

# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

(Deemed to be University under section 3 of the UGC Act 1956)



**Policy No. MRIIRS-IQAC-PL-SP/2022-23**

**MRIIRS SUSTAINABLE PROCUREMENT / PURCHASING POLICY**

**(Effective from the date of notification)**

**Notified vide MRIIRS/REGR/2022/139/1**

**dated: 13th May, 2022**

**MANAV RACHNA INTERNATIONAL INSTITUTE  
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# **MRIIRS POLICY AND PROCEDURES FOR SUSTAINABLE PROCUREMENT / PURCHASING**

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International Institute of Research and Studies, the Board of Management of the Manav Rachna International Institute of Research and Studies hereby makes the following policy relating Sustainable Procurement/Purchasing.

## **1. SHORT TITLE AND APPLICATION**

The Policy may be called Manav Rachna International Institute of Research and Studies Policy No. MRIIRS-IQAC-PL-SP/2022-23 and titled as "MRIIRS Policy and Procedures for Sustainable Procurement/ Purchasing".

APPLICABILITY: This policy shall be followed by all the units of Manav Rachna International Institute of Research and Studies (MRIIRS).

## **2. DEFINITIONS**

In these Regulations, unless the context otherwise requires –

**"MRIIRS"** refers to Manav Rachna International Institute of Research and Studies (Deemed-to-be-University declared under section 3 of UGC Act 1956 vide notification from Ministry of Human Resource Development, New Delhi.

**"Board of Management"** refers to the principal organ of Management and principal executive body of Manav Rachna International University.

## **3. INTRODUCTION**

The world is facing stern environmental challenges including depletion of natural resources, air, water and soil pollution, and waste management. Sustainability is a key consideration for each organization/individual when making their purchase decisions as it may carry environmental, social & economic implications. MRIIRS realizes its responsibility to procure/ purchase products in a responsible manner and ensure that purchased products/services

should be as sustainable as possible with positive impact on economy as well as society. MRIIRS Policy and Procedures for Sustainable Procurement/ Purchasing is aligned with institute's vision, mission and Sustainable Development Goals. It will direct to include sustainability in decision making at all levels by stakeholders during purchase and procurement of products/services on behalf of MRIIRS. The Sustainable procurement / purchasing Policy of MRIIRS will be a guiding document to every stakeholder that will provide the guidelines to purchase the products in a sustainable manner.

#### **4. STATEMENT OF THE POLICY**

MRIIRS Policy and Procedures for Sustainable Procurement/ Purchasing aims to reduce adverse environmental, social and economic impacts of purchased products/services throughout their life. The university is committed towards sustainability through proper maintenance of procured products/services and proper waste disposal/management.

The goals to be achieved through this policy are-

- i)** To contribute in environment protection through the use of eco-friendly products and services in campus.
- ii)** To promote the business/products that help to eliminate/ reduce carbon emissions and can be recycled/disposed of with minimal adverse effects on environment and health.
- iii)** To control energy consumption through judicious selection of products/services to be purchased.
- iv)** To develop sense of responsibility among all stakeholders towards sustainable environment.

#### **5. SCOPE OF THE POLICY**

This policy applies to all the members of the MRIIRS community including all the staff, faculty members, students, researchers and others. All products/services purchased on behalf of MRIIRS are under the scope of this policy. This policy sets out the procedure on the basis of which the procurement on behalf of MRIIRS will be made.

## **6. POLICY OBJECTIVE**

The MRIIRS Sustainable procurement / purchasing policy should make sure that during the purchase of products/services, environmental sustainability should be of utmost importance. Star rated electrical and electronic equipment (including LEDs/sensor based lights and water taps) and appliances to ensure minimum energy consumption should be procured. Eco- friendly practices in mess, Laboratories and offices should be adopted including conscious selection of raw materials/ingredients to be purchased in different departments and the sustainable management of the waste after its proper usage.

## **7. EXIGENCY, IF ANY**

Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a Board of Management. The decision of the Vice-Chancellor shall be final.

## **8. POLICY IMPLEMENTATION & STANDARD OPERATING PROCEDURE (SOP)**

All members of the University community shall endeavor to minimize the carbon footprint and consequently act while purchasing any product/service. General Manager, Central Purchase Department will be the authority for the execution of the sustainable procurement/purchasing policy under the guidance of competent authority from concerned department. It allows for a control over purchasing on all levels and helps to minimize waste. Procurement conducted on behalf of the MRIIRS must be in agreement with the standards defined by statutory/regularity bodies, and related university regulations. It is the responsibility of Purchase department in conjunction with respective University departments, to promote the purchase and use of environmentally and socially acceptable products/services.

### **8.1 SOPs for Purchase have been laid down for effective implementation of the Policy across the University.**

1. The first and foremost function of purchasing is submitting the demand of duly approved requisition of material to the purchase department. Department must specify the sustainability requirements along with material specifications.
2. Purchase Department examine in details and take action according to the need and urgency of any item.
3. An e-mail will be sent to concerned vendors (preferably local) that are environmentally and socially reliable for submitting the best techno commercial offer encouraging sustainable solutions and innovation. Offer should include the available options to extend the longevity of the product including repair, upgradation or modification if applicable.
4. Once all the quotations are received from vendors, a comparative chart is being made to finalize the best available option in terms of quality, sustainability, safety, transportation and cost. Product should be in compliance with environmental laws and

regulations. Supplier should be able to justify all environmental claims and have clear environmental policy statement of company.

5. On the basis of comparison, the best option is taken into consideration and negotiation between supplier and purchase department is done keeping in view University's best financial health without compromising the quality.
6. The next step in procurement of products/services is to place an order via a purchase order which is issued to the vendor who submits the best option with good quality products. The terms and conditions should be always accurate, clear and acceptable to both.
7. Then the purchase order is issued by department with following details:
  - a) Name and address of the supplier with GST detail
  - b) Description and complete specification of material
  - c) Sustainability standards/ethical certifications if applicable
  - d) Quantity of order
  - e) Date, Time and Place of Delivery
  - f) Price, Discount and terms of payment
  - g) Billing and Shipping Address

Purchase order is duly approved by the competent authority and sent to concerned vendor via email for delivery and to AHQ for payment as mentioned in purchase order.

8. When the material is received in the university premises, central store department examine the quality and quantity of received product.
9. If delivered material is found satisfactory it is entered in tally received note no. is issued for a material.
10. After this the concerned department who placed the demand is informed to take the delivery from central store after producing the indent slip and get their material issued

with store manager's approval.

**8.2 Details of records to be maintained by Purchase and Central Store Department:**

1. Purchase Requisition
2. Quotations
3. Comparative Charts including comparison of quality, sustainability, safety, transportation, upgradation options and cost
4. Purchase order
5. Copy of bills of materials duly stamped and signed by security official
6. Material received note
7. Material issue slips
8. Material gate pass

**8.3 Standards should be preferred/considered before finalizing the product**

1. Good quality and Durable
2. No health hazard during use or maintenance
3. Minimal or no environmental implications
4. Preferably biodegradable/compostable/recyclable
5. Available locally
6. Free from hazardous materials
7. Socially sustainable manufacturer/supplier
8. Eco-friendly manufacturing and packaging

All the end users/units/departments shall adhere to this policy to the best possible level and make conscious efforts towards procuring environmentally compatible products/services considering their life cycle, cost as well as the potential impacts on health and biodiversity. Evaluation of procurements may be made periodically as per the directions of the Competent authority.