



**AMITY UNIVERSITY
KOLKATA**

**SUSTAINABLE
PROCUREMENT AND
PURCHASING POLICY**

SUSTAINABLE PROCUREMENT AND PURCHASING POLICY

Amity University, Kolkata is committed to conducting all its activities with the highest ethical standards and fostering a culture of environmental responsibility and social well-being. This policy outlines our approach to sustainable procurement and purchasing for all university needs, aligned with the environmental, social and governance factors.

1. Short Title, Application and Commencement

- This policy shall be known as the “Sustainable Procurement and Purchasing Policy, 2023” (the “Policy” hereafter).
- This Policy applies to all members of the University community, including management, faculty, staff, research scholars, students, and third-party vendors.

2. Objectives

Amity University, Kolkata aims to minimize the environmental impact of our acquisitions while supporting ethical and socially responsible practices throughout the supply chain. The objectives are:

- **Environmental Responsibility:** Prioritizing products and services with minimal environmental impact, including energy efficiency, reduced waste, and eco-friendly materials.
- **Social Responsibility:** Supporting fair labor practices, responsible sourcing, and community development.
- **Lifecycle Cost:** Considering the entire life cycle of products, including acquisition, operation, maintenance, and disposal.
- **Transparency and Accountability:** Encouraging transparency in the supply chain and holding vendors accountable for ethical practices.

3. Procurement Practices

a) Product Selection:

- Prioritize environmentally certified products (e.g., Energy Star, FSC).
- Choose durable and long-lasting goods to minimize replacements.
- Explore reusable or recyclable products whenever possible.
- Consider energy-efficient equipment and appliances.
- Minimize reliance on single-use items.

b) Vendor Selection:

- Evaluate vendors based on their environmental and social responsibility practices.
- Give preference to vendors with strong sustainability commitments and certifications.
- Establish clear expectations regarding ethical labor standards and responsible sourcing in contracts.

c) Purchasing Procedures:

- Encourage life cycle analysis when evaluating product options.
- Purchase in bulk whenever feasible to reduce packaging waste.
- Look for opportunities to repair or refurbish existing equipment before purchasing new.
- Implement responsible waste management practices for the disposal of equipment and materials.

4. Ethical and Social Responsibilities

The university prioritizes sustainability and environmental impact in procurement and purchasing decisions related to university equipment and materials, recognizing the need for a greener and more sustainable environment and supporting the transition to this goal in practical ways.

- All procurement activities for the university must comply with the standards set by regulatory bodies, state and local laws, university policies, and procurement services procedures.
- The Purchase Committee oversees the procurement process and activities of university units according to the Management's delegation of procurement responsibility to competent authorities.
- Agreements can only be negotiated and signed by the Purchase Committee, but university units must understand and comply with the university's obligations under the agreement, monitor supplier performance, and report significant performance issues to the committee.
- The university has specific restrictions and prohibitions on the purchase of certain goods and services, which must be followed by all university units.
- Each faculty and staff member of the university must ensure that the university does not engage in any purchase commitment that could result in a conflict of interest. Contact the Purchase committee, in case of any query related to a particular situation.
- Procurement Services is responsible for ensuring a fair and competitive process for procuring goods and services. Bids and proposals from competing suppliers will be evaluated. Special approval does not exempt transactions from the procurement policy, including the competitive bid process. Compare prices between suppliers even if it's not required.
- Information pertinent to the bidding process must be kept confidential until the process is concluded to maintain an open and competitive purchasing environment.

5. Communication and Awareness

- Training will be provided to staff on sustainable procurement practices, aligning with the approach of Amity University Kolkata.
- Information on the University's commitment to sustainable procurement will be communicated to vendors and the wider community too.

- To encourage staff to adopt sustainable purchasing practices, incentive schemes shall be explored.
- Collaborations with other educational institutions for joint procurement of sustainable products will be considered, potentially leading to cost savings and wider impact.

6. Monitoring and Review

The university will monitor the progress towards sustainable procurement goals.

The policy is periodically reviewed and communicated to everyone to ensure their commitment to maintaining a corruption-free environment. Breaching the policy will result in disciplinary action.