



# AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

## Sustainable Procurement Policy

Date: 15<sup>th</sup> January 2017

### **SECTION 1: BACKGROUND AND PURPOSE**

The Sustainable Procurement and purchase policy is prepared for the Amity University Maharashtra. The purpose of the implementation of the policy is to systematically conduct the purchasing with key targets of maintaining the sustainability, in the benefit of the Organization and overall for the society.

### **SECTION 2: SCOPE**

The policy is applicable to all the people, students, administrators, and including staff at the University. The purchase committee is formulated to follow the sustainable purchase and procurement policy

### **SECTION 3: POLICY STATEMENT**

- (a) This Policy outlines our expectations with regards to ethics, business integrity, human rights, health and safety, environment, the local community and quality of product and operations.
- (b) During the procurement process the University maintains ethics, try to focus on the green products, and follows the legal and regulatory compliances. The procurement also focus on the integrity, human rights, employee health safely, and community development. The quality and social focus is the key drivers during the sustainable procurement process.
- (c) The purchase committee will work under the chairmanship of the Senior Faculty member and having the representative from the Director Administration.
- (d) The purchase committee shall set procedures and finalize the purchase as per the requirements submitted by various institutes and departments at AUM.
- (e) While purchasing the sustainable products and services it will be kept in the mind that, the organizations cost of purchasing is balancing the profit as well as the sustainability.
- (f) The purchase from the local vendors as far as possible will be preferred. However, the approvals from the Head office and suggestions will be taken into the consideration.



# AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

- (g) While making the choice of product to be procured, the less amount of packaging either plastic or some other material will be the one of the criteria for purchasing. The product packaging not having the thermocol and plastic will be preferred.
- (h) While purchasing the product, all possible care will be taken to see the recycle capability of the product to be purchased.
- (i) After approval, Director Administration will complete the local Purchase of the items requested by HOIs/ HODs.
- (j) The Purchase committee may also consider purchase of the items from renowned shops like Big-Bazar, D-Mark, or similar outlets and/or from the other fair price shops after comparing the prices.
- (k) The purchase of the various items required for the various students centric programs such as Annual Youth festival, Sangathan Sports Events, and Techfest conducted by various institutions at the AUM. The purchasing will be done under the faculty mentor to maintain the sustainability while making the decision.

**The cooperation of all university members is needed to ensure a healthy environment for everyone.**

## **SECTION 4: PROCEDURE**

The director Administration will be the authority for execution of the Sustainable procurement policy under the guidance of the Hon. Vice-Chancellor.

The revision in the Purchase committee will be done if the member resigns from the University, or not interested to work in the committee.

## **SECTION 5 : DEFINITIONS**

All the definitions as per the AUM Private university act 2014.