THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(An Autonomous Law University established by the West Bengal Act No. IX of 1999)
"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106
Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511
E-mail: purchase@nujs.edu <> Website: www.nujs.edu

RFP Ref. No.: WBNUJS/RFP/SIA/002/2025-26 **DATE: 04.07.2025**

REQUEST FOR PROPOSAL (RFP)

The West Bengal National University of Juridical Sciences, an Autonomous Law University established under the WBNUJS Act, 1999 (West Bengal Act IX of 1999) adopted by the West Bengal Legislature in July, 1999. The University was notified under Clause (f) of Section 2 of the UGC Act, 1956 in August 2004 and has been granted permanent affiliation by the Bar Council of India in July 2005 is in the process of **Selection of Actuarial Firm** for the University through the Offline Tenders under two cover bidding system (Technical+ Financial).

Item Description	Period
TENDER FOR SELECTION OF ACTUARIAL FIRM	**FOR A PERIOD OF 2 YEARS (Further 1 year may be extended)**

The potential and eligible bidders are required to visit the University website (https://www.nujs.edu/home/tenders/) for submission the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the University Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Publication/ Download of Tender	**04.07.2025**	**10:00 hrs**
2.	Bid Submission Start Date	**04.07.2025**	**10:00 hrs**
3.	Bid Submission Close Date	**12.07.2025**	**17:00 hrs**
4.	Opening of Technical Bids	**15.07.2025**	**11:00 hrs**
5.	Validity of the Bid Documents	**90 days from the date of opening**	

All quotation and manual bid should be submitted in the respective section of The W.B. National University of Juridical Sciences.

Address for the submission:

THE REGISTRAR
THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
"DR. AMBEDKAR BHAVAN"
12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106

Sd/-
Registrar

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INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the University website (https://www.nujs.edu/home/tenders/). The bidders are required to submit hard copies of their bids at the respective section of the University.

IMPORTANT INFORMATION

NIT REF. NO.	**:**	WBNUJS/RFP/SIA/002/2025-26
ITEM DESCRIPTION	**:**	TENDER FOR SELECTION OF ACTUARIAL FIRM
TENDER TYPE	**:**	OPEN TENDER
NO. OF COVER		TWO (02) COVER SYSTEM
DATE OF PUBLICATION OF TENDER	**:**	04.07.2025
LAST DATE OF OFFLINE BID SUBMISSION	**:**	12.07.2025 upto 17:00 hrs
DATE OF OPENING OF TECHNICAL BID	**:**	**15.07.2025 at 11:30 hrs**

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CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer:	**The Purchase Officer**
Department:	**Purchase & Stores Section, WBNUJS Kolkata**
Email ID:	purchase@nujs.edu
Telephone No:	**+91-33-2569 4700 (Extn. 1013)**

SCOPE OF WORK

A. Annual Actuarial Valuation is to be carried out for following Employee Benefit Schemes of 120 Employees (Approx):

(i) Actuarial Valuation for Earned Leave (EL)
(ii) Actuarial Valuation for Half Pay Leave (HPL)

B. The basis for annual Actuarial Valuation for Employee Benefit Schemes:

(i) ***The basis of computation of* Earned Leave (EL) *is indicated below*:**
As per the Rules and Regulations of WBNUJS

(ii) ***The basis of computation of* Half Pay Leave (HPL) - Executives and staff *is indicated below*:**
As per the Rules and Regulations of WBNUJS

C. Other Points:

a) The actuarial valuation is required to be carried out based on the data furnished by the Company as on 31st March 2025, 31st March 2026 & 31st March 2027 for making/creating respective liability provisions in the Annual Accounts of the Company. The data of all the Units will be provided by the corporate office, Mumbai.

b) Valuation reports are required to be given in draft form for the University's consideration. After confirmation from the Universit, signed final reports will be submitted.

c) Liability provisions on actuarial valuation with respect to leave as on 31st March 2025 and 31st March 2026 as per AS needs to be given in addition to actuarial valuation report. The liability to be determined in respect of the above may please be segregated into current and non- current as on 31st March 2025 and 31st March 2026.

d) The Actuarial Valuation will be as per relevant applicable Standards for that financial year.

TIME PERIOD

The firm will be required to provide the desired services initially for a period of Two years i.e. FY 2024-25 and 2025-26 which can be extended upto 1 year on satisfactory performance.
Notwithstanding anything contained herein above, the University reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory at any time during the period.

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SUPPORT AND INPUTS TO THE FIRM

The University shall provide adequate office space with other supports, if needed to the Firm to perform its services. In terms of hardware, the University may provide the same subject to requirements from the Firm, (if any). The University will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

PRE-QUALIFICATION CRITERIA

Bidders shall meet the following Pre-qualification criteria to participate in the bidding process. The Bidder should provide necessary documentary evidence of compliance as follows:

Sl. No.	Pre-qualification criteria (PQ)	Documents required (Self Attested)
1	Bidder should be an Indian Actuarial firm/LLP/company and must have at least two qualified Actuaries and Practicing Member of Institute of Actuaries of India.	Self-attested document(s) in support of the constitution of Actuarial firm/LLP/company. Copy of practicing membership certificate from Institute of Actuaries of India for Actuaries.
2	The Actuarial firm /LLP/Company must have experience in handling the valuation of actuarial liabilities regarding employee benefits like Gratuity, Earned Leave, Post-Retirement Medical Scheme as per Accounting Standard-15 in Public Sector Undertakings (PSU's), Govt. Organisations, Higher Educational Institute and Universities in last 5 years (up to F. Y. 2023-24).	Copy of Letter of Intent/ Work order/approval issued by the party to be enclosed as proof of experience. In addition, Completion certificate/Self-certificate regarding completion of assignment also needs to be submitted

PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the University. No price variation would be allowed during the contract period.
2. In case of any revision of statutory liabilities during the contract period, the same will be applicable and borne by the University to the extent.
3. The University reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the University will be final in this regard.
5. The Service Provider will raise the Tax Invoice in duplicate on submission of the report to the University.
6. No advance payment will be made to the empanel agency under any circumstances. TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

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SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

i) Prequalification-cum-technical bid in **Annexure- I** along with all supporting documents

ii) Financial Bid in **Annexure- VIII;**

All the pages of the Tender document including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The envelope should be super scribed:

"TENDER FOR SELECTION OF ACTUARIAL FIRM FOR CONDUCTING ACTUARIAL VALUATION OF WBNUJS KOLKATA"

Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**

Submitted To: **THE REGISTRAR**
THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
"DR. AMBEDKAR BHAVAN"
12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106

The Applicant can submit the Tender by Registered post /Courier/ Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the University after the deadline shall not be opened.

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EVALUATION OF THE TENDER

The Tender will be evaluated by Tender evaluation committee constituted by the Authority, WBNUJS Kolkata. The technically qualified bidders will be processed for financial bids. The lowest bidder shall be awarded with contract.

GENERAL TERMS & CONDITIONS:

i) Any act on the part of the bidder to influence anybody in the University is liable to rejection of his bid.

ii) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.

iii) Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.

iv) WBNUJS Kolkata reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

v) WBNUJS Kolkata reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

vi) The decision of Competent Authority, WBNUJS Kolkata will be final in all matters relating to the empanelment and binding. WBNUJS Kolkata reserves the right to reject any application without assigning any reason.

DISPUTES AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

GOVERNING LANGUAGE:

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

OFFICE FOR COMMUNICATION :

The Bidder is desirable to have an office in West Bengal and service delivery centre in or around Kolkata. The Bidder should mention in detail their support infrastructure including address, contact Phone No., Fax No., e-Mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.

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ANNEXURE- I

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____
City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status
(tick on appropriate option)
1) Limited Company;
2) Undertaking; 3) Joint Venture; 4) Partnership
5) Others (In case of others please specify)

Company Category
1) Micro Unit as per MSME
2) Small Unit as per MSME
3) Medium Unit as per MSME
4) Ancillary Unit; 5) SSI
6) Others (In case of others please specify)

CONTACT DETAILS
Contact Name : _____
Email Id : _____
Designation : _____
Phone No : _____
Mobile No : _____

BANK DETAILS
Name of Beneficiary : _____
A/c No. CC/CD/SB/OD : _____
Name of Bank : _____
IFSC No. (Bank) : _____
Branch Address and Branch Code : _____

OTHER DETAILS
Vendor's PAN No. : _____
Vendor's GST : _____

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- II

DETAILS OF ACTUARIAL FIRM'S PROFESSIONAL INCOME
[GROSS PROFESSIONAL FEES EARNED]

Particular	Financial Year 2020-21	Financial Year 2021-22	Financial Year 2023-24	Average Annual Income
Annual Income* (₹ in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
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ANNEXURE- III

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT)
[DURING LAST 5(FIVE) YEARS]

List of Government Organizations for whom the Bidder has undertaken such work during last Five years (must be supported with supply orders)			
Name of the Organization	**Nature of the Assignments & services provided (Please specify whether the work involved ACTUARIAL as a whole of the Institute or part)**	**Work Order details (Copy to be attached)**	**Completion Certificate issued by the respective Institutes (if any)**

List of Govt. University/ Educational Institutions for whom the Bidder has undertaken such work during last Five years (must be supported with supply orders)					
Sl. No	**Name of the Project**	**Duration of the Project [Start date / End date]**	**Name of the Govt. Educational Institutions**	**Nature of the Assignments (Pl specify whether work involved ACTUARIAL)**	**Nature of the Supporting Documents provided**
1.					
2.					
3.					
4.					
5.					

**** Furnish the copy of the documentary evidence in support of the information provided above***

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- IV

DETAILS OF ACTUARIAL FIRM'S PARTNERS, NAME AND REGISTRATION NOS.

Sl. No	Name of the Member	Designation	Membership No.	Remarks
1.				
2.				
3.				
4.				
5.				

** Furnish the copy of the documentary evidence in support of the information provided above*

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- V

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ University nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VI

ACCEPTANCE OF TENDER

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Tender Ref.No with Date:

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We _____ (name and designation of the bidder) on behalf of _____ (name of the organization/company) have downloaded / obtained the tender document(s) for the above mentioned 'Tender from the University website (https://www.nujs.edu/home/tenders/). I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), specification terms and condition etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ We do hereby declare that our organization/company has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- VII

FORM OF BID-SECURING DECLARATION
(To be printed on Organization Letter Head)

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Ref: Tender Document No. Dated _____

I/We, the undersigned herby certify that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of **Three (3) years** from being eligible to submit Bids for contracts for which tenders are floated by the University.

Dated this _____day of_____

For and on behalf of M/s._____

Address: _____

Signature with Stamps_____

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ANNEXURE- VIII

From:

To

The Registrar
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan" 12, LB Block, Sector-III, Salt Lake City,
Kolkata- 700 106

FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2024-25 & 2025-26 **			The service Provider will raise the bills in duplicate on submission of the Report to the Institute
B.	Add: GST as per applicable rate on the services provided			
C.	**Total Fees to be paid (including GST (A+B)**			

** ***The quoted fee should be inclusive of all the expenses.***

N.B.: ***Statutory Changes and deductions shall be made by the Institute as per the norms wherever applicable***

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

(Signature of the Authorized Person with Organization Seal)
Designation with Contact No:
Company Name: