Procurement policy of Cycling Federation of India

1. **Introduction**:

The Cycling Federation of India (CFI) is the apex national body for cycling sports in India. To ensure transparent, fair, competitive, and accountable procurement of goods (such as track/road bikes, equipment), services, and works using CFI funds, this policy is framed in line with General Financial Rules (GFR) 2017 (as amended), MYAS/SAI guidelines, and best practices for National Sports Federations.

This policy standardizes procedures while allowing justified single-source or limited procurements for specialized cycling equipment.

2. **Objectives**:

1. Achieve best value for money with quality, performance, and after-sales support.
2. Ensure transparency, competition, and fairness.
3. Comply with GFR, GeM preferences, MSE/Make in India policies, and anti-corruption norms.
4. Support timely procurement for athlete training, national camps, and international events.

3. **Scope**:

Applies to all CFI procurements (goods like competition/training bikes, services like event management). Petty expenses below ₹1,00,000 and statutory payments are excluded.

4. **Procurement Committee**:

A standing Procurement Committee is constituted for evaluation, opening of quotations, comparative statements, and recommendations:

1. VN Singh – Director (Administration), CFI (Convenor/Chair)
2. Joginder Singh – Coach, SAI / NCOE
3. Ajit Singh – Technical Director (TD), Cycling Federation of India
4. Maxwell Trevor – Eminent Sportsperson / Cyclist

The Committee may co-opt additional experts as needed. All proceedings (opening, evaluation, recommendations) must be documented with signatures of members.

5. **Procurement Methods & Thresholds (GFR-aligned):**

a. Proprietary Article Certificate (PAC): For specialized items where only one manufacturer/brand is suitable due to performance, federation recommendations, athlete/coach preference, or technical compatibility. PAC must be approved by competent authority with detailed justification.
b. Use GeM wherever possible.
c. Thresholds (indicative; update per latest GFR):
d. Below ₹5,00,000: Direct / limited quotations (at least 3 quotations required).
e. Higher values: Limited/Open tenders via CFI website + GeM/CPP (at least 3 quotations required).

6. **Detailed Procurement Process (Generalized from CFI Practices):**

1. Purchase Requisition: Identify need (e.g., for NCOE athletes / national camps), prepare specifications, estimated value, and budget availability.
2. Proprietary Article Certificate (PAC) – when applicable: * Format includes: Description, quantity, estimated value, manufacturer details, authorized dealers, and certification reasons (e.g., "Latest competition bikes… Frame angle suitable for sprinting… Recommended by federations… Preferred by Indian athletes and foreign coach… Uncompromised quality"). • Tick appropriate clause (only one manufacturer, no suitable alternative, technical/intangible reasons). • Finance concurrence noted.
3. Invitation of Quotations: * Issue formal invitation/letter on CFI letterhead. • Publish on CFI official website clearly listing required items, specifications, quantity, last date, and submission mode. • For PAC items: Invite quotations from authorized dealers/distributors (typically 3+ where possible).
4. Quotation Opening: * Open on the date mentioned in the invitation.
5. Comparative Statement: * Tabulate vendor-wise rates, identify L1 (lowest responsive bidder). • Document in a signed committee statement.
6. Committee Recommendation: * Recommend award to L1 (or justified bidder) with full details. • Signed by all Committee members.
7. Purchase/Supply Order: * Issue to successful vendor. • Include item description, quantity, rate, total value, delivery timeline, and other terms.
8. Delivery, Inspection & Payment: * Verify quality upon receipt. • Process payment as per terms (timely, within budget).
9. Documentation: All steps maintained in a procurement file for audit.

7. Approval & Delegation:

1. Emergency procurements need prior approval with post-facto ratification.

8. General Principles:

1. Transparency: All invitations and awards published on CFI website.
2. Conflict of Interest: Members declare any links to vendors.
3. Record Keeping: Minimum 5–7 years retention.
4. Review: Policy reviewed biannually or on regulatory changes.