



## NATURE SCIENCE FOUNDATION

(A Unique Research and Development Centre for Society Improvement)  
[ISO QMS (9001:2015), EMS (14001:2015), OHSMS (45001:2018) & EnMS  
(50001:2018) Certified and Ministry of MSME Registered Organization]

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*“Save the Nature to Save the Future” and “Go Green to Save the Planet”*

### PURCHASE POLICY

|  |   |  |
|--|---|--|
| <b>Name of the Organization</b>                  | : |  |
| <b>Address of the Organization</b>               | : |  |
| <b>Date of Sign</b>                              | : |  |
| <b>Name of the Head of Organization</b>          | : |  |
| <b>Implementation details of Purchase Policy</b> | : |  |

#### 1. PURPOSE

The Purchase policy aims to provide an education and awareness by demonstrating that best value for money to the stakeholders without harming the environmental activities that are being carried out in the Organization campus. The purchase policy defines that a collection of rules that control the requisition process. Purchasing policies help procurement administrators implement their procurement strategy by creating a policy structure that is aligned with the

organization's strategic purchasing requirements. It defines the responsibilities of various buying levels and also has budgetary restrictions.

## **2. SCOPE**

This policy applies to all employees and students of the Institution to provide an eco-friendly environment.

## **3. POLICY MAKING**

It is the policy of the Agency to Purchase with the view of considering the following items:

- Only Eco-friendly goods are allowed to purchase.
- Eco-friendly covers and trashes are permitted to use inside the campus
- The degradable items are allowed for packing.
- The Packing materials made up of Plastic, Metal and Non-Biodegradable substances are not allowed.
- The Organization should display the slogans like Plastic free Campus, Conserve Energy, Save water, Avoid pollution, etc.
- The purchase committee should take care of purchasing the items which are not harmful to the Environment and soil health like toxic materials, chemicals, paints, solvents, acids, etc.
- Papers used in Office (Printing Paper, Writing pads, Stationary) shall be recycled papers and eGovernance may be applied among the stakeholders.
- Ensure that the warrantee and guarantee periods towards the purchase items will not harm the Environment.
- It is the policy of the Agency to purchase only Eco-friendly Construction Materials for any new constructions.
- Green materials like Hemp Concrete, Recycled Steel, Soft Wood and Bamboo based products can be purchased.
- Purchasing the high star rated energy equipment for saving the energy consumption are highly recommended.
- Environment friendly products and services which are authorized by the Government and other recognized authorities like Eco Logo can be used.
- It is the policy of the Agency to purchase Fuel efficient or Eco friendly vehicles like battery cars and bikes.
- The committee can satisfy itself that the price of the selected offer for the purchase items should be reasonable and consistent with the quality required.

#### **4. EFFECTIVE MEASURES**

- Identify the requirement for goods and services from all stake holders.
- Identify and evaluate a list of suppliers.
- Negotiate the contracts with the selected supplier.

#### **5. PROBLEM-SOLVING**

- Education on the commitment to plastic-free campus to the stake holders.
- Creating awareness through seminars and workshops on the purchase of eco-friendly items.

#### **6. RESPONSIBILITY**

The Head of the Organization, Department / Division Heads, Deans / Directors, Finance Officers, Senior Managers including Management Representatives are responsible for monitoring the Purchase initiatives of the College / University / Industries and maintain an Eco-friendly campus. The stakeholders are responsible for the implementation Purchase policy in the Organization.

#### **7. IMPLEMENTATION**

The Purchase Policy is implemented by the Organization in collaboration with Nature Science Foundation, Coimbatore, Tamil Nadu, India to provide an eco-friendly atmosphere to the stakeholders in the Organization campus.

Place :

Date :

Signature & Seal

Signature & Seal

On behalf of  
Nature Science Foundation  
Coimbatore – 641 004.

On behalf of  
Implementing Agency  
Affiliation Address

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