THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(A University of Law Established by West Bengal Legislature by 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

Ref. No.: WBNUJS/PurEnq/RFP/PIP/2026-27/001 **Date: 17-04-2026**

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 affiliation by the Bar Council of India in July 2005. Over the years, the University has attained the status of premier Institution for imparting education in the field of Legal Studies and related subjects. It has consistently been ranked amongst the top law schools in India in reviews conducted by the NAAC, NIRF, Outlook India, Mint and LexisNexis Halsbury's Law Monthly. At present the University is offering the following course of ***BA.LLB, B.Sc.LLB, LLM, LLMDSDPL, M.Phil, M.Sc (FS), MA/M.Sc. Criminology, Ph.D, LLD*** *etc. and the University is currently operating from its campuses in* ***Kolkata*** *(****Dr. Ambedkar Bhavan*** *and* ***Salt Lake BSNL CTTC Building****).*

The University is in the process of **Renewal of Various Property Insurance Policies (All Risk, Electrical Equipment, Burglary, Money and Fire and Allied Perils Insurance etc.) of WBNUJS Kolkata** from IRDA Accredited PSU/ Govt. Subsidiaries Insurance Companies.

NAME OF TENDER: **RENEWAL OF VARIOUS PROPERTY INSURANCE POLICIES OF THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES FOR A PERIOD OF ONE YEAR (25-04-2026 to 24-04-2027) and FURTHER MAY BE RENEWED FOR ANOTHER ONE YEAR**

Other terms & conditions/ contents of the RFP are mentioned below –

1.	**Policy to be issued in favour of**	The West Bengal National University of Juridical Sciences
2.	**Address**	"Dr. Ambedkar Bhavan" 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106
3.	**Policy Period**	**One Year (25.04.2026 to 24.04.2027)** and further may be extended
4.	**Policy Type**	Property Insurance policies (All Risk, Electrical Equipment, Burglary, Money and Fire and Allied Perils Insurance etc.)
5.	**Claim settlement procedure**	The Insurance Company shall be liable to settle all the claims instantly whereas, within a maximum turn-around time of Thirty (30) days after submission of documents and in case of the delay reasons has to be informed to WBNUJS Kolkata in writing. If reasons are not found justified, the Insurance Company shall be liable to pay interest as per IRDA notification
7.	**Submission of the Bid**	The Insurance Companies may submit their financial proposals at Annexures and shall be in the **sealed envelope** super-scribing thereon "**Quotation for Renewal for Various Property Insurance Policies of WBNUJS Kolkata**" may be submitted by Hand/Post/ Courier etc. within **23.04.2026 (Thursday) upto 3 pm –** **The Registrar** **The West Bengal National University of Juridical Sciences,** **"Dr. Ambedkar Bhavan"** **12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106** The University will not take any responsibility under any circumstances for courier/ postal delay.

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CLAIMS DETAILS IN THE LAST 5 YEARS

Line of Business (Under which policy)	**M/s New India Assurance Company Ltd.** **M/s National Insurance Company Ltd.**
Gross Claim value (INR)	**NIL**
Settled Amount in (INR)	**NIL**

DISPUTES:

In respect of all tender conditions, and / or any matter connected therewith the decision of WBNUJS Kolkata shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Kolkata courts only. In case of dispute of any claim, a committee consisting of the representative of the insurance company and WBNUJS Kolkata will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities. Finally, all disputes or difference arising out of this tender, terms & conditions or any matter relation to this tender shall be resolved through arbitration. The Vice-Chancellor, WBNUJS Kolkata or his nominee shall be sole arbitrator who will decide the dispute as per the provision of "The Arbitrator & Conciliation Act 1996".

RESOLUTION OF DISPUTES:

The dispute resolution mechanism to be applied pursuant shall be as follows:

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings.

The dispute shall be referred to The Registrar, The West Bengal National University of Juridical Sciences (WBNUJS) Kolkata and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the order is issued.

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.

AWARD OF CONTRACT:

WBNUJS Kolkata shall award the contract to the technically eligible lowest bidder. If more than one bidder happens to quote the same lowest price, WBNUJS Kolkata reserves the right to award the contract to more than one bidder or any bidder.

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SUBLETTING OF WORK:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of WBNUJS Kolkata, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

INDEMNITY:

The vendor shall indemnify, protect and save WBNUJS Kolkata against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment supplied by him.

TERMINATION FOR DEFAULT:

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Insurer, terminate the Contract in whole or part:

1) If the Insurer fails to perform any obligation(s) under the Contract.
2) If the Insurer, in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

1) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
2) "**Fraudulent practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;'"

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

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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SECTION- 'A'

LETTER OF OFFER

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

Subject: Tender for Renewal for Various Property Insurance Policies of WBNUJS Kolkata
Reference: RFP No. WBNUJS/PurEnq/RFP/PIP/2026-27/001, Dated 17.04.2026

Dear Sir,

With respect to your above-mentioned tender, we hereby submit our tender bid in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable.

We have carefully gone through the terms and conditions, policy inclusions prescribed, and we accept the same in to without any alterations / modifications.

Place:

Date: **Signature of Bidder with seal**

** The bidder should submit the Letter of Offer on their company letterhead.*

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SECTION - 'B'
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be the successful bidder by the University, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the University.

1. It may be noted that no advisor/broker is involved in the tender.
2. The successful insurance agency shall provide the services strictly in accordance with scope of work, insurer details and as per detailed instructions of the Institute.
3. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, The West Bengal National University of Juridical Sciences, Kolkata** for a decision.

4. **Arbitration Clause:**
   In the event that the Successful Bidder is not satisfied by the decision of The Registrar, The West Bengal National University of Juridical Sciences, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Kolkata and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Kolkata. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

5. **Payment Terms:**
   Policy premium payment shall be made to the agency after acceptance of offer against Proforma Invoice.

6. **Period of Policy:**
   The period of various property insurance policies shall be **1 year** from **25th April 2026 to 24th April, 2027** and further may be extended for another one year.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Date: **Signature of Bidder with seal**

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ANNEXURE- I

FORMAT FOR SUBMISSION OF TECHNICAL BID (PART- A)

Sl.No.	Particulars	Details
1.	Name of the Insurance Company	
2.	Address	
	Telephone No.	
	Fax No.	
	E-Mail address	
3.	Details of Registration (number & date)	
	Month and Year in which the company was formed/ incorporated.	
	IRDA Accreditation Certificate	
	GST Reg. No.	
5.	Enclose the Certificate of Declaration for Confirmation of IRDA guidelines (Refer Annexure-II)	
6.	Tender documents duly signed and stamped on each paper	
7.	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets/profit & loss statements/ CA Certificate)	FY 2022-23: FY 2023-24: FY 2024-25:
8.	Company Bank Account Details.	A/c Name: A/c No: Bank Name: IFSC:
9.	Inclusion, terms & conditions of the policy (Enclose copy)	
10.	Exclusion of the policy if any (Copy Enclo.)	

Certificate to be Submitted by Bidder:

"This is to certify that _____ is my official mobile number and_____ _____ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer".

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

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ANNEXURE- II

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		Remarks
		Rupees in Figure	Rupees in words	
A.	Total Premium Amount for the Financial Year 2026-27			
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 University as per the norms***

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 Authorised Person with Organisation Seal)
Designation with Contact No:
Company Name:

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ANNEXURE- V

DETAILS OF VARIOUS POLICY COVERAGE

SL.NO.	CATEGORY OF ASSETS	COST AS ON 31-03-2026 (INR)
1	Campus Building	25,91,37,606.00
2	Bank Building	19,79,226.00
3	Auditorium	1,53,72,978.00
4	University Equipment's	6,34,06,496.00
5	Hostel Equipment's	76,97,682.00
6	Gymnasium Equipment's	27,76,428.00
7	Air Condition Machine's	1,16,60,676.00
8	University DG Set	27,00,000.00
9	Campus Infrastructure	12,10,06,918.00
10	Library Infrastructure	1,43,90,452.00
11	Sports Material's	1,99,856.00
12	Scientific and Laboratory Equipment's	48,56,705.00
13	Computer, Software & IT Infrastructure	5,49,30,795.00
14	Library Books	11,92,26,278.00
15	Books, Periodical & Journals	22,41,081.00
16	Furniture & Fixture	4,54,47,076.00
17	Cash in Hand/ Transit	1,40,000.00
	Total Sum Insured INR	**72,71,70,253.00**

(Signature of the Authorised Person with Organisation Seal)
Designation with Contact No:
Company Name: