



PROCUREMENT POLICY

1. Purpose

To establish a clear, transparent, and cost-effective system for procuring goods, services, and works while ensuring compliance with legal and donor requirements.

2. Scope

Applies to all purchases and contracts made by CCSDO at all levels—head office, project sites, and field teams—whether funded internally or through donors.

3. Guiding Principles

- Transparency: Open and documented processes
- Accountability: Clear roles and responsibilities
- Fairness: Equal opportunity for vendors
- Cost-effectiveness: Best value for money
- Compliance: Adherence to legal and donor requirements

4. Procurement Thresholds

Purchase Value (INR)

Procurement Method

Up to ₹5,000

Petty cash purchase with receipt

₹5,001 – ₹25,000

Minimum 2 verbal or written quotes

₹25,001 – ₹1,00,000

Minimum 3 written quotations

Above ₹1,00,000

Tender or formal bidding process

5. Vendor Selection Criteria

- Price competitiveness
- Quality and specifications
- Timely delivery
- Experience and reputation
- Past performance with CCSDO (if any)

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6. Procurement Process

- Need Identification by project/department head
- Approval by authorized signatory
- Quotation Collection / Tendering
- Evaluation and Selection (by Purchase Committee if > ₹25,000)
- Purchase Order/Contract Issuance
- Delivery and Inspection
- Payment after verification and invoice submission

7. Emergency Procurement

In exceptional or emergency situations (e.g., disaster relief), fast-track procurement is allowed with proper justification and approval by the Head of Organisation.

8. Conflict of Interest

- No staff shall participate in procurement decisions where personal interest exists
- All suppliers must declare if they have any relationship with CCSDO staff

9. Documentation & Record-Keeping

- Maintain all records including quotations, POs, invoices, and approval notes for at least 5 years
- Regular internal audits will be conducted

10. Review of Policy

This policy shall be reviewed every 2 years or earlier if required by new regulations or donor guidelines.



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