Sustainable Procurement Policy

1. DOCUMENT METADATA

Title	Sustainable Procurement Policy	Document ID	SRMAP-SDG-2024-PLCY-006
Hierarchy Level	L4 – University Policy	Status	Approved
Policy Owner	Finance & Accounts Department / Procurement Department	Effective Date	15-07-2024
Version	1.0	Next Review Date	15-07-2026

2. POLICY FRAMEWORK

2.1. Purpose & Objectives

The University recognizes procurement as a strategic institutional function that directly influences operational efficiency, financial accountability, environmental sustainability, social responsibility, and institutional governance.

The purpose of this policy is to establish a transparent, accountable, efficient, and sustainable procurement framework for the acquisition of goods, services, works, equipment, consumables, software, infrastructure, and consultancy services required for academic, research, administrative, and operational activities.

Ethical sourcing and sustainable procurement: This Policy includes the University's policy on the ethical sourcing of food and supplies (Section 2.27) and its guidelines for sustainable procurement and responsible investment (Sections 2.24 to 2.29). It supports UN Sustainable Development Goal 12 (Responsible Consumption and Production) by integrating environmental, social and governance (ESG) considerations into the sourcing of food, materials, goods and services, including outsourced services.

The policy aims to:
Procurement Objectives

1. Ensures the procurement of goods, services, and works of the required quality, quantity, and specifications at competitive prices and within stipulated timelines.
2. Define procurement procedures, approval mechanisms, and responsibilities that facilitate effective procurement planning and execution.
3. Ensure procurement within sanctioned budgets while maintaining quality standards and delivery schedules.
4. Promote efficiency, economy, transparency, and accountability in procurement processes.



5. Ensure equitable treatment of suppliers and encourage fair competition.
6. Maintain appropriate records and documentation for audit, compliance, and governance purposes.
7. Facilitate timely procurement to meet institutional requirements.
8. Ensure timely processing of supplier payments in accordance with approved procedures.

Sustainability Objectives

9. Integrate environmental, social, and governance (ESG) considerations into procurement decisions.
10. Promote responsible consumption and resource-efficient purchasing practices.
11. Encourage procurement of environmentally preferable, energy-efficient, durable, reusable, recyclable, and low-impact products.
12. Support sustainable supply chains and responsible vendor practices.
13. Minimize waste generation and environmental impacts arising from procurement activities.
14. Promote lifecycle-based decision-making rather than focusing solely on acquisition costs.
15. Support the University's commitment towards Sustainable Development Goals (SDGs), climate action, and institutional sustainability targets.
16. Source food and supplies ethically, giving priority to local, seasonal, sustainably produced and certified products and to suppliers that respect human and labor rights, environmental standards and animal welfare.
17. Apply ethical sourcing and sustainable procurement requirements to outsourced services as well as to direct purchases.
18. Verify supplier compliance through a Supplier Code of Conduct, supplier declarations, inspections and audits.
19. Integrate ESG considerations into the University's investment decisions.
20. Avoid new direct investments in, and work towards the progressive divestment from, carbon-intensive energy industries, notably coal and oil.

2.2. Scope of Application

This policy shall apply to:

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- All Schools, Departments, Centres, Research Laboratories, Administrative Offices, Hostels, Medical Facilities, Campus Life Management Units, and other University entities.
- Procurement of all goods, services, works, equipment, consumables, software, subscriptions, maintenance contracts, consultancy services, infrastructure projects, and capital assets.
- Procurement activities funded through university budgets, grants, externally funded projects, consultancy projects, sponsored research projects, donations, or any other institutional funding sources.
- Faculty members, staff, researchers, project personnel, procurement officials, finance personnel, and any individual involved in procurement-related activities.
- Vendors, suppliers, contractors, consultants, service providers, and agencies engaged by the University.
- Outsourced and contracted services, including canteens, messes, food courts, housekeeping, security, transport, maintenance and facility-management services, and their staff and sub-contractors.

2.3. Definitions & Glossary

- Procurement: The process of acquiring goods, services, works, equipment, consumables, and consultancy services through approved institutional procedures.
- Sustainable Procurement: A process through which the University procures goods, services, and works in a manner that achieves value for money while minimizing environmental impacts and maximizing positive social and economic outcomes throughout the lifecycle of the purchased product or service.
- Green Procurement: Procurement of products and services that have lower environmental impacts compared with alternatives serving the same purpose.
- Lifecycle Costing: The assessment of all costs associated with a product, equipment, or service throughout its useful life, including acquisition, operation, maintenance, energy consumption, repair, replacement, and disposal.
- Circular Economy: An economic approach that promotes reduction, reuse, repair, refurbishment, remanufacturing, and recycling of products and materials to minimize waste generation.
- Environmentally Preferable Product: A product or service that causes less harm to human health and the environment when compared to competing products serving the same purpose.
- Sustainable Supplier: A supplier that demonstrates compliance with environmental regulations, labor standards, occupational health and safety requirements, ethical business practices, and responsible resource management principles.



- Authorized Vendor: A supplier, manufacturer, contractor, consultant, or service provider approved by the University and compliant with applicable legal and institutional requirements.
- Rate Contract: A procurement arrangement through which approved vendors provide specified goods or services at predetermined rates for a defined period.
- Emergency Procurement: Procurement undertaken on an urgent basis to address emergencies, breakdowns, safety concerns, operational disruptions, or other unforeseen circumstances requiring immediate action.
- University Purchase Committee (UPC): The committee constituted by the University to review, evaluate, and recommend procurement proposals in accordance with approved procurement procedures.
- Ethical Sourcing: Obtaining food, beverages, materials and supplies from suppliers in a manner that respects human and labor rights, protects the environment and animal welfare, supports local and small producers and communities, and is transparent and verifiable across the supply chain.
- Fair Trade: Trading partnerships that provide producers with fair prices, safe working conditions and sustainable livelihoods, normally verified through a recognized certification or equivalent evidence.
- Local and Regional Sourcing: Purchasing from farmers, producers, vendors and service providers located in Andhra Pradesh and nearby areas, to reduce transport-related emissions and support the local economy.
- Supplier Code of Conduct: The University's written standard setting out the labor, human-rights, environmental, animal-welfare, health-and-safety, anti-corruption and ethical business requirements that suppliers must follow.
- Outsourced Services: Services performed for the University by external agencies or contractors, such as canteens, messes, food courts, housekeeping, security, transport, maintenance and facility management.
- Approved Vendor/Brand List: The list of verified vendors and brands, together with any restricted or prohibited products, approved by the University for the supply of food and other supplies.
- ESG: Environmental, social and governance considerations used to assess suppliers, products and investments.
- Carbon-Intensive Energy Industries: Industries principally engaged in coal extraction, coal-based energy production, or oil exploration and extraction.



2.4. Policy Statements

1. Institutional Commitment: The University is committed to maintaining a procurement system that is transparent, accountable, competitive, economical, sustainable, and aligned with good governance principles.
2. Value for Money: Procurement decisions shall seek to achieve optimum value for money while balancing quality, functionality, reliability, sustainability, and lifecycle costs.
3. Transparency and Fair Competition: All procurement activities shall be conducted in a fair, transparent, ethical, and competitive manner to ensure equitable treatment of vendors and suppliers.
4. Accountability: All procurement decisions shall be supported by appropriate documentation, approvals, and audit trials to ensure accountability and compliance.
5. Environmental Sustainability: The University shall progressively integrate environmental sustainability considerations into procurement processes by promoting
   - Energy-efficient products and equipment.
   - Recyclable and reusable materials.
   - Products with reduced environmental footprints.
   - Sustainable packaging solutions.
   - Resource-efficient technologies.
   - Environmentally certified products wherever feasible.
6. Social Responsibility: The University shall encourage procurement from suppliers that demonstrate
   - Compliance with labor laws.
   - Workplace health and safety practices.
   - Non-discrimination and equal opportunity principles.
   - Ethical employment practices.
   - Social responsibility commitments.
7. Economic Sustainability: Procurement decisions shall consider
   - Total cost of ownership.
   - Product durability.
   - Maintenance requirements.
   - Operational efficiency.
   - Long-term institutional value.
8. Supplier Responsibility: The University shall encourage suppliers and contractors to adopt sustainable and responsible business practices, including compliance with environmental, social, ethical, and legal obligations.



9. Circular Economy: The University shall support procurement practices that promote reduction, reuse, repair, refurbishment, recycling, and responsible disposal of materials and equipment.
10. Compliance: All procurement activities shall comply with applicable statutory requirements, financial regulations, institutional policies, and contractual obligations.
11. Ethical Sourcing of Food and Supplies: The University has a policy on the ethical sourcing of food and supplies (Section 2.27). It shall source food and supplies from suppliers that respect human and labor rights, protect the environment and animal welfare, and support local and small producers, and shall apply this requirement to outsourced services.
12. Responsible Investment: The University shall consider environmental, social and governance factors in its investment decisions.

2.5. Sustainable Procurement Principles

The following principles shall guide procurement activities across the University

- Value for Money: Procurement decisions shall be based on lifecycle value rather than only initial purchase price.
- Transparency: Procurement processes shall be documented, auditable, and transparent.
- Fair Competition: All eligible suppliers shall be provided with equal opportunity to participate in procurement processes.
- Environmental Stewardship: Environmental impacts shall be considered during procurement planning, evaluation, acquisition, utilization, and disposal.
- Social Responsibility: Procurement practices shall encourage ethical sourcing, safe working conditions, and responsible labor practices.
- Accountability: All stakeholders involved in procurement shall remain accountable for compliance with approved procedures.
- Resource Efficiency: Procurement decisions shall encourage efficient use of energy, water, materials, and institutional resources.
- Ethical Sourcing: Food and supplies shall be sourced from suppliers that respect human and labor rights, environmental protection and animal welfare, with preference for local, seasonal and certified sustainable products.
- Continuous Improvement: The University shall periodically review and improve procurement practices to incorporate emerging sustainability standards, technologies, and best practices.



2.6. Procurement Categories

For procurement planning and management, procurements shall be classified into the following categories:

Asset Procurement Includes but is not limited to:

- Computers, laptops, servers, printers, networking equipment, software, audio-visual equipment, and IT infrastructure.
- Furniture, office equipment, electronic appliances, MEP equipment, food and beverage equipment, machinery, and vehicles.
- Books, journals, e-journals, databases, and subscriptions.
- Teaching laboratory equipment and tools.
- Research laboratory equipment and instruments.
- Medical equipment and instruments.

Preference shall be given, wherever feasible, to energy-efficient, durable, repairable, and environmentally responsible assets.

Consumable Procurement Includes:

- Laboratory consumables, chemicals, reagents, and accessories.
- Printing and stationery materials.
- Office consumables.
- Housekeeping materials.
- Food and beverage consumables.
- Medical consumables.
- Vehicle consumables and spare parts.

Preference shall be given to recycled, recyclable, biodegradable, refillable, and environmentally preferable consumables wherever technically feasible. Food and beverage consumables and housekeeping products shall be sourced in line with the ethical sourcing requirements in Section 2.27.

Service Procurement Includes:

- Consultancy services.
- Maintenance contracts and AMCs.
- Branding, advertising, and promotional activities.
- Event management services.
- Facility management services.
- Security services.
- Waste management and recycling services.
- Software subscriptions and support services.

Preference shall be given to service providers demonstrating sustainability commitments and responsible operational practices.



2.7. Approval Procedure

The University shall follow a structured approval process to ensure accountability, transparency, financial prudence, and effective utilization of institutional resources. All procurement activities shall be undertaken only after obtaining the necessary approval from the competent authority as prescribed under this policy.

General Provisions

1. Procurement shall be initiated based on approved academic, research, administrative, operational, or project requirements.
2. All procurements shall be processed within approved budget allocations and in accordance with institutional financial regulations.
3. The approving authority shall be determined based on the category of procurement and the financial value of the procurement proposal.
4. Procurement proposals exceeding ₹5,00,000 shall be placed before the University Purchase Committee (UPC) for review and recommendation.
5. The recommendations of the University Purchase Committee shall be forwarded to the Pro Chancellor for approval as per the prescribed approval matrix.
6. Procurement approvals shall be documented and maintained for audit and compliance purposes.
7. Sustainability considerations shall be incorporated, wherever applicable, during procurement planning and approval.

2.8. Approval Matrix

The following approval matrix shall govern procurement approvals within the University.

Category	**(Approval Authority) (Value Range in INR)**				
	Up to 50K	**50K – 1.5L**	**1.5L – 2.5L**	**2.5L – 5L**	**>5L**
Academic Schools *(SEAS, SLASS, PSB, AiTI, QuTI)*	HOD	Associate Dean	Dean	Vice Chancellor	UPC & Pro Chancellor
Other Academic Departments *(TLC, COE, Academic Affairs, Library, QAR)*	HOD	Associate Dean	Dean	Vice Chancellor	UPC & Pro Chancellor
Non-Academic Departments *(Admissions, IR&HS, CR&CS, ITKM,*	HOD / Assistant / Associate Director	Director	Vice Chancellor	Vice Chancellor	UPC & Pro Chancellor

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Communications, Entrepreneurship, Alumni Affairs)					
Non-Academic Departments *(HR, CLM, Student Affairs, Sports, Medical Center, F&A, Purchase, Administrative Offices)*	HOD / Assistant / Associate Director	Director	Registrar	Vice Chancellor	UPC & Pro Chancellor
University Seed Grant / Centre of Excellence	PI / HOD / Coordinator COE	Associate Dean	Dean Research / Dean of School	Vice Chancellor	UPC & Pro Chancellor

External Funded Projects: -

Category	**(Approval Authority) (Value Range in INR)**			
	Up to 50K	**50K – 1.5L**	**1.5L – 2.5L**	**>2.5L**
Sponsored Research & Industrial Consultancy Projects	PI / HOD / Coordinator COE	Assistant Dean Research	Dean Research	Registrar *(> ₹2.5 Lakhs)*

2.9. Sustainable Approval Considerations

In addition to financial and technical approvals, the following sustainability considerations shall be reviewed wherever relevant:

Environmental Considerations:

- Energy efficiency of equipment.
- Resource consumption.
- Recyclability and reusability.
- Environmental certifications.
- Waste generation potential.
- Packaging requirements.

Economic Considerations:

- Lifecycle costs.
- Maintenance costs.
- Product durability.
- Operational efficiency.

Social Considerations:

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- Supplier compliance with labor standards.
- Occupational health and safety practices.
- Ethical sourcing practices.

These considerations shall not override technical requirements but may be considered as part of decision-making wherever applicable.

2.10. University Purchase Committee (UPC)

Functions of the University Purchase Committee

The University Purchase Committee (UPC) shall serve as the principal procurement review and recommendation body for high-value procurement activities. The Committee shall:

1. Review procurement proposals exceeding ₹5,00,000.
2. Evaluate procurement proposals involving goods, equipment, machinery, furniture, infrastructure, and other institutional requirements.
3. Review centralized procurement requirements of Schools, Departments, and Centres of Excellence.
4. Recommend procurement proposals for approval by the competent authority.
5. Determine procurement periodicity for frequently purchased items.
6. Review and recommend standardization of products, equipment, and specifications wherever required.
7. Ensure transparency, competitiveness, and value for money in procurement decisions.
8. Promote incorporation of sustainability considerations in procurement evaluation wherever feasible.
9. Review procurement strategies for major purchases involving significant financial commitments.

Constitution of the University Purchase Committee

The University Purchase Committee shall comprise:

Position	**Role**
Vice Chancellor	Chairman
Registrar / Nominee	Ex-Officio Member Secretary
Dean of School	Academic / University Seed Grant Representative

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Dean Research	Research / Centre of Excellence Representative
Director of respective Department	Non-Academic Representative
CFAO / Finance Department Nominee	Finance Representative
Procurement Manager / Procurement In-Charge	Procurement Representative
Co-opted Member(s) as Required	Subject Expert / Technical Expert

External Funded Projects: -

Position	Role
Registrar / Nominee	Ex-Officio Member Secretary
Dean Research	Sponsored Research / Consultancy Representative

Academic and Non-Academic representatives shall participate whenever procurement proposals originate from their respective units.

2.11. Emergency Purchases

The University recognizes that certain situations may require immediate procurement to ensure continuity of operations, safety, research activities, healthcare services, or infrastructure functionality.

Emergency Procurement Conditions: Emergency purchases may be undertaken in situations involving Equipment breakdown, Operational disruptions, Safety concerns, medical emergencies, Infrastructure failures, Critical research requirements, Statutory compliance requirements.

Financial Limit: Emergency procurement may be undertaken up to a value of ₹1,00,000.

Documentation Requirements: The requisition shall clearly specify the Nature of emergency, Consequences of non-availability, Justification for urgent procurement, Recommended supplier, if applicable.

Approval: All emergency purchases shall require approval and sanction by the Vice Chancellor.

Sustainability Consideration: Where time permits, emergency procurement shall also consider environmentally preferable alternatives without compromising operational requirements.

2.12. Rate Contracts



The Procurement Department may establish rate contracts to facilitate efficient procurement of commonly used goods and services. Rate contracts may be established for:

- Computer accessories.
- Laboratory chemicals and consumables.
- Printing and stationery items.
- MEP materials.
- Administrative consumables.
- Housekeeping supplies.
- Maintenance materials.
- Other recurring procurement requirements.

Vendor Selection for Rate Contracts:

Rate contract vendors shall be selected based on technical capability, Product quality, Vendor credibility, Market reputation, Past performance, Competitive pricing, Service support, Compliance with institutional requirements.

Preference may be given to vendors demonstrating sustainability commitments and environmentally responsible business practices.

Sustainability Requirements in Rate Contracts:

The Procurement Department shall encourage vendors to offer:

- Recycled-content products.
- Environmentally certified products.
- Energy-efficient equipment.
- Reduced packaging options.
- Product take-back programs.
- Recycling support services.
- Sustainable alternatives to conventional products.

Review of Rate Contracts:

1. Rate contracts shall normally be reviewed once every six or twelve months.
2. Vendor performance shall be periodically assessed.
3. Sustainability performance may be considered during renewal or continuation of rate contracts.
4. The spending limit through the contract mechanism shall remain up to ₹1,00,000 per transaction.

2.13. Quotations, Bids, Proposals and Regular Tendering Enquiries



The University shall adopt transparent, competitive, and value-based procurement methods to ensure fair competition, optimum utilization of resources, and procurement of quality goods and services.

General Procurement through Quotations:

1. Procurement of goods and services above ₹50,000 shall normally be undertaken through a quotation process.

2. Quotations may be invited through E-mail enquiries, Written enquiries, Telephone enquiries (where appropriate, E-procurement platforms, Tender portals

3. A minimum of three quotations shall normally be obtained before procurement decisions are finalized.

4. Procurement decisions shall be based on comparative evaluation of quotations considering the technical compliance, Quality specifications, Cost competitiveness, Delivery schedule, Vendor reliability, After-sales support, Sustainability considerations, wherever applicable

5. Procurement procedures may be implemented only under exceptional circumstances with approval from the competent authority.

Open Tendering: Open Tendering or Online Bidding shall be the preferred procurement method for common-use items and high-value procurements, particularly those exceeding ₹50 lakhs.

Open tendering may involve University Website, Tender Portals, Trade Journals, Newspapers, E-Procurement Platforms, and other approved public procurement channels. The objective shall be to maximize competition, transparency, and vendor participation.

Verified Vendor Requirement: Enquiries and tenders shall ordinarily be floated among verified and approved vendors. The Procurement Department shall maintain a database of qualified vendors based on

- Technical competence
- Product quality
- Financial stability
- Regulatory compliance
- Vendor performance history
- Sustainability credentials (where applicable)

Minimum Vendor Participation Requirements

Procurement Value	Minimum Enquiries	Minimum Quotations/Bids
Up to ₹5 Lakhs	3	3
Above ₹5 Lakhs	4	4



If sufficient qualified vendors are not available, approval shall be obtained from the next higher competent authority.

2.14. Sustainable Tendering and Evaluation

The University shall progressively incorporate sustainability criteria into procurement evaluation wherever applicable and feasible.

Sustainability Evaluation Criteria

Procurement evaluation may consider:

Environmental Factors:

- Energy efficiency
- Environmental certifications
- Carbon footprint reduction
- Product recyclability
- Sustainable packaging
- Waste reduction measures
- Resource efficiency
- Transport distance and transport-related emissions (food miles)

Social Factors:

- Labor law compliance
- Occupational health and safety practices
- Ethical sourcing
- Diversity and inclusion practices
- Respect for human rights and animal welfare, and fair-trade practices

Economic Factors:

- Lifecycle costing
- Product durability
- Maintenance requirements
- Operational efficiency
- Total cost of ownership

Sustainable Procurement Preference

Where technically suitable and financially reasonable, preference may be given to:

- Energy-efficient equipment
- Eco-labelled products
- Recycled-content products
- Environmentally certified products
- Low-carbon alternatives

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- Reusable and recyclable products
- Products with take-back schemes
- Locally sourced products where appropriate
- Fair Trade, organic and sustainably produced products
- Seasonal and local food and produce
- Reusable or biodegradable tableware and packaging

2.15. Single Vendor Procurement

The University recognizes that certain procurements may require procurement from a single vendor. Single vendor procurement may be permitted when:

Proprietary or OEM Procurement: The item is proprietary, specialized, patented, or available only from a specific Original Equipment Manufacturer (OEM).

Research Requirements: Specialized research equipment, research consumables, instruments, software, databases, and services are available only from a specific vendor.

Compatibility Requirements: Procurement is required to ensure compatibility with existing infrastructure, equipment, or systems.

Emergency Situations: Immediate procurement is necessary to avoid operational disruption or safety risks.

Approval Requirements

1. Adequate justification shall be documented.

2. Reasons for non-availability of alternative suppliers shall be recorded.

3. Approval shall be obtained from the Registrar or competent authority.

4. All supporting documentation shall be maintained for audit purposes.

2.16. Confidentiality and Bid Management

The University shall maintain confidentiality and integrity throughout procurement processes.

Confidentiality Requirements:

1. Information submitted by vendors shall be treated as confidential.

2. Vendor quotations and bids shall not be disclosed to competing vendors.

3. Procurement information shall only be shared with authorized personnel involved in the evaluation process.

Bid Submission and Timelines:

1. Quotations and bids shall be received within the stipulated timeline.

2. Late submissions shall normally not be considered.



3. Bid opening and evaluation shall follow approved institutional procedures.

4. Procurement decisions shall be documented appropriately.

2.17. Single Bid System

A Single Bid System may be adopted for the Commercial Off-The-Shelf (COTS) items, Local purchase items, non-complex procurements, Routine operational procurements, Procurement of standard consumables and supplies.

Financial Limit: The Single Bid System may generally be adopted for procurements up to ₹1 Lakh.

Bid Contents: The bid shall include the technical specifications, commercial terms, Delivery schedule, Warranty information, Applicable sustainability information where relevant

2.18. Two Bid System

The Two Bid System shall be adopted for complex, technical, strategic, and high-value procurements. The examples include Scientific equipment, Research instruments, Machinery, IT infrastructure, Communication systems, Turnkey projects, Major facility development projects.

Components of Two Bid System:

- The Technical Bid shall include the technical specifications, product details, compliance statements, certifications, vendor credentials, and Sustainability information where applicable.
- The Financial Bid shall include the pricing information, taxes and duties, commercial terms, delivery costs, installation charges, and maintenance costs.

Evaluation Procedure:

1. Technical bids shall be evaluated first.

2. Only technically qualified vendors shall proceed with financial evaluation.

3. Financial bids of qualified vendors shall then be opened and evaluated.

4. Procurement recommendations shall be based on technical suitability, commercial competitiveness, and sustainability considerations where relevant.

2.19. Repeat Orders and Repeat Rate Contracts

Repeat Orders may be issued under specified circumstances to improve procurement efficiency.

Conditions for Repeat Orders:
1. Original procurement shall have been completed through approved procurement procedures.



2. Product quality and vendor performance shall be satisfactory.

3. Terms and conditions shall remain unchanged.

4. Prices shall remain unchanged.

5. Budget availability shall be confirmed.

Validity:
• Non-IT Products and Services – Up to 1 Year

• IT Products and Services – Up to 3 Months

Limitations:
1. The Procurement Department shall not issue more than five repeat orders.

2. Quantity shall not exceed the original order quantity.

3. Repeat orders shall not be issued where buy-back arrangements are involved.

2.20. Goods Receipt and Processing of Bills

Proper receipt verification and documentation shall be undertaken for all procurements.

Receipt Verification:

Upon receipt of goods:
1. The Indenting Department shall verify the quantity, specification, condition of goods, and installation status (where applicable).
2. Necessary entries shall be made in stock registers and asset registers.
3. Supporting documents shall be collected including the Delivery Challan, Packing Slip, Warranty Documents, Installation Certificate, Invoice.

Sustainability Requirements:

Departments shall ensure:
- Responsible disposal of replaced equipment.
- Compliance with e-waste disposal procedures.
- Reuse and refurbishment opportunities are explored before disposal.
- Packaging waste is minimized and managed responsibly.

Bill Processing:

After verification, documents shall be forwarded to:

Procurement Department → Finance & Accounts Department → Payment Processing

2.21. Payment Terms

The University shall ensure timely payment to vendors while safeguarding institutional interests.



Standard Procurement: Payment shall generally be released after

- Delivery
- Inspection
- Installation (where required)
- Acceptance by the requisition department

FOR Destination Procurement: 100% payment may be released upon satisfactory receipt and acceptance of goods or services.

Procurement Involving Installation and Commissioning

80% payment may be released upon receipt and acceptance.

Balance payment shall be released after satisfactory installation and commissioning.

Retention Clause: A retention amount of 5% may be retained for one year for applicable installations including Biogas Plants, Solar Plants, Chiller Systems, Furniture Installations and similar infrastructure works.

2.22. Advance Payment and Foreign Vendor Payments

Advance Payment:

Advance payments may be permitted:

1. Against valid Bank Guarantee.

2. For software licenses.

3. For proprietary instruments.

4. For specialized equipment.

5. With approval from the competent authority.

Foreign Vendor Payments:

Payments to foreign vendors may be made through Letter of Credit (LC), Wire Transfer, Bank Transfer, Sight Draft subject to compliance with applicable regulations and institutional procedures.

2.23. Late Delivery and Liquidated Damages

The University shall incorporate suitable provisions for addressing delayed deliveries and non-performance.

Vendor Responsibility:

Suppliers shall be responsible for delays attributable to their actions or omissions.

Penalty Clause:



A penalty of: 0.5% of delayed item value per week may be imposed subject to a maximum of 5% of the delayed item value unless otherwise specified in the contract.

Delivery Time Extension:

Requests for extension shall be submitted in writing, Include valid justification.

- Be approved by the authority concerned before expiry of the delivery period.

2.24. Sustainable Supplier Requirements

The University recognizes that suppliers and contractors play a critical role in achieving sustainable procurement objectives. The University shall encourage suppliers to adopt environmentally responsible, socially responsible, and ethically sound business practices.

Supplier Expectations:

Suppliers engaged by the University are expected to:

Environmental Responsibility:

- Comply with applicable environmental laws and regulations.
- Minimize waste generation during manufacturing and service delivery.
- Reduce energy and water consumption wherever feasible.
- Adopt environmentally responsible packaging practices.
- Promote recycling, reuse, and resource recovery.
- Provide environmentally preferable products where available.

Social Responsibility:

Suppliers shall:

- Comply with labor laws and employment regulations.
- Prohibit child labor and forced labor.
- Provide safe and healthy working conditions.
- Promote equal opportunity and non-discrimination.
- Respect human rights and ethical employment practices.
- Not engage in modern slavery, bonded labor or human trafficking.

Business Ethics:

Suppliers shall:

- Maintain integrity in business transactions.
- Avoid bribery, corruption, and fraudulent practices.
- Comply with contractual obligations.
- Maintain transparency in dealings with the University.
- Accept and comply with the University's Supplier Code of Conduct.

Sustainability Declaration:



The University may require suppliers to provide declarations regarding:

- Environmental compliance.
- Labor compliance.
- Health and safety practices.
- Sustainability initiatives.
- Regulatory approvals and certifications.
- Acceptance of the Supplier Code of Conduct and, for food suppliers, a valid food-safety license (FSSAI) and any Fair Trade, organic or other certificates claimed.

2.25. Green Procurement Requirements

The University shall progressively promote procurement of environmentally preferable goods and services.

Office Supplies:

Preference shall be given to:

- Recycled paper.
- Refillable stationery.
- Eco-labelled office products.
- Sustainable packaging materials.

Information Technology Equipment:

Preference shall be given to:

- Energy-efficient computers and peripherals.
- Products certified under Energy Star or equivalent standards.
- Equipment with lower power consumption.
- Products with manufacturer take-back programmes.

Laboratory Equipment and Consumables:

Preference shall be given to:

- Energy-efficient scientific instruments.
- Durable laboratory equipment.
- Reduced-hazard chemicals where appropriate.
- Reusable laboratory materials.
- Sustainable packaging alternatives.

Furniture:

Preference shall be given to:

- Durable products.
- Repairable products.



- Recyclable materials.
- Sustainably sourced wood products.

Infrastructure and Construction:

Preference shall be given to:

- Energy-efficient systems.
- Water-efficient technologies.
- Sustainable building materials.
- Recycled construction materials where feasible.
- Green building solutions.

Service Procurement:

Preference shall be given to service providers demonstrating:

- Sustainable business practices.
- Environmental management systems.
- Resource efficiency measures.
- Responsible waste management practices.

Food and Beverage Supplies:

Preference shall be given to:

- Local and regional farmers, producers and vendors.
- Seasonal and fresh produce.
- Sustainably produced, pesticide-safe, organic or Fair-Trade products.
- Reusable or biodegradable plates, cups and cutlery, and reusable water bottles.
- Minimal and recyclable packaging.

Cleaning and Housekeeping Products:

Preference shall be given to:

- Eco-friendly and biodegradable cleaning products.
- Recycled paper and recycled-content products.
- Concentrated or refillable products with reduced packaging.

2.26 Circular Economy and Resource Efficiency:

The University is committed to promoting circular economy principles throughout the procurement lifecycle.

Waste Prevention: Departments shall plan procurement carefully to avoid Overstocking, Redundant purchases, Duplication of resources, Unnecessary replacement of functional assets.



Reuse and Refurbishment: Before procurement of replacement assets, departments shall evaluate opportunities for Internal asset transfer, Repair and maintenance, Refurbishment, Upgrade of existing equipment.

Recycling and Recovery: The University shall encourage, Recycling of materials, Recovery of valuable resources, Vendor take-back programmes, responsible disposal of end-of-life assets.

E-Waste Management: All electronic equipment reaching end-of-life shall be disposed of through authorized e-waste recyclers in accordance with the University's Waste Management Policy and applicable regulations.

2.27. Ethical Sourcing of Food and Supplies

The University is committed to the ethical sourcing of food and supplies. Ethical sourcing means obtaining food, beverages, materials and supplies from suppliers in a manner that respects human and labor rights, protects the environment and animal welfare, supports local and small producers and communities, and is transparent and verifiable throughout the supply chain. This Section applies to all food and supplies procured by or for the University, including through outsourced services.

Scope of food and supplies: Food and supplies include fresh produce, groceries, dairy, packaged and processed food, beverages and canteen, mess and food-court supplies, as well as stationery and paper, cleaning and housekeeping products, laboratory and medical consumables, furniture, uniforms, electronics, construction materials and other goods and consumables purchased by the University.

Ethical sourcing requirements: The University shall source food and supplies from suppliers that, at a minimum:

- respect human and labor rights, prohibit child labor, forced labor, bonded labor and human trafficking, pay lawful wages and provide safe and healthy working conditions;
- comply with applicable laws, licenses and standards, including food-safety licensing under the Food Safety and Standards Act, 2006;
- follow honest, fair and anti-corruption business practices;
- treat animals humanely and comply with animal-welfare laws where animal-derived products are supplied;
- minimize environmental harm through responsible use of land, water, energy, chemicals and packaging; and
- demonstrate a commitment to diversity, equity and inclusion in their workplaces.

Local and seasonal sourcing: The University shall give preference to local and regional farmers, producers, vendors and small service providers, and to seasonal and fresh produce over heavily processed alternatives, wherever quality, safety and availability allow. This reduces transport-related emissions (food miles), supports local livelihoods and strengthens the local economy. The share of food and supplies sourced locally shall be tracked.

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Sustainably produced and certified products: Preference shall be given to products that are sustainably produced, pesticide-safe, organic, Fair Trade or certified under recognized ethical or environmental standards, and to recycled paper and eco-friendly cleaning and housekeeping products. Claims made by suppliers shall be supported by certificates or other documents.

Supplier Code of Conduct and declarations: Every supplier of food and supplies shall accept the University's Supplier Code of Conduct and provide a signed declaration on ethical sourcing, labor, environmental and anti-corruption compliance as a condition of empanelment and contract award. Ethical sourcing clauses shall be included in purchase orders, rate contracts and service agreements.

Approved vendor list and restricted products: The Procurement Department shall maintain an Approved Vendor/Brand List for food and supplies, together with a list of restricted or prohibited products (for example, items that are unsafe, non-compliant or harmful to health or the environment). The lists shall be reviewed at least once a year.

Inspection, audit and verification: Food and supplies shall be subject to regular quality, hygiene and safety inspection, including food audits by certified or accredited agencies. Food suppliers shall be assessed through document checks, site visits or audits at least once a year, and other suppliers on a risk basis. Non-conformances shall be recorded, corrective action shall be required within a set time, and repeated or serious breaches shall lead to suspension or removal from the Approved Vendor/Brand List.

Disposables, plastics and packaging in food service: Single-use plastic ware shall not be used for food distribution on campus. Food outlets and messes shall use reusable or biodegradable plates, cups and cutlery, reusable water bottles shall be encouraged, and suppliers shall be asked to reduce packaging and take back packaging where possible.

Healthy, affordable and responsibly produced food: Food outlets shall provide safe, nutritious and affordable food, with clear information on the source and sustainability of key ingredients where feasible. The University shall encourage sustainable farming, reduced use of harmful pesticides and reduction of food waste, including the use of produce from university farms or gardens where available.

Outsourced services: This Section and the Supplier Code of Conduct apply equally to outsourced and contracted services, including canteens, messes, food courts, housekeeping, security, transport, maintenance and facility-management services. Contracts and work orders shall require service providers to comply, and the University shall monitor compliance and keep records.

Awareness and community engagement: The University shall carry out awareness activities for staff, students, vendors and nearby communities on ethical and sustainable sourcing, and shall engage with local farmers and producers, for example through farmers' markets and food fairs, where appropriate.

Records and public reporting: Records of suppliers, declarations, certificates, audits, inspections and local and certified sourcing shall be maintained. The policy and non-

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confidential evidence of implementation shall be made publicly available on the University website, and progress shall be included in the University's annual sustainability report.

2.28. Responsible and Sustainable Investment

The University shall integrate environmental, social and governance (ESG) considerations into its investment decisions, including investment of funds, surpluses and endowments, to the extent permitted by law and by the University's governing rules. Implementation of this Section is subject to the approval of the competent authority. Investments in carbon-intensive energy industries, particularly coal and oil, may expose the University to climate-related financial, environmental and reputational risks; the University shall therefore progressively reduce its investment exposure to such industries, consistent with its fiduciary responsibilities, applicable laws and governance requirements. This Section applies to investments and financial assets owned, managed or directly controlled by the University, including direct equity investments and funds, securities or other financial instruments with identifiable exposure to coal and oil industries.

- ESG-focused investments: preference for businesses and projects that demonstrate environmental sustainability, social equity and good governance.
- Green and renewable energy: support for renewable energy, clean-technology and low-carbon investments where financially prudent.
- Exclusion of harmful industries: avoidance of new investments in fossil-fuel extraction, deforestation and industries that violate labor or human rights, and review of existing holdings against these criteria. The University shall work towards avoiding new direct investments in companies principally engaged in coal extraction, coal-based energy production, and oil exploration or extraction, and shall review existing investments in these industries for progressive divestment, taking into account financial implications, contractual obligations, liquidity, legal requirements and the University's approved investment framework.
- Identification of carbon-intensive investments: The Finance & Accounts Department shall periodically assess institutional investment holdings and new investment proposals to identify direct and indirect exposure to coal and oil industries and classify identified holdings accordingly. Where investment decisions are delegated to external fund managers, the University shall encourage alignment with this Section, subject to contractual arrangements.
- Divestment planning and monitoring: Divestment action plans for eligible holdings shall be prepared, and progress and outstanding exposures shall be documented and reported to the competent authority.
- Exceptions: Any exception shall be supported by documented justification and approval from competent authority and shall not be treated as evidence of divestment. Where no applicable investments exist, the University shall document the assessment and its findings rather than report an unsupported divestment achievement.



- Risk management: assessment of environmental, social and reputational risks before investment.
- Transparency and reporting: public disclosure, in suitable summary form, of sustainability-related investment decisions and their impacts. Records of investment assessments, divestment decisions and implementation progress shall be maintained.
- Partnerships: collaboration with financial institutions, sustainability experts and like-minded organizations.

2.29. Implementation, Monitoring and Capacity Building

The Procurement Department and the Finance & Accounts Department shall oversee the implementation of sustainable procurement, ethical sourcing and responsible investment under this Policy. The following shall be carried out:

- An annual sustainability report on procurement, ethical sourcing and investment, covering progress against the indicators in Section 5 and compliance with this Policy.
- Regular audits and assessments of procurement and investment activities, including supplier audits and checks of supplier declarations.
- Periodic review of investment holdings for coal and oil exposure by the Finance & Accounts Department, with implementation records reviewed by Internal Audit / the designated audit authority, where included in the approved audit programme.
- Training and capacity building, at least once a year, for procurement, finance, stores, food service and departmental staff on sustainable procurement, ethical sourcing and the Supplier Code of Conduct.
- Continual improvement through the adoption of new sustainability standards and good practice, including guidance such as ISO 20400 on sustainable procurement.

2.30. Nodal Department and Responsibility

The Procurement Department shall serve as the primary nodal department responsible for implementation, coordination, monitoring, and compliance of this policy.

Procurement Department:

The Procurement Department shall

- Coordinate procurement activities.
- Maintain approved vendor databases.
- Manage tendering processes.
- Monitor compliance with procurement procedures.
- Maintain procurement records.
- Support sustainable procurement initiatives.
- Generate procurement reports and analytics.



- Maintain the Approved Vendor/Brand List and the restricted products list, collect Supplier Code of Conduct declarations and certificates, and arrange supplier audits and inspections.

Finance & Accounts Department

The Finance & Accounts Department shall:

- Verify budget availability.
- Ensure financial compliance.
- Process payments.
- Support audit requirements.
- Maintain financial records.
- Apply ESG considerations in investment decisions.

University Purchase Committee

The UPC shall:

- Review major procurement proposals.
- Ensure procedural compliance.
- Evaluate procurement recommendations.
- Encourage incorporation of sustainability considerations wherever appropriate.

Schools, Departments and Centres

All Schools, Departments, Centres, and administrative units shall:

- Identify procurement requirements.
- Ensure technical evaluation of goods and services.
- Verify receipt and satisfactory performance.
- Promote responsible consumption practices.

3. COMPLIANCE AND EXCEPTIONS

3.1. Regulatory Compliance

The University shall comply with all applicable financial regulations, Taxation regulations, labor laws, Environmental regulations, Contractual obligations, University policies and procedures. Applicable requirements include, as relevant, the Food Safety and Standards Act, 2006 and FSSAI regulations, applicable labor laws, the Plastic Waste Management Rules, 2016 (as amended), the E-Waste (Management) Rules, 2022, and the Prevention of Corruption Act, 1988.

3.2. Exception Clause

Exceptions may be permitted under the Emergency procurement, Proprietary procurement, Sole-source procurement, Research-specific procurement, Statutory requirements.



Such exceptions require appropriate justification and approval by competent authority.

3.3. Non-Compliance

Failure to comply with this policy may result in:

- Rejection of procurement proposals.
- Administrative review.
- Corrective action.
- Withdrawal of delegated authority.
- Other actions deemed appropriate by the University.
- Suspension or removal of a vendor from the Approved Vendor/Brand List for breach of the Supplier Code of Conduct.

4. ROLES & RESPONSIBILITIES (RACI MATRIX)

Activity	Procurement Dept.	Finance & Accounts	UPC	Departments
Procurement Planning	C	I	I	A
Vendor Management	A	I	C	I
Tendering Process	A	C	C	I
Budget Verification	I	A	I	C
Technical Evaluation	I	I	C	A
Sustainable Procurement Guidance	C	I	C	I
Goods Receipt Verification	I	I	I	A
Data Collection	A	C	I	C
Sustainability Reporting	C	I	I	C
Policy Monitoring	A	C	C	I
Ethical Sourcing and Supplier Code of Conduct	A	I	C	C
Supplier Audits and Inspections	A	I	I	C
Responsible / ESG Investment Screening	I	A	C	I
Investment Screening and Divestment Review (Coal and Oil)	I	A/R	C	I

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R = Responsible | A = Accountable | C = Consulted | I = Informed

5. DATA COLLECTION AND MONITORING

5.1. Data Maintenance

The Procurement Department shall maintain records relating to:

- Purchase requisitions.
- Quotations and tenders.
- Purchase orders.
- Vendor performance.
- Procurement expenditure.
- Contract documentation.
- Sustainable procurement initiatives.
- Asset procurement records.
- Approved Vendor/Brand List, restricted products list, Supplier Code of Conduct declarations, supplier audit and food inspection reports, and records of local and certified sourcing.
- Procurement approvals.

All records shall be retained for a minimum period of five years or as required by statutory provisions.

5.2. Key Performance Indicators (KPIs)

The University shall monitor:

Procurement Indicators

- Total procurement expenditure.
- Procurement cycle time.
- Vendor performance ratings.
- Contract compliance levels.

5.3. Sustainability Indicators

- Percentage of sustainable procurement expenditure.
- Procurement from environmentally responsible suppliers.
- Procurement of energy-efficient equipment.
- Quantity of recycled-content products procured.
- Number of suppliers participating in sustainability initiatives.
- Quantity of assets reused, refurbished, or recycled.
- Percentage of food and supplies (by value) sourced from local and regional suppliers.
- Percentage of food and supplies vendors that have signed the Supplier Code of Conduct, and number audited or inspected each year.
- Percentage of food vendors holding a valid food-safety license (FSSAI).



- Percentage of food outlets using reusable or biodegradable tableware, and absence of single-use plastic ware in food distribution.
- Number of ethical sourcing non-conformances identified and percentage closed on time.
- Number of procurement, finance and food-service staff trained in sustainable procurement and ethical sourcing.
- Proportion of investments screened against ESG criteria.
- Investment screening coverage: percentage of applicable investment holdings reviewed for coal and oil exposure.
- Identified carbon-intensive exposure: value and proportion of applicable investments associated with coal and oil industries.
- Divestment progress: value and proportion of identified eligible holdings divested during the reporting period.
- New investment compliance: evidence that new investment proposals have been assessed against the exclusion criteria in Section 2.28.

5.4. Audit and Review

The Procurement Department shall conduct periodic reviews of procurement performance and compliance. The policy shall be reviewed once every three years or earlier if required due to: The ethical sourcing and sustainable procurement provisions of this Policy shall be reviewed at least once a year, and the outcome of the review shall be documented.

- Regulatory changes.
- Institutional restructuring.
- Sustainability commitments.
- Operational requirements.

Public Access and Reporting: The approved Policy and non-confidential evidence of its implementation shall be published on the University website.

6. VERSION HISTORY

Version	Date	Author/Editor	Summary of Changes
1.0	15-07-2024	Finance & Accounts Department / Procurement Department	Initial release

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