

 <b>क.रा.बी.नि. ESIC</b>	कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEES' STATE INSURANCE CORPORATION, (Ministry of Labour & Employment, Govt. of India)	 सत्यमेव जयते	मुख्यालय/ Headquarters office पंचदीपभवन, सी. आई. जी. मार्ग, नई दिल्ली- 110002 PANCHDEEP BHAWAN, C.I.G. MARG NEW DELHI-110002 Phone: 011-23234334, E-mail: dmc-procurement.hq@esic.nic.in
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U-16/30/768/2021-PC-MII(831) /E-101054

- All Zonal Medical Commissioners,
- All Deans, ESI PGIMSRs/Medical and Dental Colleges
- Director (Medical) Delhi/Director (Medical) Noida
- All Medical Superintendents, ESIC Hospitals
- Directors ESI Scheme- All States

**Subject:** Ensuring mandatory adherence to statutory public procurement procedure and latest provisions /guidelines of GFR, GeM, CVC, MII, Manual of Procurement of goods (updated from time to time by stipulated authorities) in equipment procurement.

**Ref:** Manual for Procurement of Goods Second Edition, 2024 (Copy enclosed)

Respected Sir/Madam

Reference captioned subject, please find enclosed **Manual for Procurement of Goods Second Edition, 2024** for kind perusal and adherence. It is also informed that this office has already issued ESIC Equipment Manual (04.10.2023), a comprehensive guiding document providing step wise details of each and every procurement process, however certain instances have come to notice wherein updated GeM/GFR procedures in procurement of equipment/bidding have not been duly followed.

As term and conditions/guidelines of GeM keeps updating, all user institutions are advised to ensure:

- Due diligence in procurement of equipment with emphasis on single technical bid cases.
- Due perusal and adherence to Manual of Procurement of goods second edition.
- Adherence to updated GeM GFR, CVC and Make in India guidelines/terms and conditions.
- Through evaluation/examination of participating bidders to establish their ownership and legitimacy to avoid fraudulent practices.

It is again reiterated that procurement done by respective user units should strictly adhere to ESIC Equipment norms, Delegation of Powers, ESIC Medical Equipment Manual and mandatory adherence of all statutory updated provisions & guidelines (GeM/GFR, Make in India CVC) while ensuring generic specifications, budgetary provisions, availability of infrastructure, manpower, approval for starting the services issued from ESIC Hqrs along with local financial concurrence such that in no case an equipment remains unutilized after procurement.

This issues with the approval of Medical Commissioner.

Encl: As Above

Yours Sincerely,

Asst. Director(PC)