



## **Sustainable Procurement and Purchase Policy**

### **Purpose and Scope**

Jaypee University of Information Technology (JUIT) is committed to integrating environmental stewardship, social responsibility, and economic prudence into all aspects of its procurement and purchasing activities. Recognizing that every product and service acquired has direct and indirect impacts, this policy provides a framework to ensure that sustainability considerations are systematically embedded within procurement processes. It applies to all faculty, staff, departments, and units engaged in purchasing goods, services, and works on behalf of the University.

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### **Policy Principles**

JUIT's sustainable procurement policy is founded on four core principles:

#### **Environmental Responsibility**

- Prioritize products and services that minimize resource consumption, reduce pollution and waste generation, and help conserve natural ecosystems.
- Emphasize life-cycle thinking: from raw material extraction through manufacturing, transportation, use, and end-of-life management.

#### **Social and Ethical Accountability**

- Engage suppliers who are committed to fair labour practices, including the prohibition of child labour and forced labour, the provision of safe working conditions, and equitable remuneration.
- Encourage diversity and inclusion within the supply chain, supporting enterprises that uphold human rights and gender equality.

#### **Economic Viability and Value**

- Seek competitive pricing and long-term value for money by incorporating life-cycle costing, thereby factoring in total cost of ownership (purchase price, operating costs, maintenance, disposal).
- Encourage local sourcing where feasible to strengthen the regional economy, foster community development, and reduce transportation-related emissions.

#### **Transparency, Accountability, and Continuous Improvement**

- Ensure open, auditable procurement processes that allow for stakeholder scrutiny and feedback.
  - Establish measurable targets, monitor performance regularly, and adjust procurement strategies based on evolving best practices and technological innovations.
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### **Guiding Framework for Sustainable Procurement**

To operationalize these principles, JUIT commits to the following practices across all stages of the procurement lifecycle:

#### **Supplier Pre-Qualification and Evaluation**





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- All prospective suppliers must complete a standardized sustainability questionnaire covering environmental certifications (e.g., ISO 14001, Energy Star, Bureau of Energy Efficiency rating), social responsibility policies, and ethical codes of conduct.
- Supplier performance will be assessed periodically through audits, on-site visits, and review of third-party verification (e.g., fair-trade accreditation, labour compliance certificates).
- Preference will be given to suppliers who demonstrate continuous improvement in resource efficiency, waste reduction, and social equality.

#### **Product and Service Selection Criteria**

- Whenever possible, procure goods that are energy-efficient, made from recycled or renewable materials, and designed for durability and ease of repair. For example, office equipment should carry at least a BEE three-star rating or equivalent international standard.
- Favour products certified for low volatile organic compound (VOC) emissions—especially for paints, adhesives, and furniture—to safeguard indoor air quality.
- Require vendors of laboratory chemicals, cleaning agents, and hazardous materials to submit material safety data sheets (MSDS) and provide evidence of eco-friendly disposal or recycling practices.

#### **Life-Cycle Costing and Total Cost of Ownership**

- Integrate life-cycle assessments into the evaluation process for major capital purchases, such as laboratory instrumentation, HVAC systems, and campus infrastructure.
- Compare alternatives based not only on upfront cost but also on projected energy consumption, maintenance expenses, expected service life, and end-of-life disposal.
- Include budgetary provisions for recycling or responsible disposal, especially for items with electronic components (computers, projectors, servers).

#### **Local and Small-Scale Enterprise Engagement**

- Identify opportunities to source locally manufactured goods (e.g., stationery, furniture, construction materials) within a reasonable radius of JUIT's campus to support regional entrepreneurs.
- When local sourcing is not feasible for specialized products, document reasons and explore ways to build local supplier capacity over time (e.g., workshops, technical assistance).
- Maintain an approved vendor list that categorizes suppliers by region, sustainability performance, and product or service type to streamline vendor selection and promote fair competition.

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### **Key Implementation Measures**

To ensure that the University's commitment to sustainability is translated into tangible outcomes, the following measures will be upheld:

#### **Evaluation Criteria Integration**

- Standard tender documents, request for proposals (RFPs), and contracts will include dedicated sections for environmental and social criteria—allocating a minimum of 20 percent weight to sustainability factors (e.g., energy efficiency, waste management, social compliance).
- Create a cross-functional procurement evaluation committee comprising representatives from Finance, Civil Engineering (for construction), Environmental Sciences, and Legal Affairs, to review bids from a sustainability lens.

#### **Category-Specific Sustainability Actions**





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#### **Office Consumables (Paper, Printing, Stationery):**

- Mandate purchase of paper with at least 70 percent post-consumer recycled content.
- Configure printers for double-sided printing by default; encourage departmental audits of paper usage to identify reduction opportunities.
- Transition towards digital distribution of administrative forms, academic materials, and newsletters to further reduce paper consumption.

#### **Information Technology and Electronics:**

- Procure computers, servers, and peripherals that meet or exceed international energy efficiency benchmarks (e.g., Energy Star, EPEAT Gold).
- Require vendors to offer buy-back or take-back schemes for obsolete electronic equipment; partner with certified e-waste recyclers compliant with the E-Waste (Management) Rules, 2016.
- Encourage virtualization and cloud computing solutions to reduce the number of physical servers on campus, thereby cutting energy use and cooling requirements.

#### **Furniture and Fittings:**

- Prefer products made from reclaimed or FSC-certified wood and recycled metals.
- Assess furniture durability, modularity, and repairability; require vendors to provide spare parts and repair services.
- When contracting interior setup or refurbishment, ensure finishes (laminates, paints) carry low-VOC certifications and that upholstery fabrics are free from harmful chemicals.

#### **Laboratory Supplies and Chemicals:**

- Maintain a consolidated inventory of chemicals to avoid redundant purchases; identify opportunities to share bulk reagents among departments.
- Purchase green chemistry alternatives where available (e.g., water-based solvents, biodegradable cleaning agents).
- Enforce strict segregation, labelling, and disposal protocols for hazardous wastes; engage only licensed hazardous waste management vendors for pick-up and disposal.

#### **Construction, Renovation, and Infrastructure:**

- Align all campus construction and renovation projects with Indian Green Building Council (IGBC) or equivalent third-party green building certification requirements.
- Specify use of low-embodied energy materials—such as fly ash bricks, recycled aggregates, and locally sourced stones—to reduce carbon footprint.
- Institute mandatory energy-performance modelling for new buildings; target a minimum of 20 percent energy savings over baseline norms via passive design strategies (orientation, daylighting, natural ventilation).
- Incorporate rainwater harvesting, greywater recycling, and solar photovoltaic installations wherever feasible; require contractors to submit environmental management plans (EMP) and green cover conservation strategies before breaking ground.

#### **Cleaning, Janitorial, and Maintenance Services:**

- Source cleaning agents certified as biodegradable and non-toxic; train housekeeping staff on concentrated dosing to reduce chemical usage.
- Favour service providers who demonstrate use of energy-efficient equipment (e.g., vacuum cleaners with HEPA filters, battery-powered floor scrubbers) and water-efficient cleaning methods.





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- Establish monthly inventory checks for cleaning supplies; shift to bulk dispensers to minimize single-use plastic dispensers and containers.

#### **Transportation and Logistics:**

- Gradually transition the University's fleet vehicles to electric or hybrid models; install additional EV charging stations on campus to support staff and student use.
- Promote ride-sharing platforms for staff commuting; provide incentives for carpooling and use of public transportation.
- When engaging logistics vendors for freight, encourage consolidation of shipments, reverse logistics (returning packaging to suppliers), and use of low-emission vehicles.

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### **Roles, Responsibilities, and Governance**

#### **Sustainable Procurement Committee (SPC):**

- Composed of the Head of Committee (Nominated by Vice Chancellor), Purchase officer, Chief Finance Officer, Representative from the Sustainability committee of University, and two faculty members (Nominated by Vice Chancellor).
- Responsible for policy oversight, periodic review of sustainability targets, sanctioning exemptions (if necessary), and publishing biannual progress reports.

#### **Procurement Office:**

- Coordinates all tendering, vendor registration, and contract award activities; integrates sustainability criteria into procurement documentation; and liaises with end-user departments to verify technical requirements and green specifications.

#### **End-User Departments and Faculty:**

- Identify precise technical needs while incorporating sustainability features (energy efficiency, recyclability) into purchase requisitions; attend training sessions to understand new procurement requirements.

#### **Vendors and Service Providers:**

- Submit sustainability credentials (certificates, audit reports) as part of their bids; commit to adhering to JUIT's code of conduct, which includes compliance with relevant environmental regulations (e.g., E-Waste Rules) and labour laws (e.g., Minimum Wages Act).
- Participate in supplier capacity-building workshops organized by JUIT to align practices with best-in-class sustainability standards.

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### **Monitoring and Continuous Improvement**

#### **Performance Metrics:**

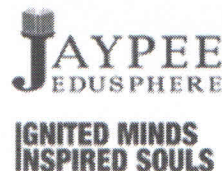
- Track percentage of total procurement spend allocated to certified green products (e.g., Energy Star electronics, FSC-certified paper).
- Measure reduction in paper consumption (reams/year), electronic waste volume recycled (kg/year), and on-campus carbon emissions (tons CO<sub>2</sub>e/year) attributable to procurement decisions.
- Document number of local suppliers engaged (within a 200 km radius) and percentage of tenders awarded to vendors with high sustainability scores.

#### **Continuous Improvement:**

- The SPC will review this policy biennially, incorporating new regulatory requirements (e.g., changes in national environmental regulations), technological breakthroughs (e.g.,



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biodegradable plastics, solar technologies), and lessons from industry best practices (e.g., updates from peer academic institutions).


- Establish collaborative partnerships with organizations such as the Indian Green Building Council (IGBC), Confederation of Indian Industry (CII), and Sustainability Consortium to remain informed of emerging sustainability benchmarks.

**Signature**

**Name:**

**Designation:**

  
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**Prof. Rajendra Kumar Sharma**  
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