



**Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)**

**Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587**

No.MMTC/Admn/Med.20/2012

February 20, 2015

M/s. \_\_\_\_\_

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Sub: Tender for Appointment of Third Party Administrator(TPA)

Dear Sirs,

MMTC Limited(A Government of India Enterprise) having its registered office at Scope Complex, Core-I, 7-Institutional Area, Lodi Road, New Delhi-110003 have empanelled some of the hospitals situated in Delhi/NCR and other cities in India for extending medical treatment under hospitalization to the retired/serving employees of MMTC. Empanelled hospitals are required to extend in-patient treatment under agreed terms and conditions, being amended from time to time and entered into between MMTC and respective hospital. MMTC intends to get hospitalization bills scrutinized from the TPA(Third Party Administrator) who will be engaged/empanelled and authorized to do the medical audit of all the bills of the hospitals. In this regard, Sealed Offers are invited from the TPAs who can function as Third Party Administrator for MMTC.

The proposed scope of work for medical audit of the bills is as under:

1. Copy of letter issued to empanelled hospitals authorizing in-patient treatment to the beneficiaries of MMTC will be provided to TPA.
2. All Hospital bills preferably exceeding Rs.50,000/- will be sent to TPA for medical audit.
3. Upon receipt of bills, TPA has to scrutinize and provide its views/recommendations within 10 working days as regards genuineness etc of the Hospital Bills. In case any clarification is sought from the hospitals, TPA may intimate same to MMTC for further necessary action, if any. However, clarification sought from hospital/MMTC, whether received or awaited, TPA has to send their views/recommendation within 7 days to avoid delay in settling the bills.
4. TPA is required to send details of pending bills awaited for medical audit with status by the 15<sup>th</sup> of every month.
5. MMTC, if so desire, may take assistance of TPA for the empanelment of hospitals and any other medical assistance so as to provide better facilities in a more cost effective manner.
6. MMTC reserves the right to appoint one or more TPA for the purpose without assigning any reasons thereof.
7. TPA will be paid charges as decided (through tender) upon receipt of bills from TPA. The deductions of statutory charges, if any, will be deducted from the bill amount.
8. Any work which may be discussed and assigned before signing of terms and conditions of the agreement
9. **Qualification & Experience:** Those who are eligible and having experience of processing of case(s) (medical bills Audit) for minimum three years with Pan India Network.

The offers in sealed cover superscribing "Offer for Third Party Administrator" on the top may kindly be submitted on or before 09.03.2015 by 1500 hrs (IST) in the format enclosed as **Annexure-I** to General Manager(Admn.), Scope Complex, Core-I, 7-Institutional Area, Lodhi Road, New Delhi – 110 003 and bids will be opened at 1500 hrs on 10.03.2015.

Thanking you,

Yours faithfully,  
For MMTC Limited,

**(V.K. Gupta)**  
**Chief Manager(Admn.)**

Encl: as above

## ANNEXURE-I

Sl. No.		
1	Name of Third Party Administrator	
2	Address - Registered office of the Company	
3	Registration No.	
4	Licence No. and date	
5	Validity	
6	Name of the authorized person with contact details	
7	Other offices of TPA in India	Yes/No, if yes pl attach details alongwith contact Nos.
8	*Minimum paid up capital	Rs.
9	Whether at least one of the directors of the TPA is qualified Doctor registered with Concil of India	
10	Number of network hospitals and number of hospitals where discount rate obtained.	
11	Rates to be charged for assigned scope of work	Rs. _____ In words Rs. _____

\*Attach Certified copy of Memorandum and AOA

12. Qualification &amp; Experience:-

Signature

(Authorized Signatory)