



**AMITY UNIVERSITY**  
— **UTTAR PRADESH** —

## **Sustainable Procurement / Purchasing Policy**

## **1.0 Short Title, Application and Commencement:**

**1.1** This Policy may be called Amity University Uttar Pradesh Sustainability Procurement/ Purchasing Policy, 2023.

**1.2** This Policy shall apply to all Management/faculty members/scientists/ staff, research scholars and students at Amity University and its campuses.

**1.3** This policy establishes the objectives and parameters of the University procurement and purchasing and outlines how the University is embracing environmental, social and governance (ESG) factors in procurement and purchases, considering sustainability in its investments

**1.4** The Policy shall come into force with effect from the date of approval.

## **2.0 Objective:**

**2.1** Sustainable procurement and purchasing policy is aligned with Amity University's vision and mission, strategic priorities, and principles of sustainability.

**2.2** To minimise the environmental impact and deliver products that benefits through better selection of products and services.

**2.3** To foster innovation in the supply markets in order to increase the availability and effectiveness of sustainable behaviour in procurement.

**2.4** To include considerations such as waste disposal and the cost of operations and maintenance over the life of the goods and services.”

**2.5** To promote conservation and responsible management of resources by using renewable or recycled materials wherever possible and reducing waste.

## **3.0 Procedure/Practices:**

**3.1** Procurement of goods and services for the university must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in Central Procurement Services as well as by academic and administrative institutions/ centres/ departmental staff authorised by the competent authority. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behaviour, adherence to statutory and regulatory requirements and compliance with university by-laws and policies. sustainability agenda within the University.

**3.2** Procurement Services provides support to the university in the selection, acquisition, use and disposal of goods and services by:

**3.2.1** Maximizing the university's purchasing power by focusing on strategic sourcing and obtaining the best value.

**3.2.2** Leveraging its expertise in contract negotiations and supplier management to advantage the university.

**3.2.3** Streamlining processes and investing in new technologies to provide administrative efficiencies.

**3.2.4** Ensuring that purchases are made in accordance with all applicable university bylaws, laws, regulations, codes and ordinances.

**3.2.5** Minimizing risk exposure while maintaining flexibility in procurement activity.

### 3.3 PROCUREMENT AUTHORITY

- 3.3.1 The procurement of goods and services is the responsibility of the Central Purchase Department and delegated procurement responsibility to the competent authority specified by the Management from time to time. As a result, Procurement Department is responsible for assisting university units in the procurement process and for overseeing all procurement activities.
- 3.3.2 Only Procurement Department has the authority to negotiate and sign agreements. However, it is the responsibility of the university unit to:
- Understand and uphold the university's obligations under the agreement.
  - Understand and oversee the supplier's performance and notify Procurement Department of any significant performance issues.
  - Additional details on a university unit's responsibilities are available on the Procurement Services website.
- 3.3.3 The university requires special approval for and/or prohibits the purchase of certain goods and services. These restrictions come from various units across the university. It is the responsibility of those units to maintain the information in a restricted commodities table and to advise Procurement Department of any unauthorized purchases.
- 3.3.4 Special approval does not exempt a transaction from the remainder of the procurement policy, including the competitive bid process.
- 3.3.5 Sustainability is the key focus while procurement and purchasing equipment etc required for the university. University takes cognizant of the impact of environmental changes, and the need for the world to transition to a greener and more sustainable environment in pragmatic ways to support this transition.

### 3.4 ETHICAL CONDUCT

- 3.4.1 Care must be taken to avoid the intent and appearance of unethical practice in relationships, actions, and communications. All procurement activities conducted on behalf of the university must be in compliance with the standards outlined in statutory and regulatory bodies, state and local laws, university policies and procurement services procedures.
- 3.4.2 It is the responsibility of each faculty and staff member of the university to ensure that the university does not knowingly enter into any purchase commitment that could result in a conflict of interest. Units with questions about a particular situation should contact Procurement Department. Procurement Services Department is the ultimate decision maker on whether a procurement-related activity has the intent or appearance of unethical practice. Procurement Services may require individuals involved in supplier proposal evaluations or contract activities to sign confidentiality agreements and/or conflict of interest disclosures.
- 3.4.3 Procurement Services is charged with the responsibility of maintaining an open and competitive process for procuring goods and services. Bids and proposals from competing suppliers will be evaluated.

- 3.4.4 As part of their good practices, departmental end users are encouraged to compare prices between suppliers even when the purchase amount does not require a formal bidding procedure.
- 3.4.5 An open and competitive purchasing environment requires that information pertinent to the bidding process be kept confidential until the conclusion of the process.

### **3.6 PURCHASING THAT REFLECTS THE UNIVERSITY'S VALUES**

3.6.1 Diversity, social responsibility and environmental sustainability are central to the university's mission. The university is committed to providing business opportunities to suppliers who help the university honour these values.

#### **4.0 Resources and Responsibilities:**

**4.1** The Purchase Committee and the Central Purchase Department will be the authority for the execution of the sustainable procurement and purchasing policy under the guidance of the Vice-Chancellor, AUUP

**4.2** The revision in the investment policy will be done time-time as per the need of the changing scenario, under the guidance of the Vice Chancellor, AUUP

#### **5.0 Communication and Reporting:**

**5.1** This policy is disseminated to all the internal and external stakeholders by placing the same on the University website, intranet and mails.

#### **6.0 Approving authority:**

The Vice-Chancellor, AUUP shall be the approving authority for implementing actions related to procurement and purchasing at the campus.

#### **7.0 Review of policy:**

The policy shall be reviewed periodically to ascertain the effectiveness of the implementation of sustainability practices.