



Approving Official: Vice Chancellor

Responsible Office: Purchase Office

Effective date: 08/12/2017

2<sup>nd</sup> Revision Date: 20/07/2022

## **STRATEGY FOR MINIMIZATION OF EXTENDED TO SUPPLIER OF EQUIPMENT, STATIONARY, BUILDING CONTRACTS**

### **Government College Women University Sialkot**

#### **1. Purpose:**

To set up a standard specification for materials and suppliers commonly used in university to create a sustainable working environment; also, this strategy is meant to be supportive for sustainable purchasing of products and services. University acquirement strategy is written to comply with the supplies, delegation of Purchasing Authority. This will be applicable in all university departments and units including university hostels.

#### **2. Sustainable Measures for Stationary and Equipments:**

##### **2.1 Stationary:**

- We should prefer double-sided printing.
- The Toner cartridge should be bought new if, no refiling is locally available.
- We should use refilling pens instead of a ball pen.
- We should use wooden chairs instead of a plastic chairs.
- We should replace old high energy-consuming printers with the high-speed printer to reduce the high energy consumption.

##### **2.2 Equipment:**

- We should purchase products that have a lower environmental impact (Eco-Friendly)
- We should use those equipment's which have rechargeable batteries (all batteries should be recyclable where possible).
- Nontoxic supplies will be preferred.
- Nontoxic cleaning material will be preferred.
- Durable, long-lasting, and repairable furniture or lab equipment will be purchased.
- Plastic bottles will be replaced with glass bottles in laboratories.
- We should use those equipment's which are environmentally friendly and produce fewer greenhouse gases such as CFCs.

##### **2.3 Building material:**

- Building material should focus on the solar system.

- We should use an energy-efficient light bulb.
- Prefer sensor-based systems for efficient energy utilization
- Furniture in the building should not contain hazardous material or material derived from endangered species i.e., a tropical hardwood, ivory etc.
- We should demand long-lasting furniture and if the furniture is reuseable then donate; if, not they should recycle.
- The building material for construction should be used by authorized companies that are ISO certified.
- The material should be used in such a way that minimizes and manage waste generation.

### **3.1 Strategy for Sustainable Building Contracts:**

GCWUS is committed to a comprehensive approach that guides the process of constructing or renovating buildings with a strong focus on sustainability. Sustainable building contracts aim to achieve environmentally responsible, economically viable, and socially equitable outcomes throughout the project's lifecycle. Here are key components and considerations for such a strategy:

**Environmental Sustainability:** Green Building standards such as LEED (Leadership in Energy and Environmental Design) or BREEAM (Building Research Establishment Environmental Assessment Method) must be adopted by keeping in consideration energy efficiency and water conservation.

**3.1 Material Selection and Sourcing:** Institutional policy encourage the use of recycled and sustainable material with low impacts on environment.

**3.2 Waste Management:** National guidelines for waste reduction during construction project is adopted

**3.3 Design for Adaptability and Resilience:** Flexibility and Resilience incorporated to enhance building resilience against climate change and disasters.

**3.4 Indoor Environmental Quality:** Prioritize designs that maximize natural light and airflow and utilization of non-toxic finishes and materials to promote healthy indoor environments.

**3.5 Landscape and Site Sustainability:** Included provisions for green roofs, green walls, or other forms of sustainable landscaping. Furthermore, policy encourage sustainable transportation options for construction workers.

## **4. Collaborative Committees: (Annexure 5)**

Following departmental and central committees are collaborating in the effective implementation of this strategy.

| Serial No. | Notified Committee                               | Notification No.       | Date       |
|------------|--|------------------------|------------|
| 1.         | Camus Management Committee                       | D/REG/19/3152          | 02/12/2019 |
| 2.         | Auction Committee                                | D/REG/3206             | 08/12/2017 |
| 3.         | Civil Works Committee                            | D/REG/19/3291          | 13/12/2019 |
| 4.         | Office of Security                               | SO(UNIV.) MISC/18      | 14/04/2016 |
| 5.         | Main Purchase/procurement and Auction Committee. | D/REG/purchase/20/1216 | 20/07/2020 |
| 6.         | Sub Purchase/procurement and Auction Committee.  | D/REG/comm/20/1540     | 16/09/2020 |

## 5. Definitions:

- 1) **Construction:** it's meant the process of building, repairing, reconstructing any university building or any workplace. It doesn't include the routine maintenance, routine repairing or routine improvement of the existing structure of a building.
- 2) **High-speed printer or copier:** it's meant the automated or non-automated offset process, similar photo process machine which can produce the duplicate copies of 90 pages per minute.
- 3) **Suppliers:** it's meant the person, company or distributor that provides the services or supplies.
- 4) **Suppliers:** it's included all the equipment, material, or stationery.
- 5) **University:** it's meant the Government college women university.

## 6. Violations:

Any violation of this strategy may result in disciplinary action, up to and including termination of suppliers.

## 7. Review Committee

Sub Purchase/procurement and Auction Committee.