

Sustainable Procurement Policy



Harcourt Butler Technical University

Kanpur



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

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Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : vc@hbtu.ac.in

100+ YEARS
1921 - 2021



1. Introduction

Harcourt Butler Technical University (HBTU) is committed to promoting sustainable development and minimizing the environmental, social, and economic impacts associated with its procurement activities. This sustainable procurement policy aims to guide all procurement and purchasing processes within the University, fostering responsible consumption, reducing waste, and supporting ethical suppliers/vendors.

2. Objectives

The SPP is aimed at the following:

- **Environmental Responsibility:** Prioritize environmentally friendly products and services thereby, reducing the carbon footprint and overall environmental and ecological impact of procurement activities.
- **Social Welfare:** Promote fair labour practices, human rights, and inclusivity in procurement decisions. Also, depriving suppliers engaged in unethical practices.
- **Economic Growth:** Support local businesses, particularly those with sustainable practices, and encourage economic development in the region.
- **Resource Efficiency:** Optimize resource utilization and minimize waste generation.
- **Quality Assurance:** Ensure that all procured goods and services meet the highest standards of quality, reliability, and compliance with the University requirements.

3. Policy Guidelines

- **Product and Supplier Evaluation:** HBTU shall evaluate products and suppliers based on their sustainability practices, including environmental certifications, fair labour standards, social responsibility and adherence to relevant laws and regulations.
- **Preference for Sustainable Products:** Preference shall be given to products that are energy-efficient, eco-friendly, and have a minimum adverse impact on natural resources. Also, recycled and biodegradable materials shall be favoured whenever feasible.
- **Local Sourcing:** The University shall give priority to the local suppliers to support the regional economy, reduce transportation-related emissions and thus, strengthening the community ties.
- **Long-Term Value:** Procurement decisions shall consider the entire lifecycle cost of products and services rather than just the initial purchase price. This shall include maintenance, energy consumption and disposal costs.
- **Supplier Code of Conduct:** Suppliers shall be encouraged to adhere to a code of conduct that aligns with the University's sustainability goals thereby, ensuring fair labour practices, environmental responsibility, and ethical business conduct.



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- **Waste Reduction:** The University shall strive to reduce waste generation by avoiding unnecessary packaging, promoting recycling, and encouraging suppliers to adopt minimal packaging practices.
- **Technology and Innovation:** HBTU shall explore innovative and sustainable technologies and solutions to improve procurement practices continually.

4. HBTU Purchase Section

Every School/Department/Section of the University puts up the purchase requisition after due approval from the departmental purchase committee. The articles having a cost of more than 05 Lakh requires approval by the central purchase committee of the University. Every purchase process is conducted through the GEM portal or other different modes as per the guidelines of the Govt. of Uttar Pradesh. The firm awarded the work order supplies the articles to the central store of the University against the respective purchase order issued by the purchase section. The central store of the University issues the procured article to the respective department of the University following the necessary procedures. Besides this, the bill invoice raised by the respective firm is submitted to the purchase section after due stock entry in the department and the central store. The central purchase section processes the bill after following all the necessary procedures and produces it to the finance section of the University for Release of payment.

List of commonly purchased sustainable items

Indicative list of commonly purchased items	Sustainable measures ensured/adopted
Equipments	Minimum emission and minimum electricity consumption
Glasswares	Reuse
Chemicals/ Reagents	Used in dilute form and safely disposal
Furnitures	Reuse
Computers (Desktops/Laptops)	Minimum emission, Energy efficient and eco-friendly items
Printers	Energy efficient printers, Recycle empty toner and ink cartridges
Air Conditioners	Star rating , Inverter AC and energy efficient AC
Papers	Minimum use ,recycle
Journals/Books	e-journals, e-books
Electrical Appliances	Solar light ,LED,CFL and Natural light
Vehicles	CNG and electrical vehicles
Dust Bins	Separate bins for biodegradable and non-biodegradable waste
Sports Items	Recycle, Bioplastic items



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Water coolers and water purifiers	Low carbon emission, plastic waste and water conservation
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5. Implementation and Reporting

- **Responsibility:** The entire chain Departments → Respective DPC → CSP section shall be responsible for implementing this sustainable procurement policy and ensuring compliance across all University Departments/Sections.
- **Awareness and Training:** Training programs and awareness initiatives shall be conducted to educate the staff and stakeholders about the sustainable procurement practices.
- **Monitoring and Reporting:** Regular progress reports shall be prepared to track the implementation of the policy's objectives and identify areas for improvement.
- **Continuous Improvement:** The Sustainable Procurement Policy shall be subject to periodic review and updates to incorporate new sustainable practices and adapt to changing circumstances.

6. Collaboration and Engagement

HBTU shall collaborate with other educational institutions, government bodies, and sustainability organizations to exchange and/or adopt best practices and collectively contribute to the broader goal of sustainability.

7. Summary

By adopting this Sustainable Procurement Policy, HBTU reaffirms its commitment to sustainability, responsible consumption, and ethical business practices. Through conscious and well-informed procurement decisions, the University aims to create a positive impact on the environment, society, and economy while setting an example for the academic community and society at large.