



**VIT**<sup>®</sup>

**Vellore Institute of Technology**  
(Deemed to be University under section 3 of UGC Act, 1956)

# **Sustainable Procurement Policy**

(Ver. 2.0)

VIT follows the following policies while procuring to ensure the sustainability not only in the activities of the organisation but also along its supply chain. When making purchase decisions, environmental and social factors are given the same weightage, availability, and performance criteria."

- The purchase committee includes Senior Manager - Purchase, a technical expert and an expert on sustainability. This committee will weigh the consideration of sustainable measures appropriately while evaluating the tender. The procurement for more than Rs. 1,00,000 ( Rupees One Lakh ) will be constantly monitored by the purchase committee.
- Purchase office approve the vendors only based on the sustainable practices followed by the industries as per government norms.
- On the basis of their possible environmental implications, environment impact assessments (EIAs) should be carried out on new purchases, projects, or activities as well as on the extension or modernization of already-existing projects or activities.
- The purchase office will ensure that the specification complies with sustainability criteria, regulatory requirements for environmental protection or pollution control, and any other applicable legislative requirements or internal norms.
- The following government regulations to be followed by the purchase office (i) The National Green Tribunal Act, 2010, (ii) The Air (Prevention and Control of Pollution) Act, 1981, (iii) The Water (Prevention and Control of Pollution) Act, 1974, (iv) The Environment Protection Act, 1986, (v) The Hazardous Waste Management Regulations, (vi) The Environment and Climate Change guidelines.
- Eco-labels compliant with ISO 14020 or voluntary environmental standards can be used to define environmental sustainability criteria. Priority should be given to the purchase of sustainable, environmental friendly items through the use of properly formulated Technical Specifications.
- All necessary qualitative, functional, environmental, and performance requirements (such as material composition, physical attributes, dimension and tolerance ranges, workmanship, and manufacturing process, when applicable; test schedule, if any) must be analysed,
- The concept of "price" or "cost" has been further defined as "Life Cycle Cost" (LCC) to include not only the initial cost of acquisition but also the costs of use, maintenance,

and disposal over the course of the external resource's life. Along with the cost of purchase, the purchase office should include in all operational expenses for the equipment (maintenance, electricity, water, consumables, etc.).

- A value for money analysis should be conducted based on the conditions for participation and evaluation that have been published, and it may take into account a number of variables, including: i) fitness for purpose; ii) a potential vendor or contractor's experience and performance history; iii) flexibility (including innovation and adaptability over the course of the procurement); iv) environmental sustainability (such as energy efficiency and environmental impact); and v) total cost of ownership.
- In order to reduce inventory carrying costs, care should be made to avoid buying quantities that are excessive. Reduce the number of times you need to buy the same pieces of equipment. Ensure that utilization of the purchased items to the maximum possible extent.
- The purchase office should make sure that the specification has a strong emphasis on elements like effectiveness, optimal fuel/power utilisation, use of environmental friendly materials, low noise & pollution levels, low maintenance costs, and so forth.
- The Computing Technical Service (CTS) team's refurbishing services can be used in place of fresh purchases of computer systems or electrical equipment.
- The purchase of chemicals and electronics with certain environmental features (such as reduced or no harmful components, recycled-content, built for recycling, decreased material use, energy-efficient, prolonged product life/upgradable, remanufactured, etc.) should be considered.
- The purchase office should make sure that the packaging is manufactured from recyclable materials.
- Procurement of products that can be recycled or disposed with minimal environmental damage.
- Avoid environmentally damaging products wherever possible
- To learn best practises, market knowledge, and basic ideas of educational procurement, the staff of the purchasing department must attend training for at least one week each year.
- Use of sustainable furniture to support waste reduction and environmental protection while also promoting healthy living.

- Construction materials for buildings should be evaluated based on their sustainability, and the Government of India's Energy Conservation Building Code (ECBC) and Bureau of Energy Efficiency guidelines. Also, to lower the peak demand, it is essential to buy market-available, highly efficient appliances that have been approved by the energy auditor / manager.
- Ozone-depleting refrigerants must not be purchased.
- Fixed-speed air conditioner purchases to be discouraged.
- Appliances that are being used inefficiently must be identified and replaced on a regular basis.
- According to the recommendations set forth by the Government, the waste management / disposal committee should assist the estate team for secured disposal of waste (chemical, landfill, food, etc.).
- Reduce the use of paint inside the campus by introducing exposed concrete method.
- The sustainability should be improved through regular maintenance, retrofitting and renovating.
- Procurement committee should develop awareness among the user community by arranging seminars, forums and other commodity focused groups which should include sustainability content.

T. Fayal  
Registrar

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