



# SUSTAINABLE PURCHASE AND PROCUREMENT POLICY

Vels Institute of Science, Technology and Advanced Studies (VISTAS),  
Chennai-600117.

## 1. PREAMBLE

VISTAS recognizes that procurement decisions significantly impact the environment, society, and economy. Sustainable procurement integrates environmental, social, and economic considerations into purchasing decisions while ensuring value for money across the lifecycle of goods and services.

### **This policy aligns with:**

- United Nations Sustainable Development Goals (SDGs)
- Government of India sustainability initiatives
- Institutional commitment to green campus and responsible governance

## 2. OBJECTIVES

Sustainable procurement and purchasing policy is aligned with VISTAS vision and mission, strategic priorities, and principles of sustainability

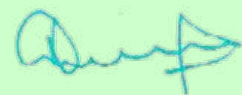
### *The policy aims to:*

1. To Promote environmentally responsible purchasing practices
2. To Minimize the carbon footprint and resource consumption
3. To Encourage ethical sourcing and fair labor practices
4. To Support local and MSME vendors (“Make in India”)
5. To Integrate life-cycle costing in procurement decisions
6. To Reduce waste through reuse, recycling, and circular economy practices

## 3. SCOPE

This policy applies to procurement activities undertaken by VISTAS and the scope of the policy extends to-

- All departments, schools, and administrative units of VISTAS
- Procurement of goods, services, infrastructure, and consultancy services
- All vendors, contractors, and service providers



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## 4. GUIDING PRINCIPLES

The procurement and purchasing activities at VISTAS are governed by the following guiding principles-

### *4.1 Environmental Sustainability*

The VISTAS will

- Prefer products with **eco-label certifications** (e.g., Energy Star, FSC, ISO standards)
- Promote **energy-efficient and water-efficient equipment**
- Reduce single-use plastics and non-biodegradable materials
- Encourage procurement of **recycled and renewable materials**
- Adopt “Reduce–Reuse–Recycle” hierarchy

### *4.2 Economic Sustainability*

The VISTAS will

- Ensure **value for money using life-cycle costing (LCC)**
- Support **local suppliers and MSMEs**
- Promote long-lasting, durable, and repairable products
- Optimize total cost including operation, maintenance, and disposal

### *4.3 Social Responsibility*

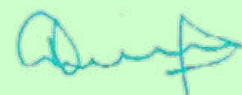
The VISTAS will

- Source materials from vendors complying with:
  - ✓ Fair labor practices
  - ✓ No child or forced labor
  - ✓ Health and safety standards
- Encourage supplier diversity and inclusivity
- Promote community welfare and ethical sourcing

### *4.4 Transparency & Ethics*

The VISTAS will

- Ensure transparent, fair, and accountable procurement processes
- Prevent corruption, conflicts of interest, and unethical practices
- Maintain audit-ready procurement documentation



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## 5. SUSTAINABLE PROCUREMENT STRATEGIES

The VISTAS will follow the given procurement strategies while doing purchase of materials-

### *5.1 Green Product Procurement*

- Prioritize:
  - Energy-efficient appliances (LED, star-rated equipment)
  - Low-emission and non-toxic materials
  - Eco-friendly office supplies (recycled paper, refillable products)
- Avoid hazardous substances wherever alternatives exist

### *5.2 Sustainable Supplier Selection*

Suppliers shall be evaluated based on:

- Environmental certifications
- Carbon footprint and waste management practices
- Compliance with environmental laws
- Sustainability reporting or ESG practices

### *5.3 Lifecycle Approach*

Procurement decisions must consider:

- Raw material sourcing
- Manufacturing impact
- Transportation emissions
- Usage efficiency
- End-of-life disposal

### *5.4 Waste Reduction & Circular Economy*

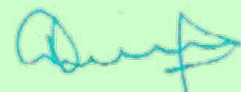
- Promote:
  - Reusable and modular products
  - Buy-back and recycling agreements with vendors
- Implement campus-wide waste segregation

### *5.5 Sustainable Construction Procurement*

- Use green building materials
- Ensure energy-efficient building design
  - Integrate rainwater harvesting and renewable energy systems

### *5.6 Digital & Paperless Procurement*

- Minimize paper usage through digital documentation



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## 6. INSTITUTIONAL RESPONSIBILITIES

### *6.1 Procurement Department*

- Implement sustainable procurement guidelines
- Maintain supplier sustainability database

### *6.2 Departments / End Users*

- Justify necessity of purchase (avoid over-procurement)
- Prefer sustainable alternatives
- Ensure proper usage and maintenance

### *6.3 Sustainability / Green Campus Committee*

- Monitor implementation
- Conduct sustainability audits
- Promote awareness and training

## 7. VENDOR CODE OF CONDUCT

All vendors must:

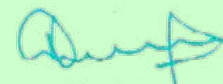
- Comply with environmental regulations
- Minimize waste and emissions
- Ensure ethical labor practices
- Provide sustainability disclosures when required

## 8. COMPLIANCE AND REVIEW

- Policy shall comply with:
  - Government of India procurement norms
  - Environmental laws and regulations
- Review cycle: **Every 3 years** or as required

## 9. CONCLUSION

Through this policy, VISTAS commits to responsible procurement that balances **economic efficiency, environmental protection, and social equity**, contributing to a sustainable campus and society.



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