



U-16/30/808/2025/PC/E-1150586

11.06.2025

To

- **All ESIC Medical Commissioners -North Zone, South Zone, West Zone, East Zone & North East Zone**
- **All Deans - ESI PGIMSRs/Medical and Dental Colleges**
- **All Medical Superintendents - ESIC Hospitals**
- **Director (Medical) Delhi/Director (Medical) Noida**

Subject: SOP for Procurement of equipment at the level of five Zones of ESIC for attached institutions of respective zones -reg

Reference captioned subject, with an objective for achieving economies of scale, improved timelines, cost saving while taking care of local issues like AMC/CMC/site readiness and offer operational and financial efficiency, I am directed to convey the approval of Director General for the following:-

1. It has been decided that procurement of High End Equipment will be done at the Zonal Level.
2. High end equipment costing more than Rs.2 Crore/unit shall be procured by designated Medical College for each Zone for all the attached Hospitals/Medical Colleges.
3. Hospitals (non-teaching) having less than 300 beds, will also be attached to that designated Medical College. The designated Medical College shall also be entrusted to procure equipment as per ESI norms beyond DOP of MS (more than Rs.50 Lakhs/unit) for these hospitals.
4. Designated Medical Colleges for procurement in respective zones are mentioned as below: -
 - A. North Zone-ESIC Medical College Faridabad
 - B. South Zone-ESIC Medical College KK Nagar Chennai
 - C. West Zone-ESIC Medical College Alwar
 - D. East and North East Zone-ESIC Medical College Joka

5. There is no change in prevailing procedure, existing DOP as well as sanctioning Authority for equipment beyond DOP and/or outside ESIC Equipment Norms i.e ESIC Hqrs [DOP of respected DG ESIC is Rs.25 Crore for equipment costing beyond DOP of Dean/MS (Rs.50 Lakhs/unit for less than 300 bedded Hospitals and Rs.2 Cr/unit for PGIMSR, Medical College & more than 300 bedded non - teaching Hospitals)]. For equipment costing more than Rs.25 Crore, approval will be sought from Standing Committee, ESIC by Hqrs. Office

Step wise process flow: -

1. Demand generating institute (after duly assessing budgetary provisions) will complete the process as per ESIC Medical Equipment Policy Manual (including duly filled equipment Performa, justification, cost-benefit analysis, vetting of local F&A, recommendation of Dean/MS and approval of Competent Authority at Hqrs if required) at their institutional level.
2. Approval/sanction of Hqrs shall be required for equipment beyond DOP of MS/Dean.
3. Sanction and approval by the Competent Authority.
4. Demanding institution on receipt of approval shall submit the requirement to Zonal Medical College (designated procurement entity of that zone) subject to availability of budget, through the office of Medical Commissioner (Zonal office).The procurement demand should be submitted in comprehensive requisition proposal comprising all relevant documents (as specified in ESIC Medical Equipment Manual) including the following details (reflecting on forwarding/covering letter/email):-

S. No	Consignee Name, Address and Contact details	Name of Equipment	Qty required	Sanction/ approval from Hqrs	Cost approx	Budget Availability	Current DOP of Dean/MS	Local F&A Signature	Dean/MS Signature

5. Procurement request should be sent within the procurement calendar (quarterly) prescribed by the zonal Medical College. Demand received during a quarter of financial year shall be clubbed and processed (as per financial quarters).
6. The designated Medical College shall collate common requirements from all attached Hospitals/Medical Colleges of the zone.
7. The designated procurement institute shall include terms and conditions for facilitating efficient procurement and delivery at demanding units (consignee) and provision of processing of bill and payment by demanding units (consignee) must be incorporated in line with provision of GeM Payment (Bill processing role-consignee as paying authority). This provision has been recommended for uniformity and ease of budget, auditory purposes and simplification of expenditure utilization.
8. Pursuant to receipt of equipment and clearance of payment, consignee shall submit information to designated Medical College (procuring unit) as well as Office of Medical Commissioner (Zonal) for record purposes.

Additional instructions:-

1. User institutions shall work out their procurement requirements at the time of requisition for budget and shall project their equipment procurement details to Zonal Office/designated Medical College within 30 days of Budget approval.
2. Expenditure for procurement of equipment shall be incurred from the yearly allocated budget of the demand generating institution.
3. Awarded contracts, terms & conditions and specifications of equipment procured shall be shared among the respective zones as well as attached units for better quality of procurement and rate rationalization and to expedite the procurement at all zones.
4. Repair/maintenance and CMC/AMC (post warranty) shall be the responsibility of MS/Dean of the user unit (where equipment is supplied and installed).
5. Procuring ESIC Institutions must duly adhere to ESIC Medical Equipment Policy Manual and all prevailing procurement guidelines of Government of India i.e GeM/GFR/CVC/MII, inter-alia to maximize participation, competition and bidding.

It is again reiterated to ensure that all the procurement done should strictly adhere to ESIC Equipment norms, Delegation of Powers, ESIC Medical Equipment Manual and mandatory adherence of all statutory procurement guidelines (GeM/GFR/MII/CVC, inter-alia) 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 instruction/SOP shall take effect immediately wef date of issue of this SOP.

Tenders/bids already published by ESI institutions on GeM or CPP portals, shall be processed in accordance with the procedures and guidelines that were in place prior to the issuance of this SOP.

Henceforth, the new SOP shall be followed.

This issues with the approval of Director General.

Yours sincerely,

Dy. Medical Commissioner (PC & RC)

Copy to:

1. PPS to DG/CVO/FC and PPS to MC(MA),MC(ME),MC(MS),MC(PC SST & RC)
2. WCM, Hqrs with request for uploading on ESIC website