



# Sustainable Procurement Policy

Shoolini University, Bahjool, Solan, Himachal Pradesh-173229

<b>POLICY TITLE:</b>	Sustainable Procurement Policy
<b>POLICY OWNER:</b>	Centre for Energy and Environmental Sustainability (CEEST) and Finance and Procurement Department
<b>RESPONSIBLE OFFICE:</b>	Comptroller of Finance and Central Purchase Committee (CPC)
<b>CONTACT INFORMATION:</b>	<a href="mailto:directorenergy@shooliniuniversity.com">directorenergy@shooliniuniversity.com</a> ;
<b>PERTINENT DATES:</b>	This Policy was approved in 2022.
<b>APPROVED BY:</b>	This Policy was approved by the Vice Chancellor of Shoolini University
<b>ENTITIES AFFECTED BY THIS POLICY:</b>	All academic or administrative departments, divisions and other business units of the university who make purchases on behalf of the university.
<b>WHO NEEDS TO KNOW ABOUT THIS POLICY:</b>	All SU employees and any personnel responsible for the acquisition of goods and services for the university, unless otherwise exempted in accordance with this Policy.

REASON FOR POLICY / PURPOSE:	This Policy supports the need to procure goods and services for the university ensuring compliance with applicable regulations, requirements which the university must satisfy, and appropriate business processes in relation to sustainable practices and sustainable goods, materials.
ABSTRACT:	This Policy intends to meet the procurement requirements and applies to all SU employees and any personnel responsible for the acquisition of goods and services for the university, unless otherwise exempted in accordance with this Policy.

## Sustainable Procurement Policy

At Shoolini University, we are always driven by our core values to uphold sustainability – our unwavering commitment to always do the right thing for our clients, our people and our communities. We are committed towards social impact and strive for sustainability across every function, including sourcing and procurement. Through this procurement policy, we intend to make our operations more sustainable by:

- Upholding the laws and regulations of the respective states we operate in
- Endorsing highest standards of economic, social, ethical and environmental practices
- Identifying and moderating risks associated with our procurement process
- Communicating the policy with stakeholders (internal and external) and raising awareness among our suppliers. In accordance with our commitment to the highest standards, we also expect our suppliers to aspire to the same standards in their business operations, including but not limited to:

### A) Environment:

- Comply and adhere to all the applicable environmental laws in respective countries/jurisdiction
- Undertake initiatives to promote greater environmental responsibility such as: – Responsible waste management and disposal – Reduction of greenhouse gas and other emissions harmful to the environment – Conservation of non-renewable natural resources-Maximizing use of renewable energy like solar photovoltaic, biogas, solar thermal water heating etc.

### B) Energy Conservation:

Procurement of all energy consuming equipment should comply with respective energy efficiency standards as prescribed by the Bureau of Energy Efficiency (BEE), Govt. of India. For guidance refer to the website : [India Standards Portal](#).

### C) Business Ethics:

- Obey all relevant international and domestic laws regarding ethical business practices
- Demonstrate existence of procedures to prevent: – Money laundering – Fraud, bribery, corruption – Conflicts of interest – Data security issues

#### **D) Labour and Human Rights:**

- Comply with all applicable laws, in accordance with the principles of the International Labour Organization, the UN Global Compact and the UN Universal Declaration of Human Rights
- Prohibit slavery and the use of forced, bonded, or child labour across the supply chain
- Prohibit unlawful discrimination and harassment to provide a safe and inclusive work environment

#### **E) Community Development:**

- Provide employees with a living wage, at a minimum and partner with the local governments and communities to improve the education, cultural, economic, and social well-being of communities which they operate in. We understand that procurement performance improvement is a continuous process and recognize the contribution of our suppliers in our journey to become more sustainable.

#### **F) Roles and Responsibilities**

Considerable authority is delegated to academic and administrative units to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding university policies and procedures regarding purchasing, payment and vendor relations. Purchasing decisions are business decisions made on behalf of Shoolini University and therefore should be made with the utmost consideration for what is in the best interest of the university.

#### **1 Buyer Responsibilities**

- Abide by this Policy and any related government, sponsor, or university policies, procedures, guidelines and/or business requirements as applicable.
- Complete required training and all applicable forms, statements and/or certifications.
- Use the appropriate university purchasing method for procuring goods and/or services.
- Comply with plans on the utilization of small, disadvantaged, women-owned, veteran-owned, service disabled veteran-owned and HUB Zone businesses, and preferred suppliers.
- Document and reconcile purchases in accordance with Shoolini University's policies, business requirements and/or government or sponsor regulations.
- Maintain security of purchasing methods.
- Ensure departmental buyers are aware of budgeted funds prior to making a purchase, and purchases fall in line with allotted funds.
- Obtain appropriate approvals and documentation prior to purchase.
- Ensure goods or services are necessary and avoid acquisitions of unnecessary or duplicative items.
- Ensure personal purchases are prohibited and reported promptly to Procurement

Services if found.

## **2 Department Authorizer (Deans/HODs) Responsibilities**

- Identify departmental buyers to procure goods and service on behalf of the university.
- Ensure departmental buyers make the best efforts to utilize small/disadvantaged businesses and preferred suppliers.
- Ensure departmental buyers meet responsibilities identified in this Policy, and receive required training.
- Retain documentation to support transactions in accordance with university policies, business requirements and/or government regulations.
- Approve purchases as required and ensure availability of funds from departmental budgets/grants.
- Ensure personal purchases are prohibited and reported promptly to Procurement Services if found.
- Ensure departmental buyers are aware of budgeted funds prior to making a purchase, and purchases fall in line with allotted funds.
- Ensure goods or services are necessary and avoid acquisitions of unnecessary or duplicative items.

## **3 Procurement Services (Central Purchase Desk, Comptroller of Finance and Central Purchase Committee (CPC), CEEST) Responsibilities**

- Set and maintain university's Purchasing Policy, including any clarifications and approval of exceptions to the Policy.
- Provide guidelines for sustainable procurement.
- Provide a Procurement Manual detailing procedures.
- Provide purchasing and small business utilization training, documentation, tools and forms.
- Oversee buyer adherence to the university's standard of conduct surrounding conflict of interest in procurement.
- Establish and maintain preferred supplier list and a strategic sourcing program.
- Regularly re-evaluate preferred suppliers for performance, price adherence and customer satisfaction.
- Provide guidance on the use of the proper method of purchase based on the purchase amount.
- Mediate supplier-customer disputes.
- Approve purchase orders as required.
- Ensure Sustainable Procurement Policy is being followed in the University.

## **G) Supplier Preferences**

There are numerous considerations when selecting a supplier when the university needs to purchase a good or services, including but not limited to, cost, timeframe, quality, relationship with the university, etc. The university has identified the following supplier categories that take these considerations into account:

## **1 Preferred Suppliers**

This designation indicates that the university has negotiated commercial pricing and legal terms and conditions in place with the supplier. Not all suppliers may be considered preferred. This status requires work between the supplier and procuring department and approval of the Central Purchase Committee (CPC) and Vice Chancellor of SU.

The use of preferred suppliers has many benefits, including maximizing the best value to the university, ease of ordering, savings due to leveraging volume, improved access to information, and a higher level of service due to the strong commitment the supplier has to the university. Additionally, using a preferred supplier improves productivity and efficiency of departmental personnel by reducing the time used to source bids and negotiate pricing and contractual terms, as the work has already been done by CPC.

## **2 Internal Suppliers**

The university has elected to provide the option to purchase certain goods and services through internal suppliers (e.g., bookstore, computer store, facilities management). Administrative and academic units should consider the use of such internal suppliers before looking for an external supplier. Advantages of using internal suppliers may include eliminating the need for POs and the associated administrative burdens. Transactions with these internal suppliers are not subject to purchasing thresholds established in this Policy, and therefore can be utilized without added sourcing requirements to use an external supplier.

## **3 Responsible Suppliers**

To be eligible to receive a university contract, or PO, a supplier must be determined to be a responsible supplier during the bid/evaluation process. Responsible means the supplier, whether a company or an individual, has appropriate legal authority to do business, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. Examples of non-responsible suppliers include, but are not limited to, a supplier's history of non-performance or performance problems on other contracts (public or private) and/or a record of financial difficulty, business instability, criminal sanctions, civil sanctions and/or tax delinquency. Buyers should be aware of suppliers who are suspended or debarred, and check their credentials before engaging a vendor.

## **H) Purchasing Methods**

The following are the primary purchasing methods employed by the university. Any method beyond those listed below requires PS approval. All purchases, except for those made with internal suppliers must comply with this Purchasing Policy, the Procurement Manual, the Business and Travel Expense Policy and all other university policies.

This Policy outlines the expectation that individuals who have a procurement need will utilize the recommended procurement methods of a PO, to ensure compliance with state, central govt. and institutional purchasing policies and to minimize institutional risk. Any questions regarding the types of items and the method through which they should be purchased should be directed to PS. All procurement exceptions must be approved by PS in advance of transacting a purchase or conducting the applicable university business.

Use of any purchasing method for personal purchases may be considered misappropriation of university funds and disciplinary action will be taken in accordance with university policy up to and including the termination of employment.

## **1 Purchase Order (PO)**

A purchase order (PO) is completed and approved through the university financial system and then issued to a supplier indicating types, quantities, and agreed prices for the products or services the supplier will provide to Shoolini University. Certain purchases or services (e.g., hazardous materials, live animals, lasers and other radioactive devices), require oversight and regardless of amount, must be placed on a PO. POs may be used for any procurement, but must be accompanied by a contract if for a service.

POs should be issued prior to the receipt of goods or services from a vendor. It is imperative to complete a PO prior to the receipt of the invoice to create a legal contract between the supplier and the university and to ensure goods/services are delivered in accordance to university terms and conditions or an applicable contract. The PO released to the vendor will reference the terms and conditions, which state that payment should not be remitted to any invoice that does not reference a PO number. Even if a contract containing all legal and commercial terms and conditions exists, a PO is required to facilitate billing and proper accounting.

## **2 Expense Reimbursements**

Use of personal funds is allowed for the purchase of goods when logistical or extenuating circumstances occur that preclude use of a PO. The purchase of individual goods in excess of the micro-purchase threshold with personal funds is discouraged. Services may not be procured with personal funds. All purchases made with personal funds shall be submitted in accordance with applicable requirements in accordance with the Business and Travel Expense Policy.

## **D) Purchasing Ethical Standards**

Ethical business standards, as well as adherence to university Code of Business Ethics and Conduct, shall govern all procurement transactions. Infractions of university policy must be reported to the Vice Chancellor or brought in as an agenda in CPC meetings. Disciplinary action for those violating ethical business standards will be taken in accordance with university policy up to and including the termination of employment.

### **Conflict of Interest**

Buyers, department authorizers and members of the university community with procurement responsibilities or the ability to influence purchasing decisions, the negotiation or formation of contracts and/or the management of ongoing supplier relationships must avoid unethical conduct and conflicts of interest when purchasing goods and services. When members of the university community, associates or their immediate family members have financial interests in a business or are involved in a business as an owner, operator, employee or officer, all parties must be alert to the possibility that a real or perceived conflict of interest may arise. Under no circumstance will individuals review, approve, control or influence purchases for contracts or business relationships where they may personally gain or benefit. This pertains to a contract or business relationship between the university and a business in which the individual or their immediate family member(s), spouse or partner has a financial interest, or when the individual

or their immediate family member(s) is an employee of the business and is directly involved with activities pertaining to the university.

Questions regarding actual or perceived conflicts of interest should be referred to the Central Purchase Committee for evaluation and guidance.



Registrar  
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**Registrar**