

**Tender Title:**

Pre-Bid meeting for the Hiring of IT firm/companies for the Development of Management Information System for Data Cell at Commissionerate of Afghan Refugees (CAR) for the HRDC-IMSciences project titled "Improved Access to Services through Analogue & Digital Participation in Local Governance, Health and Education" held at 11:30 AM dated 22-12-2023.

**Date:** December 22, 2023.

**Purpose of the meeting:** Pre-Bid Meeting for Hiring of IT firm/companies for the Development of Management Information System for Data Cell at Commissionerate of Afghan Refugees (CAR)

**Participants of the meeting:**

S. No	Name	Designation	Organization
1.	Mr. Azam Farooq,	Coordinator HRDC, IMSciences	HRDC- IMSciences
2.	Mr. Haseeb Ahmad	Manager Administration,	IMSciences
3.	Dr. Awais Adnan	Professor/Coordinator ORIC	IMSciences
4.	Mr. Amir Zaib	Procurement Officer,	IMSciences
5.	Sajid Fahim	Project Lead	HRDC- IMSciences
6.	Shahzad Khattak	Assistant Director	CAR
7.	Shafeeq Khan	Project Associate	HRDC- IMSciences
8.	M. Nasim Khan	Digital Coordinator	HRDC- IMSciences
9.	Salman Wahid	BDO	Stepnax Services
10.	Asghar Ali	Manager	Mazhar Enterprises Pvt Ltd
11.	Shahbaz Khan	MD	Bazcher & Co
12.	Hurmat Ali	Office Assistant	NesPak

*[Handwritten Signature]*  
22/12/2023

## Meeting Minutes:

A pre-bid meeting was held with IT Firms/Companies at 11:30 AM on December 22, 2023, at HRDC-IMSciences.

The meeting was chaired by Sajid Fahim (Project Lead).

**The following points were discussed and agreed upon:**

Mr. Shahzad Khattak, In-charge Data Cell Section CAR, KP gave a briefing about Data Cell and informed that Integration with other Commissionerate and Govt: departments (MIS and apps) is also envisaged which should be kept in mind by the IT Firm. Shahzad mentioned that a complaint Redressal system for refugees is also part of the MIS system to be developed. The complaint portal will be web based.

Mr. Shahzad informed the attendees that data is to be uploaded on-premises server initially which is later can be considered to migrate to a cloud based server. The Quote from IT firm should include cloud and on premises solution.

The attendees were informed that after the development of MIS system, the IT firm will provide Managed Services delivery (MSD), technical support and backstopping till February 2025.

Commissionerate for Afghan Refugees (CAR) expects that MIS will be launched by June or July 2024. On a query the attendees were informed that after February 2025 CAR may go for extension in Service Level Agreement (SLA) support.

The attendees were informed that CAR has 06 projects going on and the data of these projects needs to be incorporated in the MIS System.

The attendees were informed that MIS Solution should be flexible and scalable for integration with UNHCR, Chief Commissionerate Afghan Refugees and other Commissionerate in other provinces and various government departments in future.

On a query about trainings/workshops, the attendees were informed that training will be on the MIS system developed by IT firm.

The attendees were informed that Source Code and ER diagram is to be provided by IT firm. MIS to be kept online. The number of users is expected to be below 100.

On financial documents to be provided the attendees were informed that audit reports are required for the last 03 years.

IT Firms were informed that a backup and disaster recovery solution be provided in MIS Solution.

IT Firms were informed to implement the MIS project preferably through Agile and JIRA expert to be available, but PM model will be decided later.

Scope is not yet finalized. How many reports, no of templates etc. cannot be told as yet. Point 02 of TOR explains it.

IT firms were informed to provide an appropriate security solution for the Storage of Data and Reporting on it – Embedded solution is being envisaged by Commissionerate for data analytics rather than using COTS SW.

IT firms were informed to provide solution which is scalable, flexible and can be integrated with other applications in the future.



Amir Zaib,  
Procurement Officer,  
IMSciences Peshawar