



**PROJECT IMPLEMENTATION UNIT (PIU)  
PUNJAB URBAN LAND SYSTEMS  
ENHANCEMENT (PULSE)  
Punjab Land Records Authority (PLRA)  
Government of the Punjab**



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**Subject: MINUTES OF THE PRE-BID MEETING FOR THE HIRING OF SERVICES FOR GROUP HEALTH INSURANCE AND GROUP LIFE INSURANCE**

A pre-bid meeting was held on January 06, 2025 at 11:00 AM under the Chairmanship of GIS Specialist, PIU-PLRA, PULSE in the committee room of PULSE for the subject activity. The meeting started with recitation of Holy Quran. The chair welcomed the participants and requested for round of introduction. Following participants attended the meeting:

1. Rana M. Sohail Aslam            GIS Specialist, PIU-PLRA, PULSE
2. Mr. Iftikhar Hussain Zaidi    Financial Management Specialist, PMU-BOR, PULSE
3. Mr. Ahsan Abdul Wahab       Financial Management Specialist, PIU-PLRA, PULSE
4. Mr. M Afzaal Amin Rana      Procurement Specialist, PIU-PLRA, PULSE
5. Mr. Ali Usman                    HR Manager, PMU-BOR, PULSE

The following joined the meeting through physically and through zoom link:


- i. Syed Naveed Hassan                    M/s Adamjee Insurance
- ii. Hafiz M. Hasan Zia                    M/s Jubilee Insurance
- iii. Raheel Ahmed                        M/s EFU Insurance
- iv. Mr. Zeb                                    M/s Jubilee Insurance

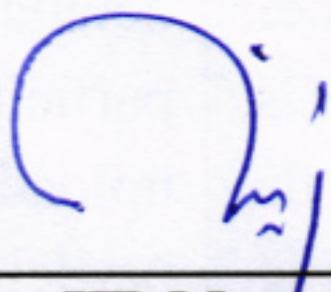
2. Procurement Specialist, PIU-PLRA, PULSE apprised the participants regarding the procurement process of subject activity. Following queries were responded during the meeting:

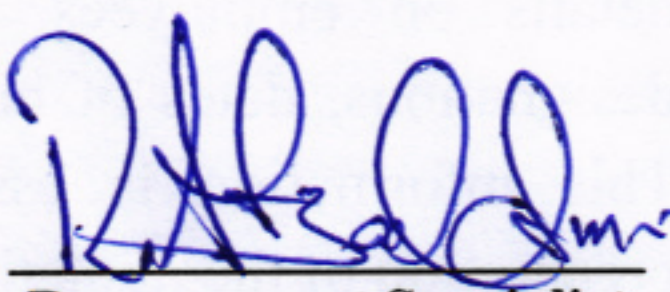
Sr. #	Query / Question	Response
1.	The RFQ document does not include details on employees, such as their designations, dates of birth, or CNICs. This information is essential for the preparation of the quotation and costing.	The required data, including all relevant details, will be shared via email with all participants of the meeting and will be uploaded at PULSE website for all potential participants.
2.	Will the data being shared include details of the employees' family members and parents, such as their age, date of birth, and CNIC?	Yes, the data that will be shared includes comprehensive details of employees, their family members, and parents, including their dates of birth, chronic diseases, and CNIC information.
3.	Will both Group Health Insurance and Group Life Insurance be purchased?	Separate quotations are invited for Group Health Insurance and Group Life Insurance (Lot wise). The decision will be based on a

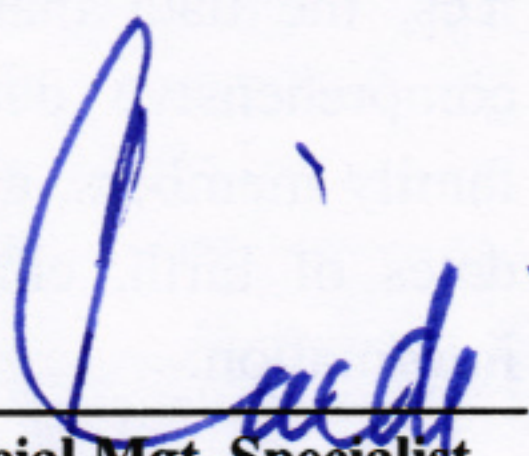
Sr. #	Query / Question	Response
		comprehensive evaluation of all the quotations submitted to PULSE.
4.	How many employees are expected to be hired in the future, and what is the current strength of the employees?	The current strength of PULSE employees is 222. According to the PC-1, total approved strength is approximate 700 employees which are planned to be hired in the future under the PULSE project.
5.	Do the insurance companies have to prepare the Quotation on total number of employees of the project as per PC-1 i.e. 700 employees?	No, companies are required to submit their quotations based on the current number of employees, which is 222 as of now. The number of employees may increase or decrease in the future, and the premiums for those individuals will be adjusted accordingly.
6.	Is there any bifurcation provided regarding the premium, as the premium outlined in the RFQ document which is 10 Million for Group Life Insurance, appears to be on the higher side?	Yes, there is a bifurcation of coverage, and insurance companies are instructed to provide their quotations as per below coverage: <ul style="list-style-type: none"> <li>i. Two Million</li> <li>ii. Five Million</li> <li>iii. Ten Million (as given in RFQ)</li> </ul> Insurance companies are expected to tailor their quotations according to these specified categories.

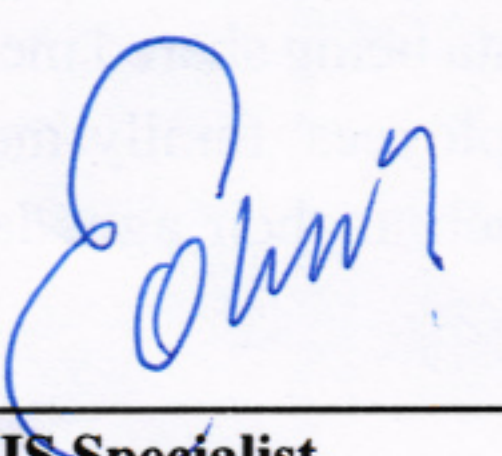
Meeting was ended with the note of thanks.

  
**Financial Mgt. Specialist**  
**PIU-PLRA, PULSE**  
**(Member)**

  
**HR Manager**  
**PMU-BOR, PULSE**  
**(Member)**

  
**Procurement Specialist**  
**PIU-PLRA, PULSE**  
**(Secretary)**

  
**Financial Mgt. Specialist**  
**PMU-BOR, PULSE**  
**(Co-Opted)**

  
**GIS Specialist**  
**PIU-PLRA, PULSE**  
**(Convener)**