

SUSTAINABLE PROCUREMENT & PURCHASING POLICY



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ADDENDUM TO ENVIRONMENT AND SUSTAINABILITY POLICY SUSTAINABLE PROCUREMENT / PURCHASING POLICY

G D Goenka University, Haryana

Addendum to: Environment and Sustainability Policy v.01

Original Policy Date: January 22, 2022

Addendum Version: v.01

Effective Date: May 23, 2022

1. Purpose

This policy outlines GD Goenka University's commitment to integrating sustainability principles into procurement decisions. It aims to promote environmental stewardship, social responsibility, and economic efficiency throughout the procurement process.

2. Scope

This policy applies to all procurement activities—including goods, services, and works—conducted by or on behalf of GD Goenka University across all academic, research, and administrative units.

3. Objectives

- To minimize negative environmental and social impacts associated with procurement.
- To promote the use of energy-efficient, recyclable, durable, and ethically sourced products and services.
- To reduce the university's ecological footprint through responsible supply chain practices.
- To support local enterprises, micro and small businesses, and innovation in sustainable products and services.

4. Guiding Principles

- **Lifecycle Costing:** Evaluate the total cost of ownership, including acquisition, operation, maintenance, and disposal.
- **Environmentally Preferable Products (EPP):** Prioritize products that are reusable, recyclable, compostable, or made from renewable materials.
- **Energy Efficiency:** Favor equipment and appliances that meet ECBC or BEE energy efficiency standards.
- **Reduced Packaging:** Avoid single-use plastics and non-biodegradable packaging where alternatives are available.
- **Local and Ethical Sourcing:** Encourage procurement from local vendors and those adhering to fair labor and ethical sourcing standards.
- **Digital Preference:** Emphasize paperless processes in alignment with the University's E-Governance Policy.

5. Responsibilities

- **Environment Compliance Committee (ECC):** Oversight, implementation monitoring, and periodic review of this policy.
- **Procurement and Finance Departments:** Ensure policy integration in tendering, vendor selection, and contract management.



- **Faculty and Staff:** Comply with the policy when initiating purchase requisitions or procurement decisions.

6. Procurement Criteria

Preference shall be given to:

- Products made from recycled, renewable, or sustainably sourced materials.
- Certified products (e.g., Energy Star, EPEAT, FSC, ISO 14001).
- Vendors with recognized sustainability certifications, policies, or demonstrated commitments.
- Services that employ environmental best practices, such as waste reduction and resource efficiency.

7. Implementation Measures

- Include sustainability criteria in all tender documents and contracts.
- Conduct regular training and awareness sessions for procurement officers and end-users.
- Organize vendor development programs to align suppliers with university expectations.
- Monitor implementation through annual reporting under the Green Audit Framework.

8. Monitoring and Review

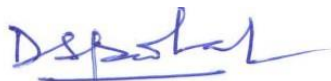
The policy shall be reviewed biennially by the ECC in coordination with the Procurement and Finance Departments. Revisions shall be based on audit outcomes, stakeholder feedback, and emerging sustainability practices.

9. Exemptions

Exemptions to this policy may be approved by the Registrar based on ECC recommendations, supported by documented justification in cases such as emergencies or unavailability of sustainable alternatives.

10. Related Policies and Documents

- Environment and Sustainability Policy
- Waste Management Guidelines
- E-Governance Policy
- Green Audit Reports



Registrar



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