



Policy for Purchase of Glassware and Chemicals



UNIVERSITY
GWALIOR • MP • INDIA

“CELEBRATING DREAMS”

- A. Policy for Purchase of Glassware and Chemicals**
- B. Guidelines for the Disposal of Hazardous Chemicals**
- C. Guidelines for Promoting Environmentally Friendly Products**

A. POLICY FOR PURCHASE OF GLASSWARE AND CHEMICALS

Introduction

The policy is to establish a standardized procedure for the procurement of glassware, Consumables and chemicals for various Schools/departments of the University. This ensures a consistent supply of high-quality materials for undergraduate, postgraduate, and PhD students while promoting cost-effectiveness and compliance with regulatory standards.

Items but not limited to :

Chemicals/solvents (LR/AR/HPLC grade), rare chemicals/fine chemicals, / biochemical/ immune chemicals, general common chemicals required for lab, diagnostic kit, reagents including Elisa/PCR diagnostic kits, sensors, probes etc. Assay kits, molecular biology enzymes, reagents, culture media, culture reagents, antibodies, readymade media and media components for microbiology/animal cell culture, and filtration products, filter paper, chromatography accessories (HPLC/GC columns/columns fittings/TLC plates, filter membrane, disposable filter units, cotton, tissue paper rolls/aluminium foil, surgical gloves/polyvinyl & nitrile gloves & safety wears for chemical & biological labs/workshops, disinfectants), Glassware & Plastic wares etc. (may be reviewed and included time to time)

Objectives

- To standardize the procurement process of glassware and chemicals.
- To ensure cost-effectiveness and quality of procured items.
- To maintain transparency and accountability in the procurement process.
- To establish and manage a rate contract with approved vendors.

SCOPE

This policy applies to all departments within the School of Pharmacy, School of Sciences, School of Agriculture and School of Medical & Paramedical Sciences at ITM University, Gwalior or others that may be added from time to time by the order/approval of Vice Chancellor of the University.

Committee for Regular Purchase

A committee will be constituted to oversee the regular purchase of glassware and chemicals. The constitution of the committee is as follows:

1. Procurement Officer/Purchase Officer/Deputy Registrar (Purchase)/Head of Store:
 - o Appointed by the Vice Chancellor.
 - o Responsible for overseeing the procurement process and regular purchases.
2. Deans and Heads of the Concerned Schools/Departments:
 - o Members of the committee.
 - o Responsible for providing input and approval on departmental needs.

3. One Member from the Finance Department:
 - o Responsible for budget approvals and financial oversight.

Procurement Process

A. Responsibility of Deans /Heads

- Each department/School will prepare a list of required glassware and chemicals one month prior to the beginning of each academic year.
- Get approval of the annual Budget by the Vice Chancellor.
- The quantity, quality/grade and manufacture preference, where it will be used (UG/PG/research) should be mentioned
- The requirement is based on feedback from Faculty members, lab coordinators, PBL coordinators.
- The list should be duly approved by the respective HoDs/Deans and submitted to the procurement committee.
- Each department/School should also submit a detailed list of recommended Suppliers/ manufacturers and authorized dealers based on past purchases or new connections.
- The Dean and HOD should maintain inventory at their school/ department level with cumulative list of the availability of chemicals in the concerned school so that the barter system can be followed.

B. Responsibility of Purchase Officer

- Compile the requirements received from Schools.
- Contact Suppliers/ manufacturers and authorized dealers rate contracts for the supply of glassware and chemicals for providing quotations/ Tenders.
- Quotations/ Tenders should be invited from reputed suppliers, manufacturers and authorized dealers. The list provided by Schools may be used and should be updated time to time.
- The dealer should provide the % discount which he can provide from each brand . For Example : SRL 20%, Hi Media 15% so that the individual chemical needs may be mentioned under one head. Chemicals (SRL), Chemicals (Merck).
- Call meeting of the committee on regular interval to review and execute the process.
- The procurement committee evaluate the quotations/ Tenders based on criteria such as cost, quality, and delivery time.
- Based on the recommendations, establish a rate contract with the selected vendors for a period of one year, with a provision for extension based on performance review.
- Issue purchase orders to the vendors with whom the rate contracts are established.
- The purchase orders should clearly specify the item details, quantities, and agreed rates.
- Constitute a team of school wise faculty member to inspect and ensure the quality of items received. and submit the feedback report to the purchase officer within 3

days of items being received, so that remaining payments can be recommended by the purchase officer.

- The items should be inspected to ensure they meet the specified quality standards. Any discrepancies or damages will be reported to the vendor for resolution. Payments will be made to the vendors as per the terms agreed in the rate contract.
- Invoices should be submitted by the vendors along with the delivery challan and inspection report.
- All procurement-related documents, including purchase requisitions, quotations, rate contracts, purchase orders, delivery challans, inspection reports, and invoices, should be properly documented and archived by the procurement officer.
- Maintain a database of all purchases and vendor details.

Review and Amendment

- The policy will be reviewed annually by the procurement committee.
- Any amendments to the policy will be made with the approval of the university's management.

Instructions to Suppliers

- Suppliers must submit both technical specifications and financial quotes.
- The technical quotations should include detailed specifications of the items.
- The financial quotations should include the price per unit and total cost.

Delivery Terms:

- Delivery within 30 days from the date of purchase order.
- Inspection and acceptance of goods upon delivery.

Payment Terms:

- Part-payment may be done as advance and remaining. Payment shall be made within 30 days of receipt of goods and invoice or as per conditions approved from time to time

This policy ensures a structured approach to procurement, fostering efficiency, transparency, and accountability in the procurement of glassware and chemicals at ITM University, Gwalior.

B. GUIDELINES FOR THE DISPOSAL OF HAZARDOUS CHEMICALS

1. Identification and Classification:

- Properly label all hazardous chemicals with clear identification of their contents.
- Classify hazardous chemicals according to their chemical properties and potential hazards (e.g., flammable, corrosive, toxic, reactive).

2. Segregation:

- Store and dispose of hazardous chemicals separately based on their classification to prevent dangerous reactions.
- Use dedicated containers for different types of hazardous waste (e.g., acids, bases, solvents).

3. Containment:

- Use appropriate containers made of materials compatible with the hazardous chemicals being disposed of.
- Ensure all containers are securely sealed and clearly labeled with the chemical's name, hazards, and date of disposal.

4. Storage:

- Store hazardous waste in designated areas that are clearly marked and restricted to authorized personnel only.
- Ensure storage areas are equipped with spill containment systems and proper ventilation.

5. Documentation:

- Maintain accurate records of all hazardous chemicals disposed of, including the type, quantity, and method of disposal.
- Ensure that Material Safety Data Sheets (MSDS) for all hazardous chemicals are readily accessible

6. Disposal Procedures:

- Disposal procedures for each type of hazardous chemical, as per the guidelines of Environmental Health and Safety Ministry, Govt of India.
- Use approved hazardous waste disposal vendors for chemicals that cannot be neutralized or safely disposed of on-site.
- Ensure that all disposal methods comply with local, state, and National regulations.

7. Neutralization and Deactivation:

- Where possible, neutralize or deactivate hazardous chemicals before disposal to minimize their hazard.

- Conduct neutralization processes in controlled environments following standard operating procedures.

8. Spill Response:

- Develop and implement spill response procedures for accidental releases of hazardous chemicals.
- Equip disposal areas with spill kits, personal protective equipment (PPE), and emergency contact information.

9. Training:

- Provide regular training for all personnel involved in the handling and disposal of hazardous chemicals.
- Ensure that all staff are aware of the potential hazards and the correct disposal procedures for the chemicals they handle.

10. Inspections and Audits:

- Conduct regular inspections and audits of hazardous chemical storage and disposal areas to ensure compliance with these guidelines.
- Address any identified deficiencies promptly to maintain a safe environment.

11. Emergency Preparedness:

- Develop and maintain an emergency response plan for incidents involving hazardous chemicals.
- Conduct regular drills to ensure readiness for potential chemical emergencies.

12. Community and Environmental Considerations:

- Minimize the environmental impact of hazardous chemical disposal by following best practices and exploring alternatives to hazardous chemicals when possible.
- Engage with the local community to ensure transparency and address any concerns related to hazardous chemical disposal.

C. GUIDELINES FOR PROMOTING ENVIRONMENTALLY FRIENDLY PRODUCTS

ITM University is committed to sustainability and reducing its environmental impact. The university prioritizes the procurement of environmentally friendly products and services whenever feasible. This policy is to integrate sustainability into the procurement processes of ITM University and to promote the use of environmentally friendly products and practices across all departments and schools.

Our Mission :

- Give preference to products that are certified environmentally friendly, such as those with eco-labels or certifications.
- Prioritize products made from recycled materials or those that are biodegradable and compostable.
- Opt for energy-efficient equipment and appliances that reduce energy consumption.

Vendor Selection:

- Sustainable Practices: Choose vendors and suppliers who demonstrate a commitment to sustainability through their practices and product offerings.
- Local Sourcing: Where possible, source products locally to reduce transportation-related environmental impacts.

Chemical Procurement:

- Encourage the use of chemicals that are less hazardous to human health and the environment, adhering to the principles of green chemistry.
- Opt for chemicals and products with minimal and recyclable packaging.

Education and Awareness:

- Provide training and resources to faculty, staff, and students on the importance of sustainability and how to choose environmentally friendly products.
- Conduct awareness campaigns to promote sustainable practices and highlight the benefits of using environmentally friendly products.

Waste Reduction:

- Encourage the reuse and recycling of materials wherever possible. Establish recycling programs and facilities on campus.
- Implement waste reduction strategies, including composting organic waste and properly disposing of hazardous materials.

Monitoring and Reporting:

- Establish a system to track and report on the university's progress towards sustainability goals. Monitor the purchase and usage of environmentally friendly products.
- Regularly review and update procurement policies to enhance sustainability efforts and adapt to new technologies and practices.

Responsibilities:

- Procurement Office: Ensure that procurement policies align with sustainability goals and provide guidance on selecting environmentally friendly products.
- Departments and Schools: Adhere to the sustainability policy and incorporate environmentally friendly practices into their operations.

Compliance:

- All departments and personnel involved in procurement activities must comply with this policy. Non-compliance may result in corrective actions to align with the university's sustainability goals.