1. Supplier A
2. Supplier B
3. Supplier C

The rates & items quoted by each of them are as follows:

1. Supplier A
2. Supplier B
3. Supplier C

However, written quotations were not provided by the supplier due to the following reasons (reasons cited by supplier for refusing written quotations shall be mentioned here). The team recommends that material/items shall be purchased from Supplier Number because of the following reasons:

- 1.
- 2.
- 3.

Prepared by:

Date:

Verified by:

Date:

Approved by:

Date:

Sreebilla Ray
President

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Circuit House Area, P.O: Kunjaban
Agartala, Tripura-799006, India.

VOLUNTARY HEALTH ASSOCIATION OF TRIPURA

REQUISITION FORM FOR PURCHASE OF MATERIALS

Name of the Project:

Date:

Sl.No.	Name of the Articles	Quantity Required	Purpose of Purchase

Signature of Project
In -charge/Producer of Indent

Signature of Receiver of Indent

Approved By

(Dr. Sreelekha Ray)
President
Voluntary Health Association of Tripura

Sreelekha Ray
President
Voluntary Health Association of Tripura
Circuit House Area, P.O: Kunjaban
Agartala, Tripura-799006, India.