

# PARUL UNIVERSITY

R/Notification-SPP/03/2024-25

Office of the Registrar  
June 15, 2024

## NOTIFICATION

**Sub: Sustainable Procurement Policy**

**Ref: (i) Orders of the President**

### 1. Purpose

Parul University recognizes procurement as a material lever for environmental sustainability, social responsibility, financial stewardship, institutional resilience, and stakeholder trust. This Policy establishes the University's framework for sustainable procurement, drawing on principles of fairness, transparency, accountability, whole-life value, and responsible supply-chain conduct, while supporting the University's broader sustainability commitments and regulatory responsibilities.

### 2. Scope

This Policy applies to the procurement of goods, services, works, utilities, construction-related procurement, consulting, information technology, equipment, furniture, consumables, facilities-related procurement, catering, events, outsourced services, and other relevant purchasing activities carried out under the authority of the University, to the extent permitted by applicable law, donor or grant conditions, market availability, quality and safety requirements, approved budgets, and competent-authority approvals.

This Policy shall be read together with other relevant institutional frameworks, including the Climate Action and Net-Zero Policy, the Sustainable and Responsible Investment Policy, finance and delegation frameworks, ethics requirements, and other applicable governance and sustainability policies.

### 3. Definitions

**Sustainable Procurement:** the process of acquiring goods, services, works, and utilities in a manner that considers environmental, social, ethical, economic, and governance factors alongside cost, quality, and functional requirements.

**Whole-Life Value:** the assessment of value over the useful life of a good, service, or work, including acquisition, operation, maintenance, durability, energy and resource use, waste, disposal, and related impacts, where relevant and feasible.

**Supplier Due Diligence:** the proportionate review of supplier capability, legal compliance, ethical conduct, labour standards, environmental performance, and other material risk factors relevant to the procurement.

Circular Procurement: an approach to purchasing that seeks to reduce waste, extend product life, promote reuse, repair, refurbishment, recyclability, resource efficiency, and lower lifecycle impacts.

Social Value: the wider positive outcomes that procurement can support, including fair labour practices, inclusion, accessibility, local capacity-building, community benefit, and responsible supply-chain conduct.

#### **4. Procurement Principles, Planning, and Evaluation**

Parul University shall seek to procure goods, services, and works in a manner that is fair, open, proportionate, transparent, and aligned with prudent financial stewardship and institutional sustainability commitments. Procurement planning shall identify the need, define the scope, consider risks and approvals, and determine the appropriate procurement method, without structuring a procurement in a way that undermines competition requirements, ethics obligations, or institutional controls.

Sustainability considerations should be introduced at the earliest practicable stage of the procurement cycle, including need assessment, specification development, supplier selection, tender evaluation, contract management, and review. Where relevant and feasible, the University shall consider price, quality, technical suitability, safety, serviceability, durability, energy and resource efficiency, waste implications, accessibility, supplier conduct, lifecycle impacts, and other material sustainability factors.

Competitive and non-competitive procurement methods shall be used only in accordance with approved procurement procedures, applicable thresholds, and justified institutional requirements. Exceptions shall not be used to avoid competition or to favour or disadvantage specific suppliers.

#### **5. Strategic Commitments**

##### **5.1 Governance, Planning, and Fair Process**

- integrate sustainability-informed considerations into procurement planning, specification development, evaluation, approval, contract management, and review processes where relevant and feasible
- conduct procurement processes in a fair, open, transparent, and proportionate manner, consistent with applicable law, delegated authority, internal controls, and ethical standards
- avoid conflicts of interest, favouritism, anti-competitive conduct, or procurement practices that compromise institutional integrity or supplier fairness
- limit supplier qualification and participation conditions to those required by law or reasonably necessary to assess capability, capacity, and compliance

##### **5.2 Whole-Life Value, Environmental Sustainability, and Resource Efficiency**

- consider whole-life value, including acquisition, operation, maintenance, durability, efficiency, waste, and end-of-life impacts, where relevant and practicable
- introduce sustainability criteria at the earliest practicable stage of the procurement cycle, including the assessment of whether a purchase is necessary and whether lower-impact alternatives are available

- include sustainability-related conditions, specifications, evaluation considerations, or contract requirements where relevant and proportionate to the procurement context
- consider energy efficiency, water efficiency, material efficiency, packaging reduction, recycled content, distribution impacts, repairability, and disposal implications where relevant and feasible
- prefer recognized sustainability standards, ecolabels, certifications, or equivalent evidence where appropriate and proportionate
- prefer, where relevant and feasible, goods, materials, and packaging with recycled content, recyclability, reusability, refillability, repairability, take-back arrangements, or lower lifecycle impacts, provided they remain fit for purpose, safe, and economically reasonable
- seek to reduce unnecessary plastic packaging and avoid prohibited single-use plastic items in line with applicable law, approved institutional requirements, and category-specific feasibility
- where compostable, biodegradable, recycled-plastic, or other environmental claims are made in relation to goods or packaging, the University may seek appropriate labelling, declarations, certifications, test reports, or equivalent evidence of compliance with applicable standards and legal requirements

### **5.3 Ethical Supply Chains, Labour Standards, and Supplier Due Diligence**

- apply proportionate supplier due diligence and risk-based review in relation to legal compliance, labour standards, occupational health and safety, anti-bribery, human rights, and environmental performance
- seek to avoid or reduce procurement-related exposure to forced labour, child labour, unsafe working conditions, corruption, fraud, severe environmental non-compliance, and other serious supply-chain risks
- encourage suppliers and contractors to demonstrate responsible conduct within their own supply chains where relevant and practicable
- seek, where relevant and proportionate, supplier declarations or supporting information relating to legal compliance, labour practices, health and safety, anti-bribery, environmental compliance, packaging practices, take-back arrangements, recycled content, or other material sustainability considerations
- consider, where relevant and feasible, whether suppliers maintain processes to address significant environmental, social, ethical, or compliance risks within their own operations and supply chains
- reserve the right, where appropriate and proportionate, to request clarifications, product information, certifications, declarations, corrective-action commitments, or equivalent supporting material in relation to material procurement-related sustainability or compliance matters
- use contract management and performance review processes to address significant supplier performance, compliance, or sustainability concerns where applicable

### **5.4 Circularity, Waste Reduction, and Resource Efficiency**

- promote reduction, reuse, repair, refurbishment, remanufacturing, take-back, recycling, and responsible disposal approaches where relevant and feasible
- encourage procurement of durable, reusable, refillable, modular, service-based, or recyclable solutions in preference to short-life and avoidable single-use alternatives where suitable

- support circular procurement approaches in relevant categories such as furniture, equipment, electronics, events, construction-related materials, and consumables
- encourage category-specific preference, where relevant and feasible, for recycled paper, recycled-content stationery, recyclable or reusable packaging, refill systems, returnable transit packaging, refurbished furniture, remanufactured components, and other circular alternatives that meet functional and safety requirements
- reduce avoidable waste arising from deliveries, events, hospitality, catering, office consumables, promotional materials, and facilities-related procurement through better specification, packaging controls, and reusable or lower-impact alternatives where suitable
- support procurement approaches that reduce dependence on short-life, non-recyclable, hard-to-recover, or avoidable single-use products, subject to hygiene, safety, regulatory, technical, and operational requirements

### **5.5 Social Value, Accessibility, and Inclusion**

- consider opportunities to enhance social value through accessible and inclusive procurement practices, local engagement, fair economic participation, supplier diversity, community benefit, and responsible sourcing where relevant and permissible
- take into account accessibility, universal design, and user inclusion considerations in the specification and selection of relevant goods, services, and works
- encourage responsible sourcing practices that contribute positively to wellbeing, equity, institutional reputation, and wider community outcomes

### **5.6 Supplier Engagement and Market Development**

- communicate relevant sustainability expectations to suppliers and contractors and, where appropriate, encourage progressive improvement in environmental, social, ethical, and governance performance
- support procurement approaches that encourage the market to offer more sustainable products and services, including the use of functional or performance-based specifications where appropriate
- engage suppliers, advisors, and internal stakeholders to improve data quality, practical implementation, innovation, and category-specific sustainability outcomes over time

### **5.7 Monitoring, Benchmarking, and Continuous Improvement**

- develop and refine practical measures, management information, or indicators relevant to sustainable procurement implementation, subject to data availability and proportionality
- use internal review, peer learning, and benchmarking, where appropriate, to identify good practice and areas for improvement
- support awareness, guidance, and training that help internal purchasers make better-informed and more responsible purchasing decisions

### **5.8 Contractual Sustainability Requirements and Supplier Commitments**

- include, where relevant and proportionate, sustainability-related requirements, supplier obligations, declarations, specifications, performance conditions, reporting expectations, or improvement commitments within tender documents, work orders, purchase conditions, or contracts

- include, where appropriate, contract provisions relating to legal compliance, labour standards, health and safety, anti-bribery, environmental compliance, packaging reduction, responsible disposal, take-back arrangements, recycled content, serviceability, maintenance support, or end-of-life management
- use contract management, supplier review, performance monitoring, and corrective-action processes, where applicable, to address material sustainability, compliance, packaging, waste, ethical sourcing, or supplier performance concerns arising during contract performance
- issue, where useful, category-specific supplier expectations, standard clauses, declarations, code-of-conduct requirements, or implementation guidance to support consistent and proportionate application of this Policy

## **6. Governance and Accountability**

Parul University shall designate an appropriate procurement authority, committee, office, or equivalent competent body to oversee implementation of this Policy in coordination with finance, user departments, and relevant institutional authorities.

Relevant procurement, finance, estate, engineering, administration, academic, project, and user departments shall provide timely, accurate, and auditable information relevant to specifications, approvals, supplier review, contract performance, and sustainability-related procurement considerations, where applicable.

Implementation of this Policy shall be supported by related institutional policies, procedures, manuals, delegation frameworks, supplier requirements, standard tender documents, approved exceptions processes, and other relevant implementation tools, as amended from time to time. Procurement-related sustainability requirements shall be applied in a manner proportionate to the category, value, risk, market conditions, technical need, and operational context of the procurement.

The University may also issue standard tender clauses, supplier declarations, category-specific procurement conditions, packaging requirements, or supplier code expectations to support implementation of this Policy in higher-risk or higher-impact procurement categories.

## **7. Funding, Capacity-Building, and Implementation Support**

Parul University shall seek to allocate appropriate institutional, administrative, and technical support, subject to approved budgets and institutional priorities, to strengthen sustainable procurement implementation, supplier engagement, training, data systems, category guidance, circularity initiatives, and responsible purchasing awareness across the University.

The University may issue category-specific procurement guidance, supplier expectations, checklists, standard evaluation considerations, preferred practices, or other implementation tools to support consistent application of this Policy.

## **8. Monitoring, Reporting, and Assurance**

Parul University shall aim to disclose, through the University website, annual report, sustainability report, or another approved public institutional platform, a publicly available policy or explanation of how the University considers sustainability in its procurement processes.

The University may maintain internal records, management information, and periodic reviews relating to procurement planning, category priorities, supplier engagement, higher-risk procurement areas, and sustainability-related implementation progress, subject to confidentiality, legal, commercial, donor, and practical limitations.

The University may maintain internal records or category-level information relating to recycled-content preference, packaging reduction measures, responsible sourcing requirements, supplier declarations, or contract-based sustainability conditions, subject to proportionality and practical limitations.

The University is committed to transparent and responsible procurement-related communication and shall avoid overstated, misleading, or unsubstantiated claims regarding the sustainability characteristics, ethical standards, circularity, or social impact of purchased goods, services, works, suppliers, or supply chains.

Where procurement-related sustainability information is partial, provisional, estimated, evolving, commercially sensitive, category-specific, or dependent on supplier-provided data, the same shall be acknowledged through appropriate explanatory notes, limitations, or contextual statements.

Where periodic review indicates that implementation is not progressing as intended, corrective actions, revised category priorities, or updated implementation guidance may be approved by the competent authority.

## **9. Approval, Publication, and Review**

This Policy shall be formally approved by the competent authority of the University and made publicly accessible through the official University website or another approved public institutional platform.

Implementation of this Policy and associated procurement practices shall remain subject to applicable laws, regulations, statutory requirements, approved institutional budgets, market conditions, verified data availability, technical and safety requirements, and competent-authority approvals, as amended or updated from time to time.

The University reserves the right to review, refine, sequence, restate, or update procurement priorities, category guidance, implementation pathways, methodologies, and supporting mechanisms based on improved data, supplier market maturity, institutional priorities, regulatory developments, and approval by the competent authority, provided that the overall direction of responsible and sustainable procurement is maintained.

All material procurement-related sustainability claims made under this Policy shall remain subject to periodic review for accuracy, completeness, consistency, and alignment with approved institutional records.

By Order

  
Registrar

**To,**

- 1) Dean, Doctoral Studies and Research
- 2) Deans of Faculties
- 3) Principals/Directors of Colleges/ Institutes
- 4) Director (IQAC)
- 5) Managing Director (Global), Industrial Collaborations; Academic Strategies
- 6) Academic Directors
- 7) Dean, Students' Welfare
- 8) Controller of Examinations
- 9) Chief Librarian
- 10) Director, CDC / PIERC / CIRR / OIA/ AFMC / RDC/ Marketing / CDOE/ EDP / CEC / Alumni Association / Events Cell / Centre for Human Resources Development/ Security/ Physical Education and Sports/ Internship Cell/ Staff and Students Welfare Cell/ ICT Cell/ Learning and Academic Enrichment/ Faculty Updation (CSE/IT/CA)/ CMIE/ Partnerships (Institutes of National Importance)/ SCOPE
- 11) Chief Finance and Accounts Officer
- 12) Central Administration
- 13) Accounts Section
- 14) Students' Section
- 15) Head, Central Administration / Accounts / Purchase/ Transport/ MIS / Students' Section

**Submitted to,**

1. The President
2. Dr.Parul Patel, Vice President (Student Affairs and General Administration) and Chairperson, Admissions Committee, Parul University
3. Dr. Geetika Madan Patel, Vice President (Quality, Research and Health Sciences), Parul University
4. Dr. Komal Patel, Vice President (Medical and Paramedical Sciences), Parul University
5. The Provost