



# Sustainable Procurement and Purchasing Policy

## 1. Introduction and Objective

The Sustainable Procurement and Purchasing Policy of Malaviya National Institute of Technology (MNIT) Jaipur is designed to establish a transparent, accountable, and sustainable procurement framework aligned with the institute's mission of promoting education, research, and community development. In accordance with the **General Financial Rules (GFR) 2017** issued by the Government of India, this policy ensures the efficient use of institutional, government, or sponsored funds, while maintaining a focus on eco-friendly and socially responsible purchasing practices. The objective is to ensure that procurement activities at MNIT Jaipur not only support institutional goals but also contribute to broader national objectives such as sustainability, inclusivity, and transparency.

## 2. Scope

This policy applies to all procurement activities undertaken by MNIT Jaipur, including the acquisition of goods, services, and works. The scope of the policy extends to all departments, centers, and administrative units of the institute, whether utilizing institutional, government, or sponsored funds. The policy ensures that procurement activities adhere to the **General Financial Rules (GFR) 2017** and other relevant government regulations, fostering the principles of sustainable development, ethical sourcing, and efficient resource management.

## 3. Guiding Principles

The procurement and purchasing activities at MNIT Jaipur are governed by the following guiding principles:

- **Transparency:** All procurement processes will be carried out in a fair and transparent manner, with clear documentation at every stage. Open and competitive bidding will be encouraged to ensure accountability and fairness.
- **Value for Money:** Procurement will be guided by achieving the best combination of quality, cost, and delivery. MNIT will focus on obtaining maximum value from the resources it spends while ensuring long-term sustainability.
- **Sustainability:** The institute is committed to promoting eco-friendly and socially responsible procurement practices. This involves prioritizing products and services that minimize environmental impact, promote energy efficiency, and use recyclable or biodegradable materials.
- **Compliance with GFR 2017:** All procurement activities will strictly adhere to the **General Financial Rules (GFR) 2017**, along with other applicable government guidelines and regulatory frameworks.

## 4. Procurement Methods

Procurement at MNIT Jaipur will be conducted based on the value of the goods or services being procured, in compliance with **GFR 2017**. The following procurement methods are defined:

#### **4.1 Government e-Marketplace (GeM)**

- MNIT will use the Government e-Marketplace (GeM) for the procurement of standard goods and services, as mandated by **GFR 2017**. The use of GeM ensures that procurement processes are streamlined, transparent, and compliant with government norms.
- All procurements via GeM will be digitally documented, and the platform's in-built features for price comparisons, vendor ratings and contract management will be utilized.
- Procurement of different items from GeM portal is being done by following methods:-
- Upto Rs. 25,000 through any seller meeting the required specifications
- Above Rs. 25,000 to 5,00,000 through Seller having lowest price amongst the available sellers of at least three different manufacturers meeting the required specifications.
- Above Rs. 5,00,000 using online bidding tool available on GeM portal.

#### **4.2 Direct Purchase**

- For procurements of up to INR 25,000, direct purchase without quotation is permissible.
- As per GFR 2017, efforts must be made to compare prices from multiple sources to ensure reasonable pricing and value for money. The procurement should be supported by a bill and voucher, which must be certified by the competent authority.

#### **4.3 Local Purchase Committee**

- For procurements between INR 25,001 and INR 2,50,000 purchase committee may be used. Quotations must be invited from at least three vendors.
- As per GFR 2017, the selection process will consider predefined criteria that include cost, quality, delivery, and compliance with sustainability standards. A comparative statement of quotations must be prepared to ensure transparency in vendor selection.

#### **4.4 Limited Tender Enquiry**

- For procurements exceeding INR 2,50,000 and upto INR 25,00,000, a limited tender process must be followed.
- The tender must be publicly advertised on the institute's website and other relevant public platforms, in line with **GFR 2017** guidelines.

#### **4.5 Open Tender Enquiry**

- For procurements exceeding INR 25,00,000, an open tender process must be followed.
- The tender must be publicly advertised on the institute's website and other relevant public platforms, in line with **GFR 2017** guidelines. The tendering process must encourage competitive bidding to ensure the institute obtains the best value for money. Evaluation criteria should also consider sustainability aspects such as environmental impact and energy efficiency.

## **5. Sustainable Procurement**

MNIT Jaipur is committed to embedding sustainability in its procurement practices, in alignment with national priorities and global sustainability goals.

### **5.1 Eco-Friendly Goods and Services**

- MNIT will prioritize the procurement of goods and services with minimal environmental impact. This includes products that are energy-efficient, carry environmental certifications, and use recyclable or biodegradable materials.
- Special consideration will be given to vendors that comply with sustainability standards and certifications, such as ISO 14001 (Environmental Management Systems).

### **5.2 Local and Inclusive Sourcing**

- The institute will encourage the procurement of goods and services from local suppliers, small and medium enterprises (SMEs), and other socially responsible organizations. This approach promotes inclusive economic growth and reduces the environmental impact of transportation.
- MNIT Jaipur will also actively avoid the procurement of single-use plastics and non-renewable resources in accordance with national policies on plastic waste management.

## **6. E-Procurement and Digital Platforms**

To enhance transparency, efficiency, and accountability, MNIT Jaipur will fully leverage digital procurement platforms in accordance with **GFR 2017**.

### **6.1 E-Tendering**

- MNIT Jaipur will implement an e-tendering system for all open tenders to enhance transparency and reduce the time and cost associated with traditional paper-based tenders.
- Digital records of all procurement transactions will be maintained, ensuring accountability and ease of audit.

## **7. Contract Management**

Effective contract management is critical for ensuring that procurement activities are executed smoothly and in accordance with the terms agreed upon with vendors.

### **7.1 Detailed Documentation**

- All procurement contracts will be comprehensively documented, including terms of delivery, payment schedules, penalties for non-compliance, and sustainability requirements.

- MNIT will ensure that contracts clearly outline the responsibilities of all parties involved and that any changes or amendments to the contract are properly recorded.

## **7.2 Contract Monitoring and Dispute Resolution**

- A dedicated committee will oversee the execution of contracts, ensuring that vendors adhere to the agreed-upon terms and timelines.
- In the event of any disputes, a clear mechanism for dispute resolution will be in place to resolve issues promptly and transparently.

## **8. Budget and Approval Process**

MNIT Jaipur will adhere to budgetary provisions and ensure that all procurement activities are aligned with the institute's financial framework. In line with **GFR 2017**, proper approvals will be obtained at all stages of the procurement process.

- Procurement requests must be supported by relevant budget allocations.
- Financial powers will be appropriately delegated to ensure timely decision-making while maintaining accountability. This delegation will follow the norms prescribed by **GFR 2017**.

## **9. Ethical Standards**

MNIT Jaipur holds its procurement personnel to the highest ethical standards. As per **GFR 2017**, all personnel involved in procurement activities must avoid conflicts of interest and conduct procurement in an ethical and professional manner.

### **9.1 Conflict of Interest**

- Any conflicts of interest must be declared by procurement officials, and these individuals must recuse themselves from the procurement process if necessary.
- Vendors offering gifts, favors, or benefits to procurement personnel are prohibited, and any such incidents must be reported and addressed promptly.

### **9.2 Unethical Practices**

- MNIT is committed to prohibiting any unethical practices in procurement. Any instances of bribery, collusion, or manipulation will be investigated, and appropriate action will be taken against those involved.

## **10. Monitoring and Audit**

To ensure compliance with this policy and with **GFR 2017**, MNIT Jaipur will conduct regular internal and external audits of procurement activities.

### **10.1 Regular Audits**

- Internal audits will be conducted to verify that procurement practices are in line with institutional policies and government regulations.

- External audits will be performed periodically to ensure the institute's procurement activities meet legal and ethical standards.

## **10.2 Annual Procurement Reports**

- MNIT will submit annual procurement reports to the competent authority, detailing procurement activities, expenditures, and compliance with sustainability and ethical standards.

## **11. Policy Review**

The Sustainable Procurement and Purchasing Policy will be periodically reviewed and updated to reflect advancements in procurement practices and changes in government regulations