



GOVERNMENT INSTITUTE OF MEDICAL SCIENCES

Greater Noida, Gautam Buddha Nagar-201310, Tel-0120-2341738, 9999384468

Website: www.gims.ac.in, Email- gimsgnoida16@gmail.com

(AN AUTONOMOUS INSTITUTE UNDER GOVT OF U.P.)

Inviting Expression of Interest (EOI)

for Operation of Third Party Administrator (TPA) for Insurance Patients at GIMS, G. Noida

Government Institute of Medical Sciences (GIMS) Greater Noida invites the Expression of Interest (EOI) for **Operation of Third Party Administrator (TPA) for Insurance Patients.**

Sl. No.	EOI No.	Opening Date & Time	Last Date & Time for submission
1.	Advt. No. GIMS/2025/Manpower/15 Expression of Interest for Operation of Third Party Administrator (TPA) for Insurance Patients	Date: 10.09.2025	09.10.2025 till 04:00pm

EOI is to be dropped in the box, kept for this purpose which is available in Administration block. Detailed format of EOI may be downloaded from the website www.gims.ac.in. GIMS reserves the right to reject any or all EOI without assigning any reasons.

1. This EOI is Agency/Firm/Company for **Operation of Third Party Administrator (TPA) for Insurance Patients Ref. No. GIMS/2025/ Manpower/15 Date:10.09.2025**
2. Advertisement was published in **Amar Ujala (Lucknow) & Times of India (New Delhi/Gurgaon) Dated 10th Sept. 2025**
3. Last date of submission of application is **09.10.2025 till 04:00pm**
4. Application fee Rs. 1180/- (One Thousand One Hundred Eighty only) including 18% GST in form of DD in favor of Director, GIMS Greater Noida payable at Greater Noida.
5. Security deposited of Rs. 25,000/- (Twenty Five Thousand only) to be deposited by successful bidders only.

**Director
GIMS, G. Noida**



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Advertisement No.: GIMS/2025/Misc./15	Date: 10-09-2025
1- EXTENSION OF LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FOR FACULTY POST In reference to Advt. No.: GIMS/2025/Manpower-01/12 Date: 07/08/2025 for Regular Faculty appointment to the post of Professor/Associate Professor/Assistant Professor advertised in Times of India & Amar Ujala, Dated 07.09.2025. Last date has been extended till 25.09.2025	
2- DATE EXTENSION NOTICE FOR LAB TECHNICIAN IN ICTC CENTRE In reference to Advt. No.: GIMS/2025/14 Date: 24.08.2025 ICTC Lab Technician recruitment on contractual basis post advertised in Amar Ujala on 24.08.2025. Last date has been extended till 20th September, 2025	
3- WALK IN INTERVIEW For the post of Senior Residents in General Medicine, General Surgery, Anaesthesia, Radiology and Emergency Medicine will be held on 1 st and 3 rd Monday of every months at Administrative Block of the hospital, till the vacancies are filled.	
4- REQUIREMENT OF TEACHERS FOR COLLEGE OF NURSING & PARAMEDICAL Requirement of full time Teachers on Ad hock basis for the subject of English, Computer Science and Foreign languages (German, French, Japanese, Spanish etc.).	
5- EXPRESSION OF INTEREST Inviting Expression of Interest (EOI) for Operation of Third Party Administrator (TPA) for Insurance patients.	
For more details visit our website: gims.ac.in Director	

Advertised in Amar Ujala (Lucknow) & Times of India (New Delhi/Gurgaon) Dated 10th Sept. 2025

INTRODUCTION

6. Government Institute of Medical Sciences, Greater Noida, is an autonomous tertiary care institute of Government of UP, with a mission to provide state of the art patient care to all sections of the society and has been envisioned to be in the forefront of providing excellent professional medical education and multi- disciplinary research. The institute is affiliated with Prestigious Atal Bihari Vajpayee Medical University Lucknow. GIMS has started MBBS (2019), DNB (2020), College of Nursing (2021), Institute of Paramedical Sciences (2021) and Post Graduate courses (MD/MS) (2024).
7. GIMS was established with an aim to improve the status of health of the rural and urban population of western Uttar Pradesh, by providing a state-of-the-art health facility as well as facilitating equitable access to quality health care through a revamped health care system, targeted outreach services as well as involvement of community and local bodies. The Mission of the institute is to provide comprehensive medical facilities to each and every life without discrimination along with developing GIMS as a Centre of excellence in the field of health delivery system, medical education and research.
8. The institute has state of the art infrastructure, modular operation theatres, well equipped high-end equipment and NABL accredited laboratories, and highly advanced Skill lab. The faculty at GIMS is from reputed institutions, highly experienced and dedicated, well versed in latest Medical Education Technology and trained in newer curriculum guidelines from the MCI/NMC. The hospital has



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established multi- disciplinary Research unit (MRU), Viral Research development laboratory, Paramedical training institute and Skill development Centre.

9. The vision of GIMS is to develop it as Centre of Excellence in Patient Care, Medical Education and Biomedical Research. The hospital has an excellent infrastructure, high-end equipments, modular OTs and Skill lab. In last 6 years, the institute has increased its patient workload by more than 4times Surgeries by more than 3.5 times. The institute is performing complex surgeries, joint replacements, laparoscopic surgeries, dialysis and highly intensive care of critically ill patients.
10. GIMS hospital is 630 bedded hospital. GIMS being the only Government Medical College in this region, caters for large no of patients of western UP, Haryana, Uttarakhand and Rajasthan. There are more than 1500 patients are visiting every day and more than 450 patients admitted in the hospital. The total no of patients reported in 2024 were 383467 OPDs and 27047 patients were admitted. GIMS hospital is the only Govt hospital in UP to have NABH and NABL certified by the quality council of India.

PROPOSAL

12. GIMS is proposing to outsource the services of Operation of Third Party Administrator (TPA) for Insurance Patients admitting at GIMS

SCOPE OF WORK

13. GIMS hospital is 630 bedded hospital. GIMS being the only Government Medical College in this region, caters for large no of patients of western UP, Haryana, Uttarakhand and Rajasthan. There are more than 1500 patients are visiting every day and more than 450 patients admitted in the hospital. The total no of patients reported in 2024 were 383467 OPDs and 27047 patients were admitted.
14. The agency will enquire patients planning to take treatment/ surgery or admitted at GIMS regarding empanelled insurance companies, cashless schemes, and eligibility criteria.
15. The agency will guide patients and their families regarding documentation requirements and pre-authorization process and coordination with the hospital's admission desk to identify insured patients early in the admission process.
16. Agency will liaison with the treating department for preparation and liaison with TPAs for submission of pre-authorization requests and get approval.
17. Agency will maintain a dedicated helpdesk within the hospital premises, operational during all working hours.
18. Agency will prepare detailed claim documents and other supporting documents.
19. Agency will follow up with insurers for approval, partial settlement, or rejection clarification
20. Agency will ensure final settlement of claims in coordination with the hospital accounts department and agency will maintain patient records for audit and statutory compliance.
21. Agency will be responsible for addressing patient grievances related to insurance settlement.
22. Agency will provide daily, weekly, and monthly reports
23. Agency will ensure confidentiality of patient and hospital data as per applicable laws



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FINANCIAL IMPLICATIONS

24. Payment to the selected agency will be made as per the proposed reimbursement claim on total patient treated, subject to statutory compliance.
25. Payment to the agency shall be made on a monthly basis

GIMS RESERVES RIGHT

26. To take final decision regarding empanelment or to modify the terms and conditions
27. To accept or reject the request of any agency for empanelment, and
28. To keep or remove any agency on the panel approved for outsourcing
29. To keep or remove any staff of the service provider involved in any unlawful activities.

ELIGIBILITY CRITERIA

Agency should have:-

30. Applications should be submitted in the prescribed form only. Eligible and competent agencies will be short-listed for the empanelment.
31. The Applicant should have at least three years of experience in providing TPA services to Government/Semi Government/Autonomous Body.
32. Must be empanelled with major public and private insurance companies
33. Must hold a valid IRDAI (Insurance Regulatory and Development Authority of India) license for functioning as a TPA.
34. The Applicant agency should be registered with the authority concerned of the State or Central Government.
35. The Applicant agency should submit the copy of income tax, PAN, GST certificate with valid registration Number.
36. The Applicant agency should have their office set up in the 50 KM radius from the GIMS Institute.

GENERAL TERMS AND CONDITIONS

37. Agency to be registered legal entity in India.
38. Proven track record in relevant projects (proof to be enclosed)
39. Empanelment of agency will be done on the basis of criteria enumerated in these documents along with professional competence.
40. The date of declaration of qualified/empanelled agency will be at the discretion of GIMS.
41. The TPA shall ensure complete confidentiality of patient data and comply with IT Act, 2000 and subsequent amendments.
42. All the pages of the EOI are to be self-attested.
43. The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Government Departments /Boards/ Corporations or reputed Private Companies.
44. GIMS reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof.
45. GIMS shall have the right to delete any agency from the panel during the period of the empanelment, without assigning any reason thereof.



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46. The initial term of the agreement will be one year and extension will be provided based on satisfactory performance and the ability to provide services as per the agreed terms and conditions.
47. If the performance is not found satisfactory, the agreement may be terminated within 30 days' notice, subject to the agreed terms and conditions.

48. SUBMISSION OF PROPOSAL:

Interested agencies may apply for the **Expression of Interest for Operation of Third Party Administrator (TPA) for Insurance Patients at GIMS, G. Noida**, and Applications should include details of the empanelment along with the following documents: (self-attested copies). Performa given at

I. Performa given at Appendix "A"

II. Performa given at Appendix "B"

Interested person/bidders should submit their applications by due date and time to Director, GIMS, and Greater Noida. Appendix A (Details of agency empanelment) and Appendix B (Proforma for rate quotation) will be submitted in separate sealed envelope. The envelope must bear "**Expression of Interest for Operation of Third Party Administrator (TPA) for Insurance Patients at GIMS, G. Noida**" Applications should include details of the empanelment along with the following document as well as the mailing address and contact information of bidder to facilitate returning the document in case of late submission.

Expression of Interest may drop in the box kept at ground floor, administrative block in GIMS premises. Any Expressions of Interest received after the stipulated period & will not be considered and will be rejected.

49. PROCESS FOR ALLOTMENT OF SPECIFIC JOBS

The Expression of Interest received in response will be evaluated by the evaluation committee of GIMS which may also undertake an onsite inspection or the qualified agency will be asked to make a presentation regarding their technical capabilities.

50. OPENING OF EXPRESSION OF INTEREST

First the Technical bid will be opened. There after these EOIs will be evaluated by the Evaluation Committee. Thereafter, Financial bid will be opened by the evaluation committee.

51. EMPANELMENT

Rate quotation will be open for all the technically qualified agencies and order will be issued to the agencies who will quote the highest amount of sharing charges to GIMS (%).

52. CONTACT FOR ANY QUERY:

Mail ID -gimsgnoida16@gmail.com, 0120-2341736/38, 9999384468



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Appendix-A

PROFORMA

(Self-attested photocopies of documents should be attached with)

Details of Agency Establishment

1. Name & Postal address of Agency
2. Telephones Nos.:
 - (i) E-mail:
 - (ii) Fax Nos.
 - (iii) Mobile No's:
3. Nature of Establishment: (Sole/Partnership/otherwise) and its registration
4. Experience certificates
5. Name & address of Partners or Directors or Owner
6. Commercial Tax Regd. No.:
7. GST No.:
8. PAN No.:
9. TAN No.:
10. Awards of Excellence in the field if any
11. Any other information

Signature of the Proprietor/Authorized Signatory	Rubber Seal indicating complete address: Place: Date:
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Appendix-B

PROFORMA FOR RATE QUOTATION

S. No.	Proposed Agency Revenue %	GIMS Revenue %
1		
2		

Signature of the Proprietor/Authorized Signatory	Rubber Seal indicating complete address: Place : Date :
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