



**ESI-PGIMSR, ESIC MEDICAL COLLEGE AND
ESIC HOSPITAL & ODC (E.Z.), JOKA**
(A statutory body under Ministry of Labour Govt. of India)
DIAMOND HARBOUR ROAD, JOKA, KOLKATA - 700 104,
Fax: 033 2467 2795, Phone:033 2467 1764/6280/1322/2799
(An ISO 9001:2008 CERTIFIED HOSPITAL)

No.412.U/16/12/TKP/MRD/TIE-UP/09 Vol III

Dated : 26.02.2018

Sub: Applications are invited for Empanelment of Private/Reputed Hospitals/Diagnostic centres and Nursing Homes and Dental Clinics for Secondary care /Speciality Treatment and Diagnostic services/Dental care services for beneficiaries of ESI Corporation, ESIC Officials and Pensioners referred by ESIC MDDC, Haldia .

Last date of receipt of application: 26.03.2018 up to 2.00 pm

Terms and conditions will be the following.

TERMS AND CONDITIONS:-

1. A)The empanelment will be governed by prevailing CGHS Kolkata rates and terms and conditions as amended from time to time. For CGHS guideline please visit :www.mohfw.nic.in.
- B)When ever there is no rate available in CGHS , rate of AIIMS/ESIC will be followed
- C) Certain discounts on drugs/treatments/procedures/devices are as under:-
 - a) **15% discount on hospital rates if there is no package/ procedure rate available under CGHS/AIIMS/ESIC.**
 - b) **For device/stents etc, (Not within CGHS/ESIC package) 15% discount on MRP(Maximum Retail Price).** In such cases, the claim is to be supported by both

the sticker/Packaging & the bill of purchase. In this regard, statutory directions of Govt of India/State Govt governing ceiling prices etc, if any will be applicable, as amended from time to time.

c) In case drugs not available in the **CGHS/ESIC Package/Procedure 10% discount on the MRP.**

d) Regarding the patient admitted in tie up hospitals, the empanelled hospital should levy CGHS ESIC approved rates for procedures, bed charges, consultations etc . If no such rates are available, then there shall be a **discount of 15% on normal scheduled rates of the hospital.**

2. A) The Hospital /Institutions willing for empanelment should have:

a) Minimum of 30 beds with basic investigation facilities .

b) Doctors and other medical personnel should be available for 24/hours a day .

c) Should have a well equipped operation theatre for General Surgical and G &O cases preferably with ICU,ITU and NICU wherever available.

d) Should have 24 hours emergency services, with optimum infrastructure and manpower availability.

e) Hospitals/Institutions should have all the statutory permission and sanction from competent authority (Attested photocopy to be enclosed with the application).For empanelment hospital should have indoor facility.

f) Tie up Hospital shall be situated in & around Haldia with in a radius of 15 kms from Haldia Municipality area.

B)The diagnostic centre must have facilities of pathology , biochemistry and microbiology and radiological services and should have all statutory permission and sanction from competent authority. (Attested photocopy to be enclosed with the application) .

C) The Dental clinic should have all the facilities of routine dental procedures and should have all statutory permission and sanction from competent authority. (Attested photocopy to be enclosed with the application) .

3. On acceptance of offer, the bidder shall deposit Security Deposit of Rupees **Five lac (05 lac)**only, within the period specified by the competent authority of this hospital, Security Deposit submitted by Demand Draft payable in favor of ESI Fund A/C No 1 payable at Kolkata at the time of doing agreement. Cheques / Cash will not be accepted.

4. A comprehensive rate Chart of interested hospitals is required to be submitted at the time of agreement for the purpose of procedures not available at ESIC and CGHS Kolkata 2010 and 2014 rates. This rate will be in force for the period of contract and no up ward revision will be accepted.

5. A separate undertaking in the application to be submitted that the hospital is giving consent that they are willing to accept the Terms and Conditions of ESIC Corporation regarding rates.

6. The Hospital shall not return / refuse patients on the ground that no bed or facility is available for the treatment. Refusal to admit the patient will be viewed seriously and may result in cancellation of empanelment and forfeiture of Security Deposit. The decision of MS/Dean, ESIC Hospital, Joka shall be final & binding of the bidding hospital in regard.

7. The Medical Superintendent, ESIC Hospital, Joka is the final authority to accept or reject any application regarding the empanelment of tie-up centres without showing any reason/clarification.

8. Speciality Hospitals will accept patients only with proper online referral from MDDC, ESIC, Haldia. In case of **Acute emergency condition only**, patient may get admission in the secondary care hospitals directly showing genuine smart card issued by the ESIC/ valid TIC containing identifiable and attested photo of the patient, the but post-facto online approval should be taken from **MO I/C, MDDC, Haldia** (in absence /legitimate leave of MO I/C the next Senior Medical Officer may approve the post facto approval) may approve the same after ascertaining with the acute /emergency condition as per justifications and notings given by **concerned specialist under whom the patient got admitted** that the condition was genuinely acute/ emergency and that approval should be taken within 24 hours of admission or in case the MDDC is closed on that day approval should be taken at the earliest on the next working day. The MO I/C may visit the hospital /Nursing home to ascertain the genuinity of the case.

9. All the patients (IP and Beneficiary) who needs to be referred to Tieup hospital /diagnostic centre must have registered in Haldia Dispensary, registration no (MRE Number) must be entered in referral form. IMO I/C MDDC, Falta (Authorised signatory in referral form) mandatorily ensure that the referral condition is entered in all the MRE (Medical Record envelope) as per Medical Manual guideline.. There should be a separate referral register containing all the documents [Sl no /Date/ Name /Name of IP/Relation/Age/Sex/Address, Contact no/Ins no/MDDC, Haldia reg no (MRE no)/OPD registration no /Diagnosis/Name of referral Hospital/Referral from MDDC, Haldia or Admission]

10. Hospitals/Diagnostic Centres under tie-up with ESIC will not charge any money under any circumstances from the patients/beneficiaries referred to them from MDDC Haldia.

11. The empanelled hospital will provide treatment in general bed only to the referred beneficiaries. For ESIC Corporation staffs and their dependents and pensioners the secondary care hospital will provide treatment in the category of beds in which they are entitled as mentioned in CGHS 2010 guideline.

12. Before offering empanelment to the bidding hospitals ESIC Joka Hospital authority at its discretion may visit the same to ensure the infrastructure and quality of service.

13. Hospital/Diagnostic centers should upload treatment details against each claim-ID on online module for payments/generation of bills (As per HQ rules).

14. The empanelled hospital will honour the referral issued by the Referring Authority (ie, IMO I/C MDDC, Haldia, duly signed and stamped) of the ESI beneficiaries, ESIC Staffs and pensioners holding valid ESIC Photo Identity card/ Medical Card respectively.

15. All the applicants must submit the declaration (Annexure 2) in Rs. 100.00 stamp paper, duly affidavit in local court.

Along with the application the following documents should be submitted:

1. Hospital /Diagnostic centre Licence from competent authority.
2. Trade Licence
3. PAN Card
4. Existing Hospital rate chart with rates for bed charge, package rate, rates for all procedures and investigations.
5. List of all doctors responsible for patient case including a separate list of specialists relating to the Speciality services for which application has been submitted. Any addition/deletion shall be immediately communicated to MDDC, Haldia & ESIC Hospital, Joka by e-mail followed by a hard copy.
6. PNDD certificate (where applicable).
7. Certificates related to other statutory requirement.

Proposal for empanelment with duly filled application Performa(Annexure 1) along with all the documents required, may be sent to :The Medical Superintendent, ESIC Hospital & ODC (EZ), Diamond Harbour Road, Joka, Kolkata - 700104; by registered post or directly, on or before **2.00 pm on 26.03.2018.**

On the top of the application following must be written in bold letter:

“Applications for Empanelment of Secondary care /Speciality Treatment and Diagnostic services/Dental care services for beneficiaries of ESI Corporation, ESIC Officials and Pensioners referred by ESIC MDDC, Haldia “.

Medical Superintendent

APPLICATION FORMAT FOR EMPANELMENT

- 1. Name of the Institution/hospital/
Diagnostic Centre :**

- 2. Address, Telephone no's/ Fax no., Email :**

- 3. Empanelment sought for :**

- 4. Whether NABH/Non NABH/
SUPERSPECIALITY :**

- 5. Name and phone number/mobile no's of
the competent person/persons who will
maintain constant liaison with MDDC, Haldia and
ESIC Hospital, Joka :**

- 6. No. of Beds :**

- 7. Facility/services available:**

- 8. Emergency services:**

- 9. Licence from competent authority :**

- 10. Trade Licence :**

- 11. List of all doctors on roll of the hospital
including specialists and visiting doctors:**

- 11. Pan Card No. :**

- 12. Existing hospital rate chart with
rate for bed charge, package
rate, rates for all procedures and
INVESTIGATION :**

- 13. Any other information if any :**

Annexure II

UNDERTAKING

- a) I, the undersigned certified that I have gone through the terms & condition mentioned in the document and undertake to comply with them.
- b) That the rates quoted on the CGHS rules & ESIC rates are binding upon me for the entire period of contract.
- c) That the Security Deposit money of Rupee One Lac will be deposited by me at the time of signing the agreement.
- d) I hereby undertake to give the service as per direction and requirement given in the document within stipulated period.
- e) I/We, give the rights to Medical Superintendent to Forfeit the Security Deposit money deposited by me/us if any delay/ default occur on my part or failed to give optimum service/services within the reasonable time.
- f) That, there is no Vigilance/CBI case or court case pending against the Hospital. The bidding hospital/ diagnostic center have never been blacklisted by any organization/ statutory authority.
- g) That, the documents provided along with the application are genuine.
- h) That, this organization have other updated statutory and essential certificates required for running a Clinic/Nursing Home /Hospital/ Diagnostic centre as per rule.

The above furnished information /declaration are correct.

Date :

Signature of the Hospital Authority

Full Name :

Designation :

(Office Seal of the Hospital)