

TransPeshawar (The Urban Mobility Company)

Minutes of Pre-bid Meeting

Procurement Title	Provision of Group Life Insurance Services to the Employees of TransPeshawar (TPC/A&HR/S/Shopping/2021/001)		
Date & Time	11:30 AM, March 15, 2021		
Venue	Conference Room, TransPeshawar (The Urban Mobility Company)	Chair	Abid Mansoor Manager HR & Admin TransPeshawar


The following members were in attendance:

1. Khalil Ahmed Procurement Specialist, TransPeshawar;
2. Alamgir Bangash Business Development Specialist TransPeshawar.


Attendance is enclosed as **Annex-B**.

DECISIONS / DISCUSSIONS

The participants were formally welcomed. Brief description was given to the bidders about the procurement and contents of RFQ especially about the qualification requirements and submission of responsive bids. After briefing session, bidders were asked for queries that's need clarification. The queries of the bidders and responses are attached as **Annex-A**.

The meeting ended with a vote of thanks. 

Annex-A

Sr. No	Queries/Comments	TransPeshawar Response
1.	<p>Type/Shape of Bid Security: The participant asked about the type of bid security to be submitted.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It was responded that the bid security may be in shape of Demand Draft or CDR or Banker's Cheque. <p>No changes in the RFQ are required.</p>
2.	<p>Type of Disability to be Covered: The participants asked for describing the type of disability as natural or accidental or both.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is stated that the covered disability shall be deemed as accidental disability. <p>No changes in the RFQ are required.</p>
3.	<p>Amount of Payment in Temporary Total Disability (TTD): It was asked that what amount would be paid in case of TTD.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is responded as per standard policy for life insurance minimum wage notified by the Govt. shall be payable in case of TTD. <p>No changes in the RFQ are required.</p>
4.	<p>Mentioning benefits in Form of Quotation: Referring to clause 5 of the Terms of Reference (ToR) the participants asked for categorically mentioning the "terrorism" in form of Quotations to facilitate participating firms in quoting premium.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is responded that all the eventualities are provided in Appendix-I "Terms of Reference" (ToR) so, it is responsibility of the participating firms to translate them into premium. <p>No changes in the RFQ are required. </p>

	<p>Appendix-I: The bidders sought clarity about the Appendix-I.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is responded that "Term of Refence" ToR is Appendix-I to the RFQ. <p>No changes in the RFQ are required.</p>
	<p>Term and Condition of Service Agreement: It is told that Group Life Insurance Policy is governed by Master/Standard Group Life Policy Document which is supposed to be integral part of the contract along with other documents mentioned in Form of Contract under the RFQ.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is clarified that the successful insurance company may apply the Master Group Life Policy to the extent of the covenants not provided under Term and Conditions for Provision of Services and the ToR and in case of conflict between the two the covenant of provided for under RFQ shall prevail. <p>No changes in the RFQ are required.</p>
	<p>Liquidated Damages: It is inquired by one of the bidders that clause 10 of Terms and Conditions for Provision of Services impose liquidated damages in case of delay in settlement of claims which are not applicable on group life insurance services.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> It is clarified that an ample time of 45 working days have been provided for settlement of claims and liquidated damages shall be imposed in case the delay is unjustified. <p>No changes in the RFQ are required.</p>
	<p>Temporary Partial Disability (TPD): It is inquired by one of the bidders that there is no such term/benefit like TPD as provided for under clause 1 of Terms of References.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none"> it is to clarified that it is a type of disability and shall be deemed to covered under the contract. <p>No changes in the RFQ are required. <i>W</i></p>

<p>Payment of Premium:</p> <p>Under clause 8 of Terms of References, the payment of premium of next quarter is linked with payment of claims of first quarter, which is requested by one of the bidders for keeping it independent.</p>	<p>Response/Decision:</p> <ul style="list-style-type: none">• it is responded that it shall be implemented as per given in the RFQ. <p>No changes in the RFQ are required. <i>m</i></p>
--	--



TransPeshawar (The Urban Mobility Company)
A company set up under section 42 of the companies ordinance, 1984

Attendance Sheet for Pre-Bid Meeting (Members)

Project Name: Peshawar Sustainable Bus Rapid Transit Corridor Project
Loan No: Loan 3543-PAK
Ref. No: TPC/A&HR/S/Shopping/2021/001
Procurement Title: Provision of Group Life Insurance Services to the Employees of TransPeshawar
Place: Conference Room TransPeshawar (The Urban Mobility Company) Office, KPUMA Building, Chamkani
Date & Time: March 15, 2021 (11:30 AM PST)

No.	Name of Member	Designation	Contact No.	Email	Signature
1.	ALAMGIR	BDS	0338-5908950	alamgir.nijat@transpeshawar.pk	
2.	Khaleel Ahmed	Pr. Spec	0333 9871624	khaleel.ahmed@Trans	
3.	Abid Mansoor	MHR	-	-	
4.					
5.					



TransPeshawar (The Urban Mobility Company)
A company set up under section 42 of the companies ordinance, 1984

Attendance Sheet for Pre-Bid Meeting (Bidders)

Project Name: Peshawar Sustainable Bus Rapid Transit Corridor Project
Loan No: Loan 3543-PAK
Ref. No: TPC/A&HR/S/Shopping/2021/001
Procurement Title: Provision of Group Life Insurance Services to the Employees of TransPeshawar
Place: Conference Room TransPeshawar (The Urban Mobility Company) Office, KPUMA Building, Chamkani
Date & Time: March 15, 2021 (11:30 AM PST)

No.	Bidder's Name (Firm/Company)	Representative's Name	Designation	Contact No.	Email	Signature
1.	Tubitu life Insurance	S. Jaffar Ali Shah	Asst. Mgr	0336-9133457	jaffar.ali@tubitulife.com	
2.	State Life	Babu Khan	Sector Head	0333-9411345	beau.babu@msol.com	
3.						
4.						
5.						
6.						
7.						
8.						
9.						