

# Procurement Policy & Guidelines

# **MASHAL**

*2025 Edition*



MASHAL  
20-C, Patliputra Colony,  
Patna-13, Bihar, India

## Foreword by the President

It gives me great pleasure to present the *Procurement Policy & Procedures* of Mashal. This policy is a cornerstone of our commitment to ensuring that all procurement activities are conducted with the highest standards of integrity, transparency, and accountability.

Our aim is to guarantee that resources entrusted to Mashal are utilized in the most efficient and effective manner to serve our mission of empowering communities, promoting social justice, and ensuring the right to life with dignity for all. By adhering to this policy, we affirm our dedication to cost-effectiveness, fairness, and quality in all our transactions.

The procedures outlined here not only comply with statutory requirements but also embody the values that Mashal stands for — trust, inclusivity, and ethical governance. This document serves as a guide for all staff and stakeholders to understand their responsibilities in the procurement process, safeguard against conflicts of interest, and uphold the principles that make our work credible and impactful.

I invite every member of Mashal to internalize these guidelines and put them into practice so that, together, we continue to build a transparent and accountable organization, worthy of the trust placed in us by our partners, beneficiaries, and the communities we serve.



Sister Mary Alice  
President, Mashal

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## Introduction

The **Procurement Policy** of Mashal outlines the procedures and standards for acquiring goods, services, and works. It ensures procurement activities are carried out efficiently, ethically, and transparently, reflecting MASHAL's commitment to responsible resource management. The policy supports MASHAL's mission by ensuring that all procurement decisions contribute to the organization's operational success while maximizing impact in alignment with ethical and environmental standards.

### Objectives:

- **Efficiency:** Streamline procurement processes to avoid delays.
- **Cost-effectiveness:** Ensure competitive pricing while maintaining quality.
- **Transparency and Accountability:** Maintain open and clear processes for all stakeholders.
- **Fairness and Ethics:** Provide equal opportunities for vendors, adhering to ethical procurement practices.
- **Sustainability:** Prioritize procurement choices that support environmental and social responsibility.

This policy provides a standardized framework to reduce risks such as fraud, conflicts of interest, and inefficiency.

### 1. Scope:

This policy applies to all procurement actions undertaken by MASHAL, ensuring consistency across its Head office and unit operations, regardless of whether funding is internal or external.

#### 1.1 Head office and Unit Level Procurement

The policy applies to all levels of MASHAL, covering the Head office and individual units. It governs the procurement of goods (e.g., office supplies, IT equipment), services (e.g., consultancy, training), and works (e.g., construction, repairs), ensuring standardized practices across the organization.

#### 1.2 Applicability Across Funding Sources

Procurement funded by both internal resources and external donors must adhere to this policy. In cases where donor requirements are stricter than MASHAL's, donor guidelines take precedence. This ensures that all procurement actions meet both internal standards and external obligations.

#### 1.3 Types of Procurement Covered

The policy governs the procurement of:

- **Goods:** Tangible products required for operations or programs.
- **Services:** Professional and consultancy services, event management, etc.
- **Works:** Construction, repairs, or other infrastructural projects.

#### 1.4 Emergency Procurement

In emergency situations, procurement processes may be expedited while ensuring compliance with ethical standards and donor guidelines. Reviews are conducted post-procurement to ensure integrity.

## 1.5 Legal and Donor Compliance

MASHAL's procurement activities must comply with local laws, such as taxation and labour regulations, and meet donor requirements, including reporting and audit obligations. This ensures procurement actions are legally sound and transparent.

## 2. Procurement Principles

MASHAL's procurement activities are founded on a set of guiding principles that ensure fairness, integrity, and efficiency in the procurement process. These principles serve as the foundation for decision-making in the procurement of goods, services, and works, ensuring that MASHAL operates responsibly while achieving its organizational goals.

### 1. Value for Money

MASHAL is committed to obtaining the best possible value for its investments by considering not just the cost, but also the quality, durability, and sustainability of goods and services. Value for money means selecting suppliers or service providers that offer the optimal balance between cost-effectiveness, quality standards, and long-term benefits. This principle ensures that resources are used efficiently to maximize impact.

### 2. Transparency

MASHAL ensures that all procurement activities are conducted in a transparent manner. This means that processes, criteria, and decisions are open, clear, and accessible to all stakeholders. Transparency promotes trust among partners, donors, and vendors by providing clear documentation of how decisions are made and contracts are awarded. Regular audits and reporting further enhance this transparency, allowing external oversight and ensuring that procurement actions are accountable.

### 3. Accountability

Every individual involved in the procurement process, from initial requisition to final approval, is responsible for their actions and decisions. Accountability ensures that each stage of the procurement cycle is properly documented and justified, preventing malpractice, fraud, and mismanagement. Procurement staff and committee members are expected to act in the best interest of MASHAL, and any conflict of interest must be disclosed to maintain trust and integrity.

### 4. Fairness

MASHAL is committed to fair competition in procurement. This principle ensures that all potential suppliers and service providers are treated equally, without favoritism or bias. Fairness involves creating opportunities for a wide range of vendors, encouraging local and diverse suppliers, and providing clear criteria for selection. By ensuring a level playing field, MASHAL promotes healthy competition, which can lead to better pricing and higher-quality services.

### 5. Sustainability

MASHAL integrates environmental and social sustainability into its procurement decisions. This principle emphasizes the selection of products and services that have minimal negative impact on the environment and that support ethical labor practices. MASHAL prioritizes vendors who offer environmentally friendly products, follow fair labor standards, and reduce their carbon footprint. Sustainable procurement not only supports MASHAL's environmental goals but also strengthens the organization's commitment to social responsibility.

## 3. Procurement Structures and Governance

### 3.1 Mashal Procurement Committee

The Mashal Procurement Committee (MPC) oversees procurement activities across MASHAL and ensures compliance with the procurement policy. The MPC is responsible for approving procurements exceeding INR 10,000 and reviewing exceptions such as single-source procurements.

#### Committee Composition:

- 3 members, including at least One Governing Body member.
- A member from the finance team.

**Quorum:** All 3 members are required for decision-making.

### 3.2. Mashal Purchase Committee

The Mashal Purchase Committee oversees purchase activities across MASHAL and ensures compliance with the procurement policy. The Purchase Committee is responsible for placing orders for purchase procurements exceeding INR 10,000 and reviewing exceptions such as single-source procurements.

#### Committee Composition:

- 3 members, including at least One Governing Body member.
- A member from the finance team.
- **Quorum:** All 3 members are required for decision-making.

## 4. Procurement of Goods

### 4.1 Requisition and Budget Approval

The procurement process begins with a requisition from the requesting department/ partners/persons. The requisition must include:

- Detailed specifications of the goods required.
- Estimated cost.
- Proof of budget approval.

### 4.2 Solicitation of Quotes

The procurement team must solicit quotes from at least three suppliers for purchases between INR 10,001 and INR 50,000. For procurements exceeding INR 50,000, a formal Request for Quotation (RFQ) must be issued.

### 4.3 Evaluation of Bids

The bids are evaluated based on:

- Price.
- Compliance with technical specifications.

- Delivery timelines.

The evaluation is conducted by a technical committee when needed, especially for high-value or technically complex goods.

#### **4.4 Purchase Order Issuance**

Once the bid is approved, a Purchase Order (PO) is issued to the selected vendor by the purchasing committee of 3 members. The PO outlines the terms of purchase, including delivery timelines, payment terms, and penalties for late delivery.

#### **4.5 Goods Receipt and Inspection**

Upon receipt, the goods must be inspected to ensure they meet the required specifications. A Goods Received Note (GRN) is issued to the finance team for payment processing.

#### **Procurement Thresholds:**

- Up to INR 10,000: Direct purchase.
- INR 10,001 - INR 50,000: Minimum 3 quotes required.
- INR 50,001 and above: Formal RFQ and MPC approval.

## **5. Procurement of Services**

### **5.1 Terms of Reference (TOR)**

For the procurement of services (e.g., consultancy, training), a detailed Terms of Reference (TOR) must be created, outlining:

- Scope of work.
- Deliverables.
- Timeframes.

### **5.2 Solicitation and Evaluation**

For services between INR 10,000 and INR 50,000, a minimum of three proposals must be obtained. For services exceeding INR 50,000, a formal Request for Proposal (RFP) process is initiated. Proposals are evaluated based on technical and financial criteria.

### **5.3 Service Agreement**

A service agreement is signed between MASHAL and the service provider, detailing:

- Scope of work.
- Payment schedule.
- Confidentiality and intellectual property clauses.
- Dispute resolution mechanisms.

### **5.4 Monitoring and Evaluation**

The performance of the service provider is monitored throughout the contract duration, and payments are linked to the delivery of specific milestones.

## 6. Vendor Empanelment

MASHAL will maintain a list of pre-approved vendors who have met MASHAL's criteria for quality, reliability, and ethical standards. Empanelment is subject to review and renewal annually.

### Empanelment Process:

1. Submission of vendor registration form and relevant documentation (GST, PAN, bank details).
2. Evaluation based on past performance, financial stability, and references.
3. Inclusion in the vendor list, which is maintained by the procurement team.

## 7. Procurement Ethics

MASHAL is committed to maintaining the highest standards of ethics in all procurement activities. All vendors, suppliers, and service providers working with MASHAL must align with the organization's ethical standards, ensuring that business practices support social responsibility, human rights, and fair treatment of workers.

Vendors and service providers must adhere to the following ethical requirements:

### 1. No Involvement in Child Labor

Suppliers must guarantee that no child labour is used in any part of their operations or supply chains, in accordance with international and local labour laws.

### 2. Compliance with Labor Laws

Vendors are required to comply with all applicable labour laws, including those related to working hours, minimum wages, health and safety, and employee benefits. This ensures that workers are treated fairly and work in safe, regulated environments.

### 3. Fair Wages and Safe Working Conditions

Suppliers must pay fair wages that meet or exceed legal minimum standards and provide safe and healthy working conditions for all employees. They must ensure that employees are not subject to any form of forced labour or discrimination.

## Supplier and Vendor Code of Conduct

MASHAL requires all suppliers and service providers to agree to and sign the **Code of Conduct** before entering into a contractual relationship. This Code of Conduct outlines MASHAL's expectations for ethical behaviour, environmental responsibility, and social standards. It serves as a binding agreement ensuring that all suppliers operate in a manner that aligns with MASHAL's values and principles.

### Key Aspects of the Code of Conduct Include:

- Commitment to ethical business practices and integrity.
- Prohibition of child labour, forced labour, or any form of exploitation.
- Compliance with all local, national, and international labour and environmental laws.
- Promotion of fair wages and non-discriminatory employment practices.
- Safe and humane working conditions for all employees.

- Responsibility for minimizing environmental impact, including waste management and energy use.

### **Signature Requirement:**

Before initiating any procurement or contract, vendors must sign MASHAL's Code of Conduct, affirming their compliance with these standards. This signed agreement is retained as part of MASHAL's procurement records, ensuring accountability and transparency throughout the supplier relationship.

## **8. Solicitation of Quotes and Proposals**

The process of soliciting quotes and proposals is a key aspect of ensuring MASHAL's procurement activities are conducted fairly and transparently. The methods for soliciting quotes are tailored to the value and complexity of the procurement.

### **8.1 Soliciting Quotes**

- **Up to INR 10,000:** No formal quotes or purchase orders are required for goods or services below INR 10,000. The user can directly purchase the required items and submit the invoice along with the approval from the funder or budget approver. However, if total purchases from a single vendor exceed INR 100,000 in a financial year, a multiple-quote process will be mandatory for future procurements from that vendor.
- **INR 10,001 to INR 50,000:** For medium-value procurements, at least three quotes are required. A requisition must be submitted to the procurement team, which will then solicit quotes in consultation with the user. Once quotes are received, the Purchase Committee issues a purchase order (PO). As with lower-value procurements, if the cumulative purchases from a vendor exceed INR 100,000 in a financial year, the multiple-quote rule will apply.
- **INR 50,001 to INR 200,000:** A formal procurement process applies, requiring a requisition with clear specifications or a Terms of Reference (TOR). The procurement team will lead the process by soliciting three or more quotes. Approval from the Treasurer and Secretary is required before proceeding with procurement.
- **Over INR 200,000:** For high-value procurements, a formal Request for Quotation (RFQ) or Request for Proposal (RFP) process is initiated, requiring four or more quotes. The procurement team leads the process, and approval from the Purchase Committee is necessary after a thorough technical and financial evaluation.

### **8.2 Expression of Interest (EOI)**

For large, complex, or specialized procurements, MASHAL may issue an **Expression of Interest (EOI)** before launching a full RFP process. This is particularly useful for projects that require a high degree of technical expertise or involve multiple phases. The EOI allows MASHAL to identify qualified vendors early in the process. Only those vendors that meet the pre-determined qualifications during the EOI stage will be invited to submit full proposals in the RFP stage.

### **8.3 Evaluation of Proposals**

MASHAL evaluates proposals based on both **technical** and **financial** criteria to ensure the best value is achieved. The weighting of these criteria depends on the complexity and nature of the procurement.

#### **1. Technical Evaluation:**

A Technical Evaluation Committee may be formed to assess the proposals based on the required specifications and technical capabilities of the vendor. This ensures that the goods or services meet MASHAL's needs in terms of quality and functionality.

## 2. **Financial Evaluation:**

The procurement team prepares a comparative statement that includes both technical scores and financial bids. The statement is presented to the purchase committee for review. The final decision is made based on cost-effectiveness, quality, delivery time, and the overall value provided by the vendor.

## 9. **Single Source Procurement**

Single-source procurement is an exception to the competitive bidding process and is only allowed in specific cases where open competition is not feasible or practical. This method can be used under the following circumstances:

- **Urgency:** When there is an immediate need for goods or services due to an unforeseen event (e.g., disaster response), and time constraints prevent the use of competitive bidding.
- **Continuation of Existing Contracts:** When continuity of service or goods from an existing supplier is critical to the success of an ongoing project or contract. Switching vendors in these cases may lead to inefficiencies or risks that outweigh the benefits.
- **Proprietary or Exclusive Goods/Services:** When the goods or services required are proprietary, patented, or available only from a specific supplier, and no alternative exists.

### **Approval Process:**

Single-source procurement for amounts exceeding INR 50,000 requires **written justification** and formal approval from the **Mashal Procurement Committee**. The requester must provide clear reasoning for the single-source request, including why competitive bidding is not feasible, and outline the potential risks or impacts of not proceeding with the selected vendor.

## 10. **Financial Delegation**

MASHAL has established financial thresholds for procurement approvals to ensure proper oversight while enabling efficient decision-making at different levels of the organization.

### **10.1 Approval Limits**

- **INR 10,001 and above:** For higher-value procurements, approval is required from the **Mashal Procurement Committee**. This ensures that larger, more significant procurements receive a thorough review, particularly in terms of financial viability and alignment with organizational goals.

### **10.2 Budget Holders' Responsibility**

All budget holders are responsible for ensuring that procurement actions are aligned with approved budgets and that sufficient funds are available for any purchase. Before initiating a procurement, the budget holder must verify that:

- The procurement is necessary and justified.
- The expenditure falls within the allocated budget.

- Proper approvals have been obtained before making any financial commitment.

This ensures that MASHAL remains fiscally responsible and avoids unnecessary spending or exceeding budget limits.

## 11. Documentation and Record Keeping

Maintaining comprehensive documentation for all procurement activities is crucial for ensuring transparency, accountability, and auditability. All procurement actions at MASHAL must be thoroughly documented to ensure compliance with internal policies, donor requirements, and legal regulations.

### Required Documentation Includes:

- **Requisition Forms:** These initiate the procurement process and include details such as the specifications of the goods or services, budget approvals, and the requester's department.
- **Quotes and Proposals:** All received quotes and proposals must be retained to provide evidence of a competitive process.
- **Purchase Orders (POs) and Contracts:** These legal documents outline the agreed-upon terms with the vendor, including pricing, delivery schedules, and penalties.
- **Goods Received Notes (GRNs):** These confirm the receipt of goods and ensure that they meet the required specifications.
- **Vendor Evaluations:** After completing a procurement, vendor performance is evaluated based on factors like delivery time, quality, and cost-efficiency.

### Retention Period:

Procurement records must be kept for a **minimum of five years** and made readily available for internal and external audits. This ensures that MASHAL can demonstrate compliance with both donor regulations and internal policies.

## 12. Environmental and Ethical Standards

MASHAL prioritizes ethical and sustainable procurement practices to ensure that suppliers and service providers meet high standards of social responsibility and environmental stewardship. This aligns with MASHAL's commitment to promoting sustainability in all aspects of its operations.

### Key Criteria for Suppliers:

- **Environmentally Sustainable Practices:** Suppliers should prioritize eco-friendly production methods, such as using recycled materials, reducing energy consumption, and minimizing waste.
- **Compliance with Labor and Human Rights Standards:** MASHAL expects its suppliers to adhere to local and international labour laws, which include providing fair wages, safe working conditions, and prohibiting the use of child or forced labour.
- **Low Environmental Impact:** Products and services with a minimal environmental footprint are preferred, such as those that are energy-efficient, biodegradable, or certified by environmental bodies.

By setting these standards, MASHAL ensures that its procurement activities contribute positively to environmental and social goals.

### 13. Conflict of Interest

MASHAL is committed to conducting procurement activities in a manner that is free from conflicts of interest. All staff involved in the procurement process are required to disclose any personal or professional connections to vendors or service providers that may influence their decisions.

#### Conflict of Interest Policy:

- Any staff member with a potential conflict of interest must immediately disclose it to the procurement committee.
- Failure to disclose conflicts of interest may result in disciplinary action, including dismissal or legal consequences, depending on the severity of the infraction.

This policy ensures that procurement decisions are made solely on the basis of merit and value to the organization.

### 14. Terms and Conditions for Procurement Contracts

All procurement contracts issued by MASHAL must include clear and comprehensive terms that define the expectations, deliverables, and conditions for both parties. This ensures that both MASHAL and the vendor have a mutual understanding of the agreement.

#### Key Terms to Include:

- **Delivery Schedules:** Specific timelines for the delivery of goods or services, including penalties for late delivery.
- **Payment Terms:** The agreed payment schedule, including any advance payments, milestones, and final payments.
- **Penalties for Non-Performance:** Clauses detailing the consequences for non-performance, including financial penalties, termination clauses, or withholding of payments.
- **Confidentiality and Intellectual Property Rights:** Clauses protecting MASHAL's confidential information and ensuring that intellectual property rights for any created works remain with MASHAL or are properly assigned.

These terms protect MASHAL's interests and ensure that vendors are held accountable for fulfilling their obligations.

### 15. Amendments and Extensions of Contracts

In certain circumstances, contracts may need to be amended or extended to accommodate changes in scope, timelines, or budgets.

#### Conditions for Amendments/Extensions:

- **Justification:** Any amendment or extension must be justified with clear reasoning, such as changes in project requirements or delays caused by unforeseen circumstances.
- **Approval:** Amendments must be approved by the appropriate procurement committee before being enacted.

- **Alignment with Procurement Principles:** The amendment must not violate MASHAL's procurement principles of transparency, accountability, and value for money.

This ensures that any changes to contracts are carefully evaluated and approved to prevent unnecessary or unjustified alterations.

## 16. Risk Management

Risk management is a critical component of MASHAL's procurement process, helping to mitigate potential issues that could affect the successful delivery of goods or services.

### Key Risk Management Measures:

- **Vendor Background Checks:** Before entering into contracts, MASHAL conducts background checks on vendors to verify their reliability, financial stability, and past performance.
- **Monitoring Vendor Performance:** Throughout the contract period, vendors' performance is regularly monitored to ensure that they meet delivery schedules, quality standards, and other contractual obligations.
- **Contingency Planning:** For critical goods and services, contingency plans are developed to ensure that alternative suppliers or solutions are available in case the primary vendor fails to deliver.

### Conclusion

The **Procurement Policy of Mashal for Social Initiatives (MASHAL)** provides a comprehensive framework to ensure that all procurement activities are carried out in a transparent, accountable, and ethical manner. By adhering to the principles of value for money, fairness, sustainability, and compliance with legal and donor requirements, MASHAL is committed to maximizing the impact of its resources while supporting its mission to promote social justice and sustainable development.

The policy outlines clear procedures for soliciting quotes, evaluating proposals, and managing contracts, while also emphasizing the importance of environmental responsibility and ethical practices. The inclusion of robust documentation, conflict of interest guidelines, and risk management measures ensures that MASHAL's procurement process remains both efficient and accountable.

By following this policy, MASHAL strengthens its commitment to operational excellence, ensuring that all stakeholders, including donors, partners, and beneficiaries, have confidence in the integrity of its procurement processes. Regular reviews and updates to this policy will ensure that it remains aligned with MASHAL's evolving needs and best practices in procurement management.

**Approved by Governing Body on 12.07.2025 valid upto 30.07.2028**

*Chinnamma*

**Secretary  
Mashal**



## 17. Annexures

- **Annexure 1: Procurement Committee Meeting Format- Bid Analysis**

### **Bid Analysis Format**

**Project Name:**

**Date:**

#### **1. Bidder Information**

<b>Item</b>	<b>Criteria</b>	<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>
<b>Item 1</b>		Amount	Amount	Amount
<b>Item 2</b>		Amount	Amount	Amount
<b>Item 3</b>		Amount	Amount	Amount
<b>Item 4</b>		Amount	Amount	Amount

#### **Final Evaluation**

<b>Item</b>	<b>Criteria</b>	<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>
<b>Item 1</b>	Price			
<b>Item 2</b>	Price			
<b>Item 3</b>	Price			
<b>Item 4</b>	Price			
<b>Total Score</b>				

#### **Overall Recommendation**

**Recommended Bidder:**

**Justification:**

- **Annexure 2: Purchase Order Format.**

## **PURCHASE ORDER**

<b>Page:</b>	
<b>Purchase Order Date</b>	

**SUPPLIER:**

**SHIP-TO:**

**BILL-TO:**

<b>LN</b>	<b>Description</b>	<b>Qty</b>	<b>Need by Date</b>	<b>Price / Unit</b>	<b>Extended Total</b>
1					
2					
3					
4					
				<b>Total</b>	

**ADDITIONAL COMMENTS**

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**PURCHASE ORDER ACCEPTANCE**

**TERMS AND CONDITIONS**

**1. ACCEPTANCE:**

**A.** This Purchase Order is Purchaser’s offer to purchase the goods and/or services described on the reverse hereof from Seller.

**B.** The buyer has the right to inspect the goods upon delivery and may reject any goods that do not meet the specified requirements.

**Signature**

**Annexure 3: CLAUSE + SUPPLIERS AND SERVICE PROVIDER SAFEGUARDING CODE OF CONDUCT**

**CLAUSE + SUPPLIERS AND SERVICE PROVIDER SAFEGUARDING CODE OF CONDUCT**

**Clause**

The supplier/service providers agree to comply with Mashal’s Supplier and Service Provider Code of Conduct set forth in Annex 11.

**Supplier and Service Provider Code of Conduct**

As a supplier/service provider of MASHAL, Patna, Bihar

\_\_\_\_\_ [Name of Supplier/Service Provider], we commit to the following safeguarding standards:

- **Prohibit all forms of exploitation and abuse:** We strictly prohibit any form of exploitation, abuse, or misconduct, including sexual exploitation and abuse, trafficking in persons, involuntary labor, and child labor. Our commitment extends to fostering an environment where the rights and dignity of all individuals are upheld, free from any harm or exploitation.
- **Employment of Children:** We will not recruit or employ children under 15 years of age for any type of work. Additionally, we will not employ children under 18 years of age for work that

is mentally or physically dangerous or interferes with their schooling. We prioritize the protection and well-being of young individuals, ensuring their safety and access to education.

- **Preventing and Addressing Exploitation and Abuse:** We will implement robust systems to actively prevent, address, and respond to any incidents of exploitation and abuse. Our procedures will prioritize the safety and protection of individuals, and any concerns or suspicions will be addressed promptly and appropriately.
- **Reporting Mechanism:** We will establish accessible and confidential reporting options for employees and other stakeholders to report any concerns or suspicions of exploitation and abuse. Whistleblowers or reporters will be protected from any form of retaliation for coming forward with information.

**Additional Safeguarding and Non-Safeguarding Expectations:**

- **Respectful Conduct:** We will treat all individuals involved in MASHAL projects, including project participants, staff, and community members, with respect, fairness, and dignity. We will refrain from engaging in any form of discriminatory behaviour or actions that may cause harm or offense.
- **Transparent and Ethical Practices:** We will conduct our business with integrity and adhere to transparent and ethical practices in all interactions with MASHAL and its stakeholders. We will not engage in corrupt practices, bribery, or any other unethical behaviour that may compromise the values of MASHAL.
- **Compliance with Laws and Regulations:** We will fully comply with all applicable laws, regulations, and legal obligations related to our activities and services provided to MASHAL. This includes compliance with labor laws, environmental regulations, and any other relevant statutes.

*MASHAL reserves the right to* conduct due diligence audits or assessments to monitor compliance with this Code of Conduct. In case of identified concerns, MASHAL will take reasonable steps to investigate or take appropriate action to address the issues.

In the event of becoming aware of any suspected cases of exploitation or abuse related to the implementation of this agreement, \_\_\_\_\_  
\_\_\_\_\_ [Name of Supplier/Service Provider], MASHAL, Patna, Bihar, requires immediate reporting through any of the following channels:

- The Director of MASHAL, Patna, Bihar
- Email: mashalpatna@gmail.com
- Mobile: 60012227831

*MASHAL, Patna, Bihar, reserves the right to* terminate any relationship with \_\_\_\_\_ [Name of

Supplier/Service Provider] for non-adherence to the above-mentioned safeguarding and non-safeguarding requirements.

By signing this Code of Conduct, we affirm our commitment to uphold these standards, ensuring the well-being and protection of all individuals involved in our work with Mashal.

Signature

[Name of Supplier/Service Provider]

**Annexure 4: Safeguarding Clause for Subrecipients**

# MASHAL PATNA, BIHAR

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## Safeguarding Clause for Subrecipients

**Definition of Subrecipient:** For the purposes of this Safeguarding Clause, "Subrecipient" refers to any entity formally engaged by Mashal under a grant, contract, cash contribution, or memorandum of understanding to implement programmatic deliverables for the purposes of improving outcomes for vulnerable populations. This may include implementing partners, local organizations, non-governmental organizations (NGOs), community-based organizations (CBOs), or other entities involved in MASHAL-funded programs.

### APPLICATION OF SAFEGUARDING CLAUSE

This Safeguarding Clause applies to all Subrecipients engaged by MASHAL to implement programmatic activities. By entering into an agreement or partnership with MASHAL, the Subrecipient agrees to comply with the following safeguarding expectations:

- 1. Prohibition of Exploitation and Abuse:** The Subrecipient must prohibit all forms of exploitation and abuse, including sexual exploitation and abuse, trafficking of persons, involuntary labor, and child labor, within the scope of their activities funded by MASHAL.
- 2. Adoption and Compliance with MASHAL's Safeguarding Policy:** The Subrecipient must adopt and fully comply with Mashal for Social Initiatives' (MASHAL) Safeguarding Policy, including any additional safeguarding standards required by specific donor agreements.
- 3. Immediate Reporting of Allegations:** The Subrecipient must immediately report to MASHAL any credible allegations involving abuse and/or exploitation that relate to programming or staff funded by MASHAL. This reporting should be made through the designated channels specified in the Safeguarding Policy:
  - The Director of MASHAL, Patna, Bihar
  - Email: [mashalpatna@gmail.com](mailto:mashalpatna@gmail.com)
  - Mobile: 60012227831
- 4. Non-Retaliation and Protection of Whistleblowers:** The Subrecipient must ensure that no retaliation is taken against any individual reporting an allegation in good faith or participating in an investigation. Whistleblowers or reporters must be protected from any form of retaliation for coming forward with information.

5. **Support for Safeguarding Survivors:** The Subrecipient must provide immediate and appropriate support to safeguarding survivors, including access to specialist psychosocial counselling, medical or legal referrals, and other necessary support as needed and appropriate.
6. **Safety and Security Measures:** The Subrecipient must take reasonable steps to protect the safety and security of those involved in safeguarding investigations, including reporters, survivors, witnesses, and anyone perceived to be at risk.
7. **Compliance with Laws and Regulations:** The Subrecipient must adhere to all applicable laws and regulations related to safeguarding and protection of vulnerable individuals, ensuring compliance with labor laws, child protection laws, and any other relevant statutes.
8. **Preventing Exploitation and Abuse:** The Subrecipient must implement measures to actively prevent and address exploitation and abuse within its operations and programs. This includes developing and enforcing clear policies and guidelines for staff, beneficiaries, and stakeholders.
9. **Training and Awareness:** The Subrecipient must provide comprehensive safeguarding training to all staff and stakeholders involved in MASHAL-funded programs. This training should cover awareness of safeguarding risks, identification of potential abuse, and reporting mechanisms.

#### **NON-COMPLIANCE AND TERMINATION**

Failure to comply with any provisions of this Safeguarding Clause and the MASHAL Safeguarding Policy may result in the termination of the Agreement between MASHAL and the Subrecipient without penalty to MASHAL.

By accepting this annexure to the Safeguarding Policy of MASHAL, the Subrecipient acknowledges and commits to fulfilling the safeguarding expectations and responsibilities outlined herein. The Subrecipient further agrees to adhere to MASHAL's Safeguarding Policy and actively contribute to creating a safe and respectful environment for all individuals involved in MASHAL-funded programs and activities.

Signature

[Name of Subrecipient]

#### **Annexure 5: Technical Evaluation Form**

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

**Evaluation Criteria:**

<b>Criteria</b>	<b>Score (out of 10)</b>	<b>Observations</b>
Compliance with Specifications		
Quality of Goods/Services		
Delivery Time		
Financial Stability		
Past Experience		

**Total Score (Out of 50):** \_\_\_\_\_

**Evaluator 1:** \_\_\_\_\_

**Evaluator 2:** \_\_\_\_\_

**Annexure 6: Goods Received Note**

## GOODS RECEIVED NOTE

Name of the ADP/Proj/MCI/Dept	
Vendor/Supplier Name	
Supplier Invoice Number	

Purchase Order <b>No.</b> (mandatory)	
Purchase Order <b>Date</b> (mandatory)	
GWS Received Date (e.g.10-OCT-18)	

**Received the Goods/Services as mentioned below:**

Item #	Description of Goods / Work/ Service	Quantity (number)		Difference	Unit Cost INR	Total Cost INR
		Ordered	Received			
				<b>Add: Tax/Transportation (if extra)</b>		-
<b>GRAND TOTAL-----&gt;&gt;&gt;&gt;</b>						

Remarks/Observations/Comments:

**CHOOSE APPROPRIATE RESPONSE:**

GOODS/WORKS/SERVICE RECEIVED IN GOOD CONDITION

QUANTITIY RECEIVED IN FULL / SHORATGE / EXCESS

*If answer in NO above, give proper details below:-*

**Received by**

Signature with date

Staff Name

Designation

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