



Tantia University

SRI GANGANAGAR (RAJASTHAN)

(Established by State Govt. Act 32 of 2013 & U/S 2 (f) of UGC Act. 1956)

Policy title	<u>Purchase Policy: Preference for Local and Environmentally Responsible Sourcing</u>
Effective date	08/02/2025
Companion document	Supplier Declaration form (Annexure- A)
Next scheduled review	Three years after the effective date, or earlier if applicable rules change

The Tantia University buys goods and services for teaching, research and administration. This Policy gives suitable local suppliers and environmentally responsible products fair consideration while maintaining quality, reasonable cost, competition and transparency.

Objectives

1. Give local suppliers and locally made products a fair opportunity, subject to applicable procurement rules.
2. Consider nearby suppliers when compliant offers are comparable in quality, total cost and delivery.
3. Prefer durable, repairable, reusable, energy- or water-efficient items and reduced packaging where practical.
4. Require suppliers to comply with applicable labour law and provide a signed declaration on child labour before an order, or refer to a current standing declaration on file.
5. Record the supplier's location, the product's place of manufacture and whether the product is environmentally preferable for the intended use.

Scope and applicability

This Policy applies to purchases of goods and services by all departments, centres and projects, regardless of funding source. Its general principles also apply to works. The required procurement process and approval level depend on the University's applicable rules and delegation of financial powers.

Policy provisions

a) Indian origin and local content

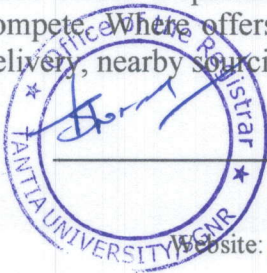
Where the Public Procurement (Preference to Make in India) Order applies, the Purchase Office will determine bidder eligibility and any purchase preference from the supplier's declared local content and the current order.

The Purchase Office shall record the selected supplier's name and address, manufacturer and production place. Record country of origin in the production-place details or supporting declaration. Attach or reference supplier records; use N/A for product origin where irrelevant to a service. A nearby seller does not prove local manufacture.

b) Nearby sourcing

"Nearby" means within the Sri Ganganagar District, as approved before this Policy takes effect. Departments may invite nearby producers, artisans and small enterprises to compete. Where offers meet the specification and are comparable in quality, total cost and delivery, nearby sourcing may be considered, subject to applicable rules.

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Nearby location is not by itself an eligibility condition, an automatic award or a price preference.

a) Micro and small enterprises

The University shall follow MSE provisions where applicable. The Purchase Office shall mark Applicable or N/A in the form and record MSE status.

b) Environmental considerations

The requester shall record known environmental features and available evidence in Section 2 of the form. The Purchase Office shall verify the final finding in Section 3 of the form. Consider, as applicable:

- durability, reparability or reuse;
- recycled or responsibly sourced material;
- energy or water efficiency during use;
- reduced, recyclable or returnable packaging; and
- relevant product label, rating or independent certificate.

For services, consider materials, equipment and methods used to deliver the service. A supplier's environmental management certificate may be recorded as supplier evidence, but it does not by itself prove that a particular product is environmentally preferable.

Mandatory product standards, waste rules and restrictions on banned items must be met. The Purchase Office may ask for a label, rating, specification or supplier statement and should verify a certificate where a register is available. Unsupported claims are recorded as "Insufficient evidence".

c) Ethical sourcing

Suppliers must comply with applicable child and adolescent labour law. Before an order is placed, the Purchase Office shall retain a signed supplier declaration or reference a valid standing declaration that covers the purchase. For services involving workers on campus, the supplier also confirms compliance with applicable wage and statutory contribution requirements.

d) Procurement route and approval

The Purchase Office shall use quotations or tenders as required by the rules applicable to the University and the purchase.

e) Local and environmental assessment

The Purchase Office shall verify

- **Local supplier:** Whether the supplier operates within the University's approved nearby area, based on its address or registration.
- **Locally made product:** Whether the manufacturer and production location are within that area. Mark N/A for services where product origin is not relevant.
- **Environmentally preferable:** Whether the product or service has an environmental benefit for its intended use, supported by evidence and a brief comparison with suitable alternatives. A supplier certificate alone is insufficient.

f) Selection of an offer

The selected offer must meet the specification and the applicable procurement rules. The recommendation shall record quality, total cost, delivery, local sourcing and relevant environmental features.



Exceptions and concerns

No deviation or exception shall be permitted where it conflicts with applicable procurement rules, statutory requirements or binding regulations. Any concerns regarding the interpretation or implementation of this Policy may be referred to the Registrar Office.

Any false declaration or misrepresentation by a supplier may result in appropriate contractual remedies or other action in accordance with applicable rules, subject to verification, due process and review by the competent authority.


Registrar
REGISTRAR
TANTIA UNIVERSITY
Sri Ganganagar (Rajasthan)

Annexure - A Supplier Declaration

To: The Registrar

Tantia University, Sri Ganganagar (Rajasthan)

Supplier name and address: _____ GSTIN, if applicable:

Order / requisition reference: _____ Date: _____

I/We declare that:

- **Origin:** The goods are manufactured or produced at [place, state, country] by [manufacturer]. Where applicable, our declared local content is ____%, supported by the attached certification. For services where product origin is irrelevant, mark N/A.
- **Child labour:** We comply with applicable child and adolescent labour law in delivering these goods or services, including work performed through our subcontractors.
- **Environmental Compliance:** We declare that the goods and services supplied comply with applicable environmental laws and regulations. We shall, wherever applicable, adopt environmentally responsible practices, minimize packaging and waste, and provide supporting documents or certifications upon reasonable request by the University.
- **False information:** We understand that a false declaration may result in action under the order, contract and applicable rules.

Signature:

Name:

Designation:

Date: