

IC (P&A/MSU) Cell

NOTE


Sub: Pre-bid meetings regarding tendering process of all kinds of procurement of goods and services

This is regarding tendering process of all kinds of procurement of goods and services, across ESIC including the Hqrs. office and all the field units. The following may be informed to all concerned: -

1. The entire bidding process should be very transparent and should provide more inclusivity. Level playing field must be provided to all the prospective bidders.
2. Whenever, the RFP is uploaded on the GeM Portal, the scope of pre-bid meeting must be there and all prospective bidders should know about it.
3. The pre-bid meeting must be chaired preferably by the head of the office in case of the field units and by Divisional Head in case of Hqrs. Office. If in case, the concerned senior officer is not available, then the second senior most, should chair meeting invariably. However, when the estimated cost of the entire bid is more than Rs. 3 crores, then the pre-bid meeting should be chaired by the head of the office in case of the field units and by Divisional Head in case of Hqrs. Office.
4. The suggestions/ objections received in the said pre-bid meeting must be examined with due diligence and all efforts must be taken to be inclusive about such suggestions/objections, with objective to broad-base the participation.
5. The pre-bid meeting should be on hybrid mode and should be recorded; and records to be kept in file.

The concerned Divisional Heads i.e. IC (General/PMD), IC (ICT), MC (Procurement) and CE (PMD) are requested to circulate the contents of this note and the enclosed proforma to all concerned in the Hqrs. Office as well as to the field units, within next working day. A monthly report in the enclosed proforma must be sought from the concerned field offices by General Branch, PMD, ICT Division and Procurement Division.

This issues with the approval of the Director General.


(Ratnesh Kumar Gautam)
IC (P&A/MSU)

To,
IC (General), IC (ICT), MC (Procurement) and CE (PMD)

No. Z-11/12/1/Misc. Matter/2024-MSU-Part (5)

Date :11.08.2025

Copy to: -

1. PPS/PS to DG/FC/CVO
2. PPS/PS to all ICs/all MCs



98 DMC RC/PC
26/8/25

Report for the month For the (field unit)

S. No.	No. of RFP floated	Pre-bid meetings held	Attended by Head of Office or not	No. of Suggestions or objections received/ No. of Suggestions or objections accepted or replied

