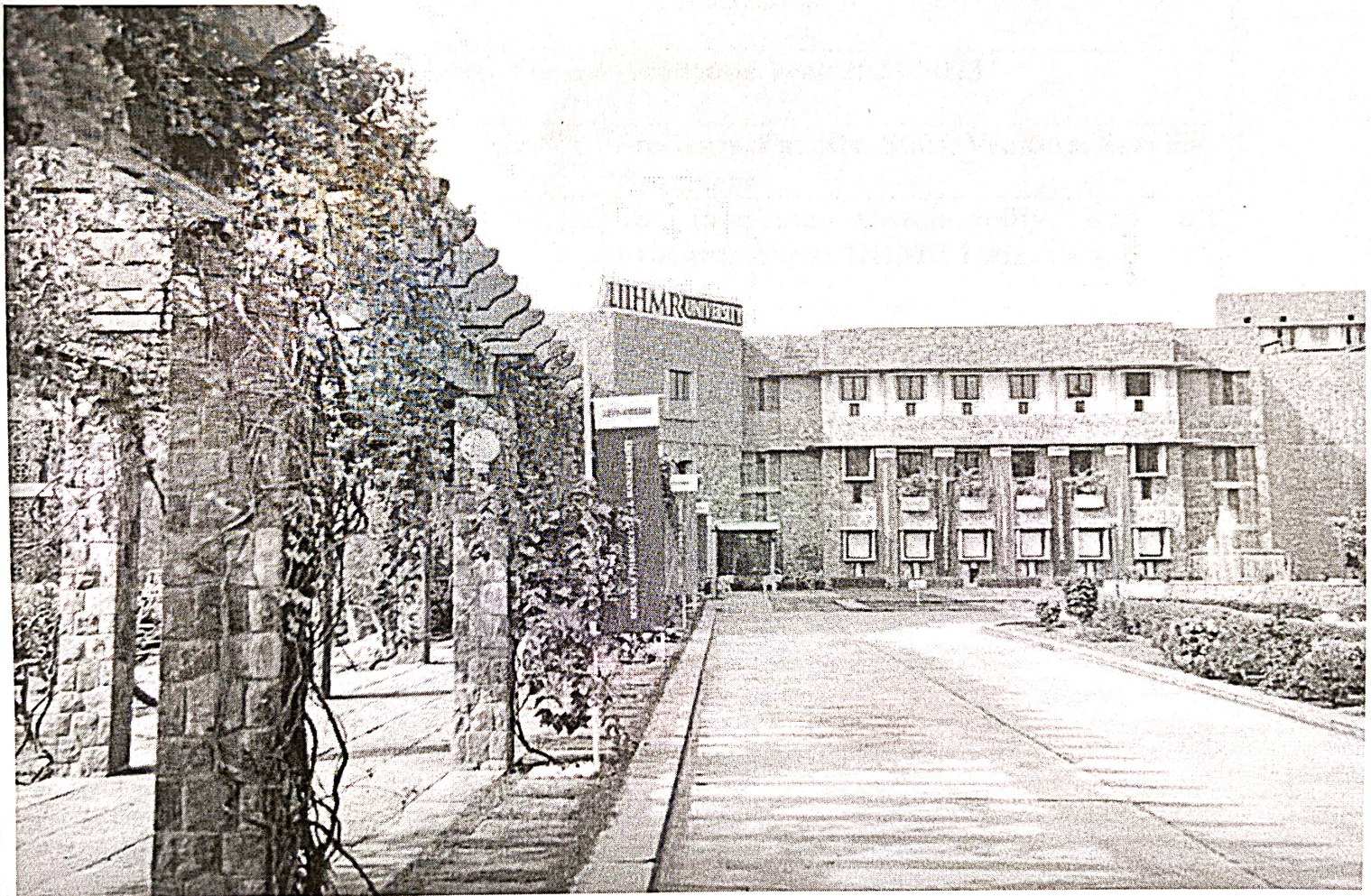




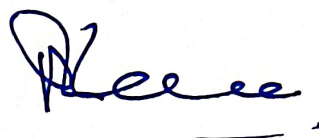
Policy on Sustainable Procurement



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SUSTAINABLE PROCUREMENT POLICY

S.No.	DETAILS	
1	Policy Effective From	Academic Year 2022-2023
2	Policy Applicable For	Students, Faculty, Staff, Vendors, Service Providers
3	Purpose of Policy	To integrate sustainability into all procurement at IIHMR University

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PREAMBLE

IIHMR University, Jaipur, established under the IIHMR University Act, 2014 (Rajasthan Act No. 6 of 2014), recognises that its purchasing decisions affect the environment, labour conditions in supply chains and the efficient use of resources. As a university focused on health management and development, it procures a wide range of goods, works and services and therefore has a responsibility to integrate sustainability into its procurement practices.

This Sustainable Procurement Policy sets out how the University will include environmental, social and ethical considerations in purchasing, alongside quality, cost and reliability, in line with Government of India guidance on green public procurement and international good practice such as ISO 20400.

1. PURPOSE AND SCOPE

The policy aims to ensure that procurement at IIHMR University:

- Minimises negative environmental impacts and supports more sustainable options.
- Promotes fair, ethical and safe working conditions in supply chains.
- Achieves value for money by considering life-cycle costs, not only initial price.

It applies to all schools, departments, centres and administrative units and covers procurement of goods, services and works from any funding source.

2. GUIDING PRINCIPLES

Wherever feasible and appropriate, procurement will be guided by the following principles.

Environmental responsibility

- Prefer energy-efficient and water-efficient products and services.
- Prefer products with recycled content, recyclable or biodegradable materials and reduced packaging.
- Avoid, where possible, products containing hazardous or toxic substances and seek lower-impact alternatives.

Social responsibility and ethics

- Expect suppliers to comply with labour laws and not use child or forced labour.
- Prefer suppliers that can demonstrate fair wages, safe working conditions and respect for human rights.
- Encourage opportunities for local, small and medium-sized and women-led enterprises where consistent with quality and value.

Economic value and governance

- Consider total cost of ownership, including purchase, operation, maintenance and disposal.
- Use transparent, competitive processes that follow applicable financial rules.
- Record major decisions where trade-offs are made between cost and sustainability.

3. APPLICATION IN PROCUREMENT

The University will apply these principles pragmatically, recognising that not every purchase can meet all preferred criteria but that better options should be chosen where practicable.

Planning

User departments should:

- Check whether a new purchase is necessary and whether existing assets can be shared, repaired or refurbished.
- Consider renting or leasing for high-value or rarely used items.
- For frequently purchased items, work with Procurement/Accounts/Administration to develop simple, more sustainable standard specifications.

Specifications and quotations/tenders

When preparing requirements and seeking quotations or tenders, departments and the Procurement Section should, as appropriate:

- Focus on performance and function instead of prescribing specific brands, allowing suppliers to propose sustainable solutions.
- Where relevant, include basic preferences for energy performance, durability, reparability, recycled content, packaging, emissions, toxicity and end-of-life arrangements.
- Ask suppliers to indicate any environmental or social certifications (e.g. energy labels, eco-labels, environmental management systems) without making a single certification mandatory.

Evaluation

Alongside quality and price, and proportionate to the value and nature of the procurement, evaluation may consider:

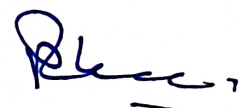
- Expected energy/resource consumption and maintenance over the product's or service's life.
- Supplier responses to sustainability-related questions in bid documents.

For small, routine purchases, the emphasis will be on choosing clearly better alternatives (e.g. higher-rated appliances, recycled paper, reduced-plastic options) where easily available and competitively priced.

4. ROLES AND MONITORING

Implementation is a shared responsibility:

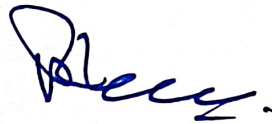
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- **User departments** define needs carefully and remain open to more sustainable alternatives.
- **Procurement/Accounts/Administration** integrate basic sustainability elements into templates and vendor communications and support departments to use them.
- **Senior leadership** signals commitment and supports awareness and capacity-building activities.

The University acknowledges that sustainable procurement will evolve as markets and technologies change. Implementation of this policy will therefore be reviewed from time to time to identify simple improvements and respond to emerging good practice. Where useful, short internal guidance notes or checklists for common categories (for example IT equipment, office supplies, cleaning products) may be developed to support consistent application without adding unnecessary complexity.

Examples of sustainable purchasing initiatives and progress under this policy may be reflected in institutional reports and sustainability-related submissions, demonstrating IIHMR University's commitment to responsible operations.

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