

Sustainable Procurement Policy

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1. INTRODUCTION:

B.S. Abdur Rahman Crescent Institute of Science and Technology (BSACIST) is deeply committed to environmental, social, and ethical responsibility in all its operations. This revised Sustainable Procurement Policy (SPP) reinforces BSACIST's dedication to integrating sustainability into its procurement processes. This commitment aligns with our vision of maintaining a dynamic equilibrium with our social, ecological, and economic environment and supports our mission to provide knowledge-based technological services while upholding the highest ethical, ecological, and economic standards.

2. PURPOSE:

This policy aims to ensure that the procurement of goods, services, and utilities at BSACIST minimizes environmental damage, promotes social responsibility, and upholds ethical standards. It applies to all stakeholders, including employees, students, and suppliers, ensuring a unified approach to sustainable practices.

3. OBJECTIVES:

- **Compliance:** Strictly adhere to all applicable local, national, and international laws and regulations related to environmental protection, social responsibility, and ethical conduct at BSACIST.
- **Sustainability Criteria:** Fully integrate sustainability criteria into the evaluation of all procurement offers, ensuring that environmental and social factors are key considerations at BSACIST.
- **Measurement and Monitoring:** Systematically measure sustainable practices at BSACIST using recognized standards and continuously monitor the procurement process for ongoing improvement.
- **Improvement:** Proactively identify areas for improvement in sustainable procurement practices at BSACIST and implement effective corrective actions to enhance performance.
- **Transparency:** Maintain full transparency in all procurement activities at BSACIST and actively communicate the institute's commitment to sustainability to all stakeholders, fostering a culture of responsibility.

4. CORE PRINCIPLES:

The SPP is founded on three fundamental pillars at BSACIST:

- **Ethical Correctness:** Upholding the highest standards of honesty, integrity, transparency, and moral conduct in all procurement activities.
- **Social Relevance:** Recognizing and addressing the societal impact of procurement decisions by BSACIST, striving to contribute positively to the community and promote social equity.
- **Environmental Consciousness:** Prioritizing the protection of the environment by minimizing the adverse impacts of procurement activities and promoting sustainable resource management.

5. ETHICAL PROCUREMENT PRACTICES:

- **Integrity:** All stakeholders at BSACIST are expected to demonstrate unwavering integrity in all transactions, including a strict ban on child labor and discrimination.
- **Confidentiality:** Uphold confidentiality agreements while ensuring transparency in communicating relevant information necessary to execute contracts effectively.
- **Anti-Bribery:** Eliminate any possibility of corruption, bribery, and the acceptance of gifts in business practices at BSACIST, ensuring fairness and impartiality.
- **Regulatory Compliance:** Strictly adhere to all applicable rules and regulations, including the mandatory use of government e-marketplaces (e.g., GeM portal) as required by law.

6. SOCIALLY RESPONSIBLE PROCUREMENT:

- **Serving the Society:** Actively seek opportunities to serve society through a diverse workforce, inclusive design and development practices, and the promotion of cultural diversity at BSACIST.
- **Developing Local Communities:** Prioritize locally made products and services without compromising quality and rigor, adhering to guidelines that favor suppliers with significant local content in their offerings.

7. ENVIRONMENTALLY CONSCIOUS PROCUREMENT:

- **Waste Reduction:** Implement comprehensive strategies to reduce waste at BSACIST, actively practicing the three R's: Reduce, Recycle, and Reuse. Explore buyback contracts to facilitate the return of old products and minimize waste generation.
- **Efficient Systems and Processes:** Engage in and design efficient systems at BSACIST that provide long-term benefits and reduce total lifecycle costs. Give significant weightage to efficient designs in the procurement process.

- **Renewable Energy:** Prefer products built using renewable energy sources or that actively promote renewable energy adoption at BSACIST. Design procurement processes to effectively achieve this goal.

8. SUSTAINABLE PROCUREMENT ACTIONS/PRACTICES:

- Establish standing offers and supply arrangements that prioritize sustainability and environmental performance at BSACIST.
- Transition to suppliers who transparently disclose chemical ingredients and commit to using safer alternatives.
- Prioritize sourcing from producers using natural and non-hazardous materials, reducing the risk of environmental contamination.
- Require suppliers to disclose their greenhouse gas (GHG) emissions and actively work to reduce their carbon footprint.
- Focus on procuring products made from recycled materials, such as recycled paper, remanufactured ink cartridges, and refurbished furniture, to support circular economy principles at BSACIST.
- Implement comprehensive green procurement practices to prevent resource depletion and mitigate environmental impacts across all stages of the product lifecycle.
- Commission construction projects using renewable and sustainable materials, promoting energy efficiency and reducing environmental impact at BSACIST.
- Procure organic and locally sourced food ingredients for the university canteen, supporting sustainable agriculture and reducing transportation emissions.
- Favor businesses that are locally owned or belong to ethnic minority groups, promoting economic inclusion and community development at BSACIST.
- Require design and construction services to disclose and actively work to reduce embodied carbon in projects, minimizing the environmental impact of construction activities at BSACIST.

- Mandate that bidders address at least two of the following environmental considerations: GHG reduction, hazardous chemical usage reduction, plastic waste reduction, or overall waste reduction, ensuring a comprehensive approach to sustainability at BSACIST.
- Set ambitious GHG emissions reduction targets and publicly disclose the verified GHG emission inventory from the previous year, demonstrating accountability and commitment to climate action.

9. SPECIFIC CONSIDERATIONS:

- **Furniture:** Ensure that all furniture at BSACIST is free from hazardous air pollutants, uses non-toxic surface coatings, incorporates recycled materials, and is sourced from sustainably managed forests. Obtain supplier certifications verifying the absence of CFCs and PBDEs.
- **Office Supplies:** Consider the environmental impact across all lifecycle stages—extraction, transportation, recycling, and disposal. Emphasize products with minimal and recyclable, biodegradable, or renewable packaging at BSACIST.
- **Vehicles:** Promote the use of sustainable vehicles, including hybrid electric, battery-powered, hydrogen, and fuel cell vehicles at BSACIST. Evaluate and include fuel consumption and GHG emissions data in financial assessments.
- **Supplier Evaluation:** Conduct periodic evaluations and surveys to assess the environmental practices of suppliers, giving preference to ISO-certified vendors and those with strong sustainability credentials at BSACIST.
- **Wireless Services:** Implement measures to minimize paper waste at BSACIST by adopting e-ordering, digitized service reporting, and online user guides.

10. IMPLEMENTATION AND MONITORING:

- The [Designated Department/Committee] at BSACIST will be responsible for implementing and monitoring this policy, ensuring its effective execution.
- Regular audits will be conducted to assess compliance with the SPP at BSACIST, identifying areas for improvement and ensuring accountability.
- The policy will be reviewed and updated periodically to ensure its effectiveness, relevance, and alignment with best practices in sustainable procurement.

11. DISSEMINATION AND TRAINING:

This policy will be made publicly available on BSACIST's website, ensuring transparency and accessibility for all stakeholders.

Comprehensive training programs will be conducted to educate stakeholders about sustainable procurement practices, fostering a culture of sustainability across BSACIST.

12. EXPECTED OUTCOMES:

BSACIST's commitment to sustainable procurement is anticipated to significantly mitigate greenhouse gas emissions, enhance resource efficiency, and foster recycling initiatives. This policy contributes to the broader goal of transitioning to a green economy, underscoring our dedication to environmental stewardship and social responsibility.

13. POLICY REVIEW:

BSACIST reserves the right to review the SPP as and when it deems fit. The latest copy of the policy will be made available to all stakeholders.



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