

## **SUSTAINABLE PROCUREMENT / PURCHASING POLICY**

To ensure sustainability in both the organization's operations and its supply chain, Marwadi University adheres to the following procurement policies. Environmental and social concerns are given equal weight, availability, and performance requirements while selecting purchases. Our goal with this procurement policy is to increase the sustainability of our operations by:

1. Maintaining the rules and regulations of the Gujarat states
2. Supporting the greatest ethical, social, economic, and environmental standards
3. Recognizing and controlling the risks connected to procurement procedure

### **Sustainable Procurement Principles**

- Products and services with less of an impact on the environment, such as those with eco-friendly packaging, resource-efficient materials, and lower energy use, will be given priority
- Every piece of machinery, equipment, and other item that is purchased should have been evaluated to have the least possible adverse effects on the environment, pollution, and the lifestyles of the staff, students, and community surrounding the university. It should also be in line with the nation's environmental policy
- Recycling of materials and wastes in the University should be maximized to cut down the demand index and promote green technologies in different operations of the University
- Procurements and usage of paper and ink should be minimized through use of digital platforms, networking and process automation
- Recycling of materials and wastes in the University should be maximized to cut down the demand index and promote green technologies in different operations of the University
- All purchases should be done to ensure the carbon footprint of the University is minimized



## **Resources and Responsibilities:**

- The Central Purchase Department will be the authority for the execution of sustainable procurement and purchasing policy under the guidance and approval of the Vice President, Provost & Executive Registrar.

## **Purchasing Methods**

- **Purchase Order**

The university financial system completes process and President /Vice president approves a purchase order, which is then sent to a supplier and specifies the kinds, amounts, and agreed-upon pricing of the goods or services the supplier will supply to Marwadi University. Regardless of the quantity, some purchases or services (such as hazardous items) need to be supervised and recorded on a purchase order. POs can be used for any kind of purchase, but if it's for a service, a contract must be included.

POs Should be issued before a vendor delivers goods or services. To establish a binding legal agreement between the supplier and the university and guarantee that products and services are provided in compliance with applicable contracts or university terms and conditions, a purchase order must be completed before the invoice is received. The terms and conditions, which specify that payment should not be made to any invoice that does not include a PO number, shall be cited in the PO that is released to the vendor. A PO is necessary to enable billing and appropriate accounting even in the case of a contract with all legal and business terms and conditions.

- **Reimbursements for expenses**

When the usage of a PO is not feasible due to logistical or mitigating conditions, personal funds may be used to purchase items. It is discouraged to spend personal money on individual items that exceed the micro-purchase level. It is prohibited to use personal cash to pay for services. All personal money purchases must be reported in compliance with Expense Policy .



### **Ethical Conduct:**

- 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 will be in compliance with the standards outlined in statutory and regularity bodies, state and local laws, university policies and procurement services procedures.
- Quotations /proposals from competing suppliers will be evaluated. Procurement Services is charged with the responsibility of maintaining an open and competitive process for procuring goods and services.
- Purchase Department is the ultimate decision maker on whether a purchase related activity has the intent or appearance of unethical practice. Purchase may require individuals involved in supplier proposal evaluations or contract activities to sign confidentiality agreements.
- Purchase is charged with the responsibility of maintaining an open and competitive process for procuring goods and services. quotation from other suppliers will also be evaluated.
- Departmental end users are urged to examine supplier pricing as part of their best practices, especially in cases where a quotation-based process is not necessary for the purchase amount.
- Information relevant to the quotations process must be kept private until the end of the process to maintain an open and competitive purchasing environment.

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