

DHS/MHIS/MPTP/2/2026/321

Date: 16.03.2026

**MEGHA HEALTH INSURANCE SCHEME
MINUTES OF THE PRE-BID MEETING FOR THE:**

**THE INCLUSION OF GOVERNMENT EMPLOYEES, PENSIONERS, ETC.
THE EVALUATION OF HEALTH BENEFIT PACKAGES &
THE EVALUATION OF ADOPTING A PREMIUM SHARING MODEL
FOR THE IMPLEMENTATION OF THE MEGHA HEALTH INSURANCE SCHEME, PHASE 7**

VENUE: CONFERENCE HALL, DIRECTOR HEALTH SERVICES (MI), SHILLONG – 793003, MEGHALAYA.

Members Present:

Representatives from the State Nodal Agency -MHIS and PMJAY: Attendance attached in **Annexure I**.

1. Shri. Ramakrishna Chitturi, Chief Executive Officer, MHIS and Additional Secretary, Health & Family Welfare Department, Government of Meghalaya
2. Dr. (Mrs.) N. E Kharsahnoh, Director of Health Services (MCH) cum Jt. Chief Executive Officer, MHIS.
3. Shri. Steven R Bareh, State Manager MHIS –MHIS.
4. Shri. Natus D Ladia, Monitoring and Control Officer, MHIS.
5. Shri. Brandon B Rymbai, IEC Enrolment Manager, MHIS.
6. Smt. Stacey M Passah, Finance and Accounts Manager, MHIS.
7. Shri. Nangkiewbor Diengdoh, Accounts Manager, MHIS.
8. Shri. Jopskhem Lygnwa, Human Resource Manager, MHIS.

Representatives from the Consultancy Firms /Bidders who attended the pre-bid meeting physically and through Video Conference: Attendance attached in **Annexure I**.

1. Introduction

The Department of Health & Family Welfare, Government of Meghalaya, through the State Nodal Agency – Megha Health Insurance Scheme (MHIS), initiated a competitive bidding process for engaging a consultancy firm to evaluate and restructure the implementation features of MHIS for the upcoming phase.

Accordingly, Tender Documents were issued inviting proposals from qualified consultancy firms for providing professional and expert services in relation to the evaluation and restructuring of the scheme.

To facilitate better understanding of the scope of work and to clarify queries from prospective bidders, a Pre-Bid Meeting was convened on 13th March 2026 at the Conference Hall of the Director of Health Services (MI), Shillong.

2. Proceedings of the Meeting

The meeting commenced with a welcome address by Shri Ramakrishna Chitturi, IAS, Additional Secretary, Health & Family Welfare Department and Chief Executive Officer, MHIS.

This was followed by an introduction of the representatives of consultancy firms participating in the meeting, both in person and through video conferencing.

Subsequently, a presentation was delivered by Shri Steven R. Bareh, State Manager – MHIS, providing an overview of the following aspects:

- Organisational structure of MHIS
- Overview and evolution of MHIS and integration with PMJAY

- Current status of MHIS-PMJAY implementation
- Scope of services under the consultancy assignment
- Payment structure and deliverables
- Bidding process and timelines

During the presentation, the key expectations from the consultancy firms were highlighted, including requirements relating to infrastructure, human resources, technical expertise, and deliverables under the assignment.

The presentation is enclosed in Annexure II

Consultancy firms were advised to carefully review the Tender Documents and submit their proposals in accordance with the terms and conditions specified therein.

3. Queries and Clarifications

During the meeting, representatives of the consultancy firms raised several queries and sought clarifications regarding the RFP, scope of work, eligibility criteria, timelines, and other technical aspects of the project.

Some key points discussed include:

- Bidders were advised to ensure compliance with all mandatory requirements specified in the Tender Documents.
- Several bidders had submitted queries in advance via email; additional queries were also raised during the meeting.
- Clarifications provided during the meeting were primarily for guidance and understanding of the bidders.
- KPMG has requested permission to submit additional queries via email on 13th March, 2026 by evening. The State Nodal Agency has accepted this request made by the firm.

The detailed list of queries raised and responses provided is enclosed as Annexure-II to these minutes.

It was clarified that the responses recorded in the annexure are indicative in nature and that official clarifications and modifications, if any, will be issued through a formal addendum/corrigendum to the Tender Document. The Bidders were advised that any further clarification or amendments to the Tender Documents would be communicated officially.

4. Bid Schedule

Based on the Tender Document, the following schedule for the bidding process was reiterated during the meeting:

Activity	Date
Issue of Tender Documents	09 March 2026
Pre-Bid Meeting	13 March 2026
Issue of Clarifications/Addenda	16 March 2026
Issue of Revised Final Tender Document	16 March 2026
Bid Due Date (up to 10:00 hrs)	19 March 2026
Opening of Technical Bid	19 March 2026
Opening of Financial Bid	19 March 2026
Issuance of Letter of Award (Tentative)	20 March 2026
Signing of Service Contract (Tentative)	25 March 2026



GOVERNMENT OF MEGHALAYA

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5. Conclusion

The Chief Executive Officer has once again emphasised on the matter that the timelines are not negotiable and cannot be changed. The State Nodal Agency looks forward to the participation of the bidders in the bid submission, which will be scheduled as per the timeline.

The meeting concluded with a Vote of Thanks by the Chief Executive Officer, MHIS, who thanked all participants for their active participation and valuable inputs.

Annexures

Annexure-I: Attendance Sheet of Participants.

Annexure-II: Presentation.

Annexure-III: Queries Raised and Clarifications Provided During the Pre-Bid Meeting

Sd/-

Ramakrishna Chitturi, IAS
Chief Executive Officer,
Megha Health Insurance Scheme
Government of Meghalaya.