KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

KITS/SPPP/2025/01

SUSTAINABLE PROCUREMENT AND PURCHASING POLICY

KITS/SPPP/2025/01

Sustainable Procurement and Purchasing Policy

PREAMBLE

Karunya Institute of Technology and Sciences (KITS) is committed to promoting sustainability, environmental stewardship, ethical governance and social responsibility across all Institutional activities. Procurement and Purchasing decisions play a critical role in influencing environmental impact, resource efficiency, economic development and societal well-being.

KITS recognizes that sustainable procurement is essential for minimizing environmental degradation, promoting responsible consumption, supporting local economies and ensuring ethical supply chains. The Institute is committed to integrating sustainability principles into procurement processes, including the acquisition of goods, services, and works in alignment with this policy.

This policy aligns with:

- Constitution of India (Articles 48A & 51A(g) – Environmental Protection)
- National Action Plan on Climate Change (NAPCC)
- India's Nationally Determined Contributions (NDCs)
- Public Procurement Policy for Micro & Small Enterprises (MSEs), Government of India
- Central Vigilance Commission (CVC) Guidelines on procurement transparency
- General Financial Rules (GFR) 2017
- University Grants Commission (UGC) Green Campus Guidelines
- AICTE Environmental and Sustainability Guidelines
- NAAC Criterion 7 – Institutional Values and Best Practices
- NBA Graduate Attributes – Environment and Sustainability
- ABET Student Outcome 2 – Engineering solutions with environmental considerations
- ISO 20400:2017 – Sustainable Procurement Guidance
- ISO 14001:2015 – Environmental Management Systems
- ISO 50001:2018 – Energy Management Systems
- United Nations Sustainable Development Goals (SDGs 6, 7, 11, 12, 13)
- Mission LiFE (Lifestyle for Environment), Government of India

RATIONALE

Procurement activities significantly influence resource consumption, carbon emissions, waste generation, and social equity. Unsustainable procurement practices can lead to environmental degradation, inefficient resource use, and unethical supply chains.

Therefore, KITS establishes this policy to:

- Promote environmentally responsible procurement practices
- Reduce greenhouse gas emissions and environmental footprint
- Support ethical sourcing and fair labour practices
- Encourage local and regional economic development
- Strengthen Institutional performance in sustainability rankings (QS, THE, UI GreenMetric)
- Ensure compliance with national and international sustainability frameworks

EXECUTIVE SUMMARY

This policy establishes a structured framework for sustainable procurement and purchasing at KITS.

Key Features:

- Integration of sustainability into procurement decisions
- Promotion of environmentally preferable products and services
- Encouragement of local and socially responsible suppliers
- Adoption of lifecycle-based procurement approaches
- Alignment with national policies and global sustainability frameworks
- Transparent and accountable procurement processes
- Vendor evaluation based on sustainability criteria
- Continuous monitoring and improvement
- Integration with Institutional sustainability and IQAC systems
- Training and awareness on sustainable procurement practices

PURPOSE AND SCOPE

Purpose

- To promote sustainable procurement practices across all Institutional operations
- To minimize environmental and social impacts
- To support ethical, transparent, and responsible purchasing
- To contribute to climate action and resource efficiency

Scope

This policy applies to:

- All students, faculty, staff, and administrators
- All procurement activities (goods, services, works)
- All divisions, departments, laboratories, and research units
- All vendors, contractors, and suppliers
- All on-campus and off-campus Institutional procurement

DOCUMENT CONTROL & REVISION HISTORY

Policy Title	Sustainable Procurement and Purchasing Policy
Reference Number	KITS/SPPP/2025/01
Version	1.0
Issue	02
Policy Created on	July 2022
Revision History	Revised on 29th August 2025 (28th IQAC Meeting).
Responsible Executives	Vice-Chancellor, Registrar and Finance Officer
Responsible Office	Purchase Department/ Procurement Office, Finance Office & Internal Quality Assurance Cell (IQAC)
Policy Review Frequency	Policy shall be reviewed every three years, or earlier if required by UGC, AICTE or other regulatory authorities.

The policy is described in the following articles

ARTICLE 1

STATEMENT OF POLICY

KITS commits to integrating sustainability principles into all procurement and purchasing decisions. Procurement shall prioritize environmental protection, social responsibility, economic efficiency, and ethical governance.

All stakeholders shall ensure that procurement decisions:

- Minimize environmental impact
- Promote ethical sourcing and fair labour practices
- Support local and regional economies
- Ensure transparency and accountability

This policy shall comply with applicable laws including General Financial Rules (GFR) 2017, CVC guidelines, and environmental regulations. In case of any conflict, applicable laws, including GFR 2017 and statutory regulations, shall prevail.

ARTICLE 2

POLICY OBJECTIVES

- Reduce environmental footprint through sustainable procurement
- Promote use of energy-efficient, recyclable, and eco-friendly products
- Encourage responsible supplier practices
- Support circular economy principles
- Ensure compliance with national and international sustainability standards

ARTICLE 3

POLICY PRINCIPLES

3.1 Environmental Sustainability

Procurement shall prioritize products and services that reduce environmental impact, including energy-efficient, low-carbon, recyclable, and resource-efficient options, aligned with ISO 14001 and India's NDCs.

3.2 Social Responsibility

Procurement shall promote fair labour practices, inclusiveness, and human rights, aligned with ILO standards, UGC, and AICTE guidelines.

3.3 Economic Sustainability

KITS shall support local and regional suppliers to strengthen economic development and reduce transportation emissions.

3.4 Lifecycle Approach

Procurement decisions shall consider lifecycle costs, including production, usage, maintenance, and disposal.

3.5 Transparency and Accountability

All procurement processes shall be transparent and auditable, aligned with CVC guidelines.

3.6 Compliance with Legal Frameworks

Procurement shall comply with:

- Constitution of India (environmental responsibility)
- Public Procurement Policy (MSE)
- Environmental regulations and standards

3.7 Technological Innovation

Preference shall be given to innovative, sustainable technologies such as renewable energy, smart systems, and efficient infrastructure.

3.8 Continuous Improvement

KITS shall continuously improve procurement practices through audits, monitoring, and stakeholder engagement.

3.9 Integrated Sustainability Dimensions

Procurement decisions shall incorporate environmental, social, economic, and technological considerations, including energy, water, food systems, healthcare solutions, material usage, and circular economy practices, ensuring holistic sustainability integration.

ARTICLE 4

ROLES & RESPONSIBILITIES

Vice-Chancellor: Provides strategic leadership, ensures alignment with national policies, sustainability goals, and Institutional vision, and approves major procurement frameworks.

Registrar: Ensures policy implementation, regulatory compliance (UGC, AICTE, CVC), documentation, and coordination across departments.

Finance Officer: Ensures financial transparency, compliance with General Financial Rules (GFR), lifecycle cost evaluation, and audit readiness.

Procurement Office:

The Procurement Office shall:

- Integrate sustainability criteria into all procurement processes
- Identify and adopt relevant certifications (ISO, eco-labels, Energy Star, etc.)
- Conduct periodic environmental and supplier audits
- Maintain a database of sustainable vendors
- Promote reduction, reuse, and recycling of packaging
- Review contracts to include sustainability clauses
- Conduct lifecycle costing and cost-benefit analysis
- Monitor supplier compliance with environmental and social standards
- Engage with suppliers to improve sustainability practices

Internal Quality Assurance Cell (IQAC):

- Monitor implementation and performance indicators
- Align procurement practices with NAAC, NBA, QS, THE rankings
- Prepare sustainability reports and audits

Departments / Schools / Divisions:

- Ensure adoption of sustainable procurement practices
- Promote use of eco-friendly products
- Provide feedback and innovations
- Ensure staff awareness and compliance

Vendors / Suppliers:

- Comply with environmental, social, and ethical standards
- Adhere to labour laws and sustainability requirements
- Provide certifications and disclosures as required

ARTICLE 5

SUSTAINABLE PROCUREMENT PRACTICES

KITS shall adopt the following sustainable procurement practices:

- Preference for energy-efficient, water-efficient, and low-carbon products

- Procurement of goods with recycled, recyclable, or biodegradable content
- Reduction of packaging waste and promotion of reusable packaging
- Avoidance of hazardous substances and toxic materials
- Preference for products with eco-label certifications (e.g., Energy Star, Green Seal, Ecolabel)
- Promotion of renewable resources and sustainable materials
- Adoption of circular economy principles (reuse, refurbishment, recycling)
- Consideration of lifecycle impacts including manufacturing, usage, and disposal
- Reduction of greenhouse gas emissions across supply chains
- Promotion of digital procurement to reduce paper consumption
- A risk-based approach shall be adopted to identify and manage environmental and social risks in procurement.
- Encouragement of local sourcing to reduce transport emissions

ARTICLE 6

SUPPLIER SELECTION AND MANAGEMENT

KITS shall ensure responsible supplier engagement through:

- Evaluation of suppliers based on environmental, social, and governance (ESG) criteria
- Preference for suppliers with sustainability certifications (ISO 14001, ISO 45001, etc.)
- Compliance with labour laws, human rights, and occupational safety standards
- Verification of supplier adherence to environmental regulations (MoEFCC, CPCB norms)
- Inclusion of sustainability clauses in contracts
- Periodic supplier audits and performance evaluations
- Encouragement of suppliers to reduce emissions, waste, and resource consumption
- Promotion of local and MSME suppliers as per Government of India policies
- Monitoring of supplier lifecycle practices including sourcing, production, and disposal
- Corrective action mechanisms for non-compliant suppliers

ARTICLE 7

MONITORING AND REPORTING

KITS shall establish a robust monitoring framework:

- Preparation of an Annual Sustainable Procurement Report
- Tracking of key indicators such as:
    - Percentage of green procurement
    - Energy-efficient product usage
    - Supplier sustainability compliance
- Periodic internal and external audits
- Benchmarking against:
    - NAAC Criterion 7
    - QS Sustainability Rankings
    - THE Impact Rankings (Times Higher Education Impact Rankings)
    - UI GreenMetric

- Implementation of PDCA (Plan–Do–Check–Act) cycle
- Use of digital dashboards for monitoring procurement performance
- Continuous improvement through feedback and innovation
- Documentation and record retention as per statutory requirements
- All procurement data and records shall be maintained in compliance with Institutional and Statutory data protection requirements

ARTICLE 8

VIOLATIONS AND ENFORCEMENT

Non-compliance with this policy shall attract appropriate actions:

- Rejection of procurement proposals not meeting sustainability criteria
- Vendor disqualification or blacklisting
- Contract termination for repeated violations
- Disciplinary action against staff for non-compliance
- Financial penalties where applicable
- Reporting to regulatory authorities in case of serious violations
- Corrective and preventive action mechanisms

Non-Retaliation Clause:

KITS strictly prohibits any form of retaliation against individuals who report concerns, violations, or non-compliance related to this policy in good faith. Any act of retaliation shall be treated as a serious violation and subject to disciplinary action.

Appeal Mechanism:

Any stakeholder affected by actions taken under this policy may submit an appeal to the Registrar within a specified timeframe. Appeals shall be reviewed by the competent authority, and decisions shall be made in a fair, transparent, and time-bound manner.

ARTICLE 9

TRAINING AND AWARENESS

KITS shall promote awareness through:

- Regular training programmes for staff and procurement teams
- Orientation programmes for students
- Workshops on sustainable procurement practices
- Integration into curriculum and research
- Awareness campaigns aligned with Mission LiFE
- Stakeholder engagement initiatives

References

1. Constitution of India (Articles 48A & 51A(g) – Environmental Protection)
2. National Action Plan on Climate Change (NAPCC), Government of India
3. India’s Nationally Determined Contributions (NDCs), 2022 Update

4. Public Procurement Policy for Micro and Small Enterprises (MSEs), Government of India
5. General Financial Rules (GFR), 2017 – Procurement Guidelines
6. Central Vigilance Commission (CVC) Guidelines on Public Procurement
7. Ministry of Environment, Forest and Climate Change (MoEFCC) Guidelines
8. University Grants Commission (UGC) Green Campus Guidelines
9. AICTE Environmental and Sustainability Guidelines
10. NAAC Manual – Criterion 7: Institutional Values and Best Practices
11. NBA Accreditation Manual – Sustainability and Ethics
12. ABET Criteria – Engineering Solutions and Sustainability
13. ISO 20400:2017 – Sustainable Procurement Guidance
14. ISO 14001:2015 – Environmental Management Systems
15. ISO 50001:2018 – Energy Management Systems
16. United Nations Sustainable Development Goals (SDGs 6, 7, 11, 12, 13)
17. Mission LiFE (Lifestyle for Environment), Government of India
18. UNEP Sustainable Public Procurement Guidelines
19. Global Ecolabelling Network (GEN) Guidelines

Definitions

- Sustainable Procurement: Procurement that considers environmental, social, and economic impacts throughout the lifecycle of goods and services.
- Lifecycle Costing: Evaluation of total cost of ownership including purchase, operation, maintenance, and disposal.
- Green Procurement: Purchasing products and services that have reduced environmental impact.
- Circular Economy: An economic system aimed at eliminating waste and promoting reuse, recycling, and regeneration.
- Environmentally Preferable Products: Products that have less impact on the environment compared to alternatives.
- Supplier Sustainability: The extent to which suppliers adhere to environmental, social, and ethical standards.
- Carbon Footprint: Total greenhouse gas emissions caused directly or indirectly by a product or activity.
- Eco-labelling: Certification indicating environmental performance of a product.
- Energy Efficiency: Using less energy to perform the same function.
- Responsible Sourcing: Procurement that considers ethical, social, and environmental impacts.

ANNEXURE I - Policy Alignment with National & International Frameworks

KITS Policy Action	Framework	Institutional Commitment
Sustainable procurement practices	NAPCC, NDCs	Reduction of environmental impact
Green purchasing	ISO 20400, ISO 14001	Adoption of lifecycle approach

Ethical sourcing	UGC, AICTE	Responsible procurement
Transparent procurement	CVC, GFR	Accountability and governance
Sustainable development	SDGs, Mission LiFE	Climate and sustainability commitment

ANNEXURE II – Procurement Process Flow

1. Identification of requirement
2. Sustainability criteria integration
3. Vendor evaluation (technical + sustainability)
4. Procurement approval
5. Purchase execution
6. Delivery and inspection
7. Performance evaluation
8. Documentation and reporting
9. Continuous improvement

ANNEXURE III – Sustainability Criteria for Products

Products should:

- Be energy and water efficient
- Be recyclable or biodegradable
- Have minimal packaging
- Be free from hazardous chemicals
- Have low carbon footprint
- Use renewable resources
- Be durable and reusable
- Low Volatile Organic Compounds (VOC)
- Free from heavy metals (lead, mercury, cadmium)
- Non-carcinogenic materials
- Persistent Bioaccumulative Toxic (PBT)-free
- Low toxicity materials
- Reduced greenhouse gas emissions
- Refurbishable and reusable products
- Minimal environmental damage during lifecycle

ANNEXURE IV – Supplier Evaluation Criteria

Suppliers shall be evaluated based on:

- Environmental compliance
- Labour practices and human rights
- Safety standards
- Sustainability certifications
- Waste and emission management
- Ethical business practices
- Local sourcing preference
- Compliance with child labour laws

- Fair wages and working conditions
- Occupational health and safety
- Human rights compliance
- Protection of indigenous rights
- Equal opportunity and non-discrimination
- Compliance with international labour standards (ILO)

ACRONYMS AND ABBREVIATIONS

Acronym	Full Form
AICTE	All India Council for Technical Education
ABET	Accreditation Board for Engineering and Technology
BCRC	Bribery and Corruption Review Committee
BEE	Bureau of Energy Efficiency
CPCB	Central Pollution Control Board
CVC	Central Vigilance Commission
CSR	Corporate Social Responsibility
EOC	Equal Opportunity Cell
EPR	Extended Producer Responsibility
EMS	Environmental Management System
ESG	Environmental, Social and Governance
EPP	Environmentally Preferable Procurement
GHG	Greenhouse Gas
GFR	General Financial Rules
GEN	Global Ecolabelling Network
IQAC	Internal Quality Assurance Cell
ISO	International Organization for Standardization
KITS	Karunya Institute of Technology and Sciences
LCA	Life Cycle Assessment
MoE	Ministry of Education
MoEFCC	Ministry of Environment, Forest and Climate Change
MSME	Micro, Small and Medium Enterprises
NAPCC	National Action Plan on Climate Change
NDC	Nationally Determined Contribution
NAAC	National Assessment and Accreditation Council
NBA	National Board of Accreditation
PDCA	Plan–Do–Check–Act
QS	Quacquarelli Symonds
RE	Renewable Energy
SDG	Sustainable Development Goal
SPP	Sustainable Public Procurement
THE	Times Higher Education
UGC	University Grants Commission
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
VOC	Volatile Organic Compounds

UDL	Universal Design for Learning
ICC	Internal Complaints Committee
GRC	Grievance Redressal Committee
EV	Electric Vehicle

Prepared by

Director (QAA)

Karunya Institute of Technology and Sciences

Approved by

Vice-Chancellor

Karunya Institute of Technology and Sciences

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