



# Central University of Himachal Pradesh हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

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## SUSTAINABLE PROCUREMENT POLICY

### 1. Preamble

The Central University of Himachal Pradesh (CUHP) is committed to promoting environmental sustainability, social responsibility, and economic efficiency in all its operations. Procurement activities represent a significant opportunity to influence sustainability outcomes. This policy establishes a framework to integrate sustainability principles into purchasing decisions in alignment with national priorities and global frameworks such as the **United Nations Sustainable Development Goals (SDGs)**.

### 2. Objectives

The key objectives of this policy are to:

- Promote environmentally responsible procurement practices
- Encourage energy-efficient, low-carbon, and resource-efficient products and services
- Support suppliers adhering to ethical labor and environmental standards
- Reduce waste generation and promote circular economy practices
- Ensure value for money over the life cycle of goods and services
- Align procurement practices with SDGs, NAAC, and NIRF frameworks

### 3. Scope

This policy applies to:

- All schools, departments, centers, and administrative units of the Central University of Himachal Pradesh (CUHP)
- Procurement of goods, services, and works funded through University or external sources
- All staff involved in procurement and vendor selection

### 4. Guiding Principles

Procurement at Central University of Himachal Pradesh (CUHP) shall be guided by:

#### **4.1 Environmental Sustainability**

- Procurement should give preference for eco-friendly, recyclable, biodegradable, and energy-efficient products
- Procurement should adopt green certifications such as Energy Star, Ecomark, FSC, etc.
- Procurement should discourage single-use plastics and hazardous materials

#### **4.2 Social Responsibility**

- Preference should be given to vendors complying with labor laws, fair wages, and safe working conditions
- Procurement should encourage the local, artisans, MSME, women-led, Alumni, and socially responsible enterprises

#### **4.3 Economic Efficiency**

- Procurement should follow Life-cycle costing approach instead of lowest upfront cost.
- Procurement should consider the maintenance, energy consumption, and disposal costs.

#### **4.4 Transparency and Accountability**

- Procurement should be Fair, transparent, and competitive procurement processes including GEM
- Procurement should follow Proper documentation and audit compliance as per norms

### **5. Sustainable Procurement Criteria**

#### **5.1 Environmental Criteria**

Procurement decisions shall consider:

- Energy efficiency (e.g., BEE star-rated appliances)
- Water efficiency
- Recyclability and minimal packaging
- Carbon footprint of products/services
- Use of renewable or recycled materials

#### **5.2 Social Criteria**

- Compliance with Indian labor laws
- No child labor or forced labor
- Gender equity and inclusion
- Occupational health and safety standards

#### **5.3 Economic Criteria**

- Total Cost of Ownership (TCO)
- Durability and product lifespan

- Availability of after-sales service and spare parts

## **6. Sustainable Procurement Practices**

### **6.1 Green Purchasing**

- Procurement of eco-labelled and certified products
- Preference for digital documentation over paper

### **6.2 Energy and Resource Efficiency**

- Purchase of energy-efficient equipment (LED lighting, efficient HVAC systems)
- Promotion of water-saving devices

### **6.3 Waste Reduction**

- Bulk purchasing to reduce packaging waste
- Preference for reusable and refillable products
- Vendor take-back schemes for e-waste and packaging

### **6.4 Local Procurement**

- Encouragement of local suppliers to reduce transportation emissions and support the regional economy

## **7. Supplier Engagement and Evaluation**

- Inclusion of sustainability criteria in tender documents
- Supplier self-declaration on environmental and social compliance
- Evaluation based on sustainability performance alongside cost and quality
- Periodic vendor performance review

## **8. Institutional Mechanism**

### **8.1 Sustainable Procurement Committee**

- A committee shall be constituted to oversee implementation
- Responsibilities include policy monitoring, vendor evaluation, and reporting

### **8.2 Roles and Responsibilities**

- **Procurement Office:** Ensure compliance with policy
- **Departments:** Identify sustainable alternatives
- **Finance Division:** Integrate life-cycle costing
- **Suppliers:** Adhere to sustainability standards

## **9. Capacity Building and Awareness**

- Training programs for staff on sustainable procurement
- Workshops and awareness campaigns
- Dissemination of best practices and guidelines

## **10. Monitoring and Reporting**

- Annual sustainability audit of procurement activities
- Development of key performance indicators (KPIs), such as:
  - % of green purchases
  - Reduction in energy consumption
  - Waste reduction metrics

## **11. Compliance and Review**

- Compliance with Government of India procurement rules (e.g., GFR, GeM guidelines)
- Periodic review of policy every 3 years or as required
- Amendments based on evolving sustainability standards

## **12. Conclusion**

Through this Sustainable Procurement Policy, the Central University of Himachal Pradesh (CUHP) commits to responsible purchasing that minimizes environmental impact, promotes social equity, and ensures economic efficiency. The University aims to serve as a model institution in sustainable practices within higher education.