

TEZPUR UNIVERSITY

TEZPUR UNIVERSITY SUSTAINABLE PROCUREMENT POLICY 2024

(Ratified by the Board of Management *vide* Res. No. B.120/2024/3/3.2 Dated 26.06.2024)

1.0 Introduction

Tezpur University is dedicated to achieve its goals of lawful and fair education and research practices by incorporating various Environmental, Social and Governance (ESG) considerations into its supply chain decision making such as respect for human rights, educational & research ethics, and environmental friendliness of services.

2.0 Objectives

Encourage Stakeholders to ensure that they operate their facilities in compliance with all applicable environmental laws, regulations, obligations, safeguards, and controls to prevent health and safety risks and with an endeavour to go beyond the compliances.

Encourage Stakeholders to ensure eco-friendly procurement activities with minimum and environmentally compatible/ recyclable packaging.

Encourage Stakeholders to conduct activities with high ethical and moral standards and respect Human Rights considerations of other stakeholders, including the employees.

3.0 Principles

Tezpur University believes in Transparency, Competition, Fairness and Elimination of Arbitrariness.

Tezpur University believes and committed to work with Stakeholders to inculcate Sustainable Procurement policy that focuses on - reduced use of toxic substances, conservation of natural resources, minimization of waste generation & release of pollutants/emissions, maximizing reusability and recyclability across value chain, prohibiting the use of child labour, complying with applicable wage and hour laws, ensuring safe and healthy working environment for employees/workers, ensuring safe, clean, secure accommodation to employees & casual workers, ensuring no discrimination on the basis of race, colour, gender, age, nationality, religion, sexual orientation, marital status, citizenship, disability, medical condition and community welfare.

Use of recycled/reused/recovered materials for procurement of Goods and Services and for construction will be promoted while strictly adhering to GFR 2017 norms of GoI and without compromising the relevant quality parameters.

4.0 Purpose and Scope

This policy (Procurement Policy) sets out the principles/procedures on the basis of which the procurement under the University will be made.

The Procurement Policy governs the procurement of goods, materials, stationary, services etc. required under the University.

5.0 Procurement/Process

The University shall endeavour to procure the goods/ materials/ stationary/ Services from the suppliers/vendors/consultant in line with guidelines/ rules/ regulations, prescribed by the Government of India, General Financial Rule 2017 as applicable for the time being in force.

The University shall endeavour to procure from suppliers/ vendors/ consultant promoting/ using eco-friendly manufacturing and environmentally compatible/ recyclable packaging.

- The University shall endeavour to procure goods / materials/ stationary/ Services from platform/market/mode, if any recommended by the Government of India.

At present, as per the guidelines of the Government of India, Tezpur University is procuring Goods & Services through Government e-Marketplace (GeM) to enhance efficiency, transparency, inclusiveness in public procurement. GeM is one-stop online procurement portal for all Government Buyers including Central/State ministries, Departments, Autonomous Bodies & PSUs.

It provides the tools of e-Bidding, Reverse Auction and Direct Procurement to facilitate users achieve the best value for their money. It also promotes procurement through MSME, SC / ST and Women Entrepreneurs.

- The All end-users and departments shall adhere to this policy to the best possible extent and make conscious efforts towards procuring green products and services considering their life-cycle cost and the potential impacts on people and the planet.

6.0 Amendment and Interpretation

Vice-Chancellor, Tezpur University will be the Competent Authority to interpret the policy or any provision thereof.

This Policy can be changed, modified or abrogated at any time by the Vice-Chancellor of the University.

7.0 Communication

The University's Sustainable Procurement Policy will be available for the employees on the ERP/ intranet of the University website.

8.0 Conflict of Interest

All those who are involved in the procurement process in the Tezpur University should ensure that they do not have a conflict of interest with regard to the procurement concerned. Providers of goods and services are required to remain professional, objective, and impartial.

9.0 Complaints

Complaints, if any may be furnished at any time to the HODs of respective Departments about any part of the procurement process and in case of conflict of interest, it may be filed with the Vice-Chancellor related to any issue covered under this policy. To promote an open, fair and transparent procurement process, complaints should be satisfactorily resolved by the Recipient in a timely manner.

10. Procurement Monitoring and Evaluation

The monitoring and evaluation of procurements may be made in the manner, mode, periodicity as may be decided by the Competent Authority, if he desires the same.

The terms and conditions stipulated in this policy is subject to the provisions of GFRs 2017 and related CVC guidelines along with Govt. of India guidelines/directives as notified from time to time.
