

PROCEDURE TO BE FOLLOWED BY BENEFICIARIES OF NMPA CSR SCHEME FOR PROCUREMENT OF GOODS, WORKS OR SERVICES

1. The Beneficiary of the NMPA CSR Scheme shall undertake the procurement of Goods, Works or Services in a transparent and equitable manner.
2. The scope of the work, Bill of Quantities (BOQ) and other Terms & conditions with respect to delivery/completion, Payment etc., should be well defined before inviting quotations from the prospective Bidders /Contractors.
3. The Request for Quotation (RFQ) with complete scope of work, BOQ and Terms & condition should be publicized, so as to get more competitive offers from the prospective Bidders.
4. The comparative statement of the received offers should be prepared for determining the Lowest (L1) offered price and the same has to be certified by the Competent Authority of the Beneficiary organization.
5. Work shall only be awarded to the Contractor / Bidder who has quoted the lowest (L1) price.
6. All procurement related documents such as RFQ, comparative statements, work orders etc., shall be submitted to NMPA CSR Execution & Monitoring committee.
7. The beneficiary shall execute the work judiciously so as to ensure that it meets the required quality standards.
8. The amount sanctioned will be disbursed in suitable installments on production of utilization certificate issued by the Competent Authority of the Beneficiary organization and physical verification of activity undertaken by authorized person of NMPA CSR Execution & Monitoring committee.
9. Utilization Certificate: A statement giving detailed break up of expenditure incurred under respective heads of funds received from NMPA, duly signed by the Competent Authority of the Beneficiary organization and in case of NGOs the utilization certificate has to be certified by an Auditor.
10. The Beneficiary shall submit the original bills in respect of the expenses incurred for the project wherever the goods, works and services are procured from vendors. No payment will be released without such supporting documents.
11. Same project shall not be funded by any other agency. An undertaking to that effect shall be given by the Beneficiary.

12. All the payments in respect of CSR activities of NMPA shall be effected through online transfer i.e. NEFT or RTGS only. The bank account details should be furnished by the Beneficiary.
13. The Beneficiary shall submit report as may be prescribed/ required by NMPA along with the photos, videos etc. to give the authentic proof of execution of the project under NMPA CSR scheme.