कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
क.रा.बी.नि.
E.S.I.C.
सत्यमेव जयते
मुख्यालय/HEADQUARTERS
पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, CIG Marg, N.D.- 02
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F.No.D-36011/3/2021-Gen. Date: 18.05.2025

CIRCULAR

Subject: Systematic Improvement regarding Procurement Process-reg.

It has been observed that in certain cases, family members of officers/officials (regular as well as contractual) of Employees' State Insurance Corporation (ESIC) were found engaged in trade or business activities, resulting in potential conflict of interest and/or undue advantage in the procurement process.

2. Accordingly, in order to enhance transparency and fairness in the procurement process, the following systemic improvement is being communicated to all ESIC offices/units for strict compliance:

"If the bidder/contractor/supplier/seller or any employee of the bidder/contractor/supplier/seller or any person acting on behalf of the bidder/contractor/supplier/seller, either directly or indirectly, is a relative of any of the officers/officials (regular/contractual) of Employees' State Insurance Corporation (ESIC), or alternatively, if any relative of an officer/official of ESIC has financial interest/stake in the bidder's/contractor's/supplier's/seller's firm, the same shall be disclosed by the bidder/contractor/supplier/seller at the time of filing of the tender/participation in the procurement process .Failure to disclose this information shall result in cancellation of the bidder's participation"

3. All the ESIC units shall ensure that the above clause is incorporated in all Tender Documents, Request for Proposals (RFPs), Notice Inviting Tenders (NITs), Rate Contracts, Limited Tenders and any other procurement-related documents, irrespective of the mode or value of procurement. Suitable changes to the above clause, specific to the context of the procurement, may be incorporated as appropriate.

This issues with the approval of the Competent Authority.

Digitally signed by
Atul Kumar Gursaraiya
Date: 21-05-2026
16:16:34

Atul Kumar Gursaraiya

Deputy Director (Genl.)

To,

1. PPS to DG/ FC/CVO for information.
2. All Insurance Commissioners/ Medical Commissioners, Hqrs, New Delhi/ CTO.
3. All Insurance Commissioners (Zonal)/ Medical Commissioners (Zonal)
4. All Regional Directors/Director(I/C)/ JD(I/C) of ROs/SROs
5. All Medical Superintendents/Deans, ESIC Hospitals/Medical/Dental Colleges,
6. The D(M)D, Delhi, D(M)N, Noida.
7. All employees of ESIC/ESIS through their controlling officers.
8. Rajbhasha Shakha, HQ for Hindi translation and circulation.
9. Website Content Manager for uploading on Hqrs website.