



# CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

2<sup>nd</sup> Floor, Vishwa Yuvak Kendra, Teen Murti Marg,  
Chanakypuri, New Delhi-110021.



Date: - 20/06/2025

## Minutes of Pre-bid Meeting Tender for the Procurement of Comprehensive Group Health Insurance Policy for the employees of CMSS

Tender no: - GEM/2025/B/6319292 dated 6<sup>th</sup> June, 2025

### Pre-Bid meeting held on 13/06/2025

The pre-bid meeting was held on 13<sup>th</sup> June, 2025 at Conference Hall, CMSS HQ, New Delhi and the prospective bidders / participants attended the meeting.

The following CMSS officials were present in the meeting:

1. Mr. Vijay Kumar Dhingra, GM (Logistics Supply Chain),
2. Ms. Manni Sharda, AGM (Proc.),
3. Ms. Divya, AGM (Finance), and
4. Mr. Anurodh Singh, Manager (Admin).

One of the TEC members, Sh. Anuj Prakash, GM (Admin -I/C) was on leave and in his absence, as directed, Mr. Vijay Kumar Dhingra, GM (LSC) attended the meeting.

The following prospective bidders were present in the meeting:

1. Mr. Hiten Talwar, Corporate Relationship Manager, SBI General Insurance Co. Ltd. (offline),
2. Ms. Shaifali Goyal, Vice President, Anand Rathi Insurance Brokers (online),
3. Mr. Viplav Das, Senior Manager, Anand Rathi Insurance Brokers (online),
4. Mr. Satish Sanas, Asst. General Manager, J.B. Boda Insurance and Reinsurance Brokers Pvt. Ltd. (online),
5. Ms. Sangeeta Arya, AGM -GI Corporate, SMC Insurance Brokers Pvt. Ltd. (online) and
6. Ms. Deepika Bagga, Universal Sompo General Insurance Company Ltd. (online).

The detailed discussion was held in the pre-bid meeting and the prospective participants/bidders raised their queries regarding the various terms & conditions of the tender document.

The queries /clarification sought by the prospective participants/bidders and the draft response of CMSS are as follows:

S. No	Tender Clause no. & Page no.	Tender Clause	Clarification
1	General Suggestion	Bidder requested to share employee's data (in excel) as per Annexure XI.	Accepted.
2.	38.26 "Scope of Work"	A complete/ full physical-body fitness check-up for each employee/ member per year subject to a maximum of Rs. 5,000/- per employee/ member will be covered.	It is clarified that the overall sub-limit for Annual Health Check-up of INR 5,000/- would be applicable per family.

*[Signature]*  
20/06/25

*[Signature]*  
20/06/25

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20/06/25

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20/06/25

S. No	Tender Clause no. & Page no.	Tender Clause	Clarification
3.	Notice Inviting e-Tender	The bidder requested to confirm as under:  <i>"Please confirm if the participation can be done on the direct side as the tender mentions the brokers can also participate in the tender."</i>	As per Clause 5.1 – "Eligibility and Qualification Criteria":  "The Insurance Companies should be Licensed /Registered by IRDAI"  Accordingly, no broker /middleman is allowed to participate in the captioned bidding process. In case any broker participates, his bid is liable to be summarily rejected.
4.	General	Employer employee relationship	It is to clarify that employer employee relationship exists between CMSS and the employees proposed to be insured under this Group Medical Policy.
5.	General	Nature of work of insured persons.	It is to clarify that the nature of work of insured persons is general office work.
6.	General	Nature of work of Captioned group and insured persons.	It is to clarify that the nature of work of captioned group and insured persons is general office work.
7.	General	Is any involvement of doctors, nurses?	It is to clarify that medical doctors and nurses are not involved in respect of this insurance policy.
8.	General	Annual Health Check-up – is this applicable for employees only?	Annual Health Check-up is applicable for employee as well as his /her family member(s). However, it is to clarify that the overall sub-limit of INR 5,000/- would be applicable per family.

*Anurodh Singh*  
20/06/25  
Anurodh Singh  
Mngr (Admin)

*Divya*  
20/06/25  
Divya  
AGM (Fin.)

*Manni*  
20/06/25  
Manni Sharda  
AGM (Proc.)

*V.K. Dhingra*  
20/06/25  
V.K. Dhingra  
GM (LSC)