The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan", 12, LB Block, Sector – III, Salt Lake City, Kolkata – 700106
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Notice No. 2165 /Reg/2026

Date 14.10.2026
15

NOTICE

This is to inform all concerned that the West Bengal Naitonal University of Juridical Sciences, Kolkata University has invited Requests for Proposal (RFPs) from eligible IRDAI-registered Insurance Brokers-cum-Advisors for empanelment.

The details of the RFP, including the terms and conditions, are available on the University's official website.

For any queries or further information, please contact hls@nujs.edu.

(Raja Chakraborty)
Registrar

THE W.B.N.U.J.S., KOLKATA - 106

The West Bengal National University of Juridical Sciences
(An Autonomous Law University established by the West Bengal Act No. IX of 1999)
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TENDER NOTICE

Request for Proposal (RFP)
Empanelment of IRDAI-Licensed Insurance Broker-cum-Advisor
For the Group Mediclaim Policy of NUJS

RFP Reference No.: WBNUJS/RFP/Insurance/007/2026-27
Date of Issue: 15 October 2026
Issued by: The Registrar, WBNUJS
Address: Dr. Ambedkar Bhavan, 12 LB Block, Sector III, Salt Lake City, Kolkata – 700106

1. Invitation

The West Bengal National University of Juridical Sciences (NUJS), Kolkata invites sealed proposals from **IRDAI-licensed insurance brokers** for empanelment and appointment as **Insurance Broker-cum-Advisor** for its Group Mediclaim Policy (GMC Policy). The Broker shall act solely in the interest of NUJS and its employees/ policy members. Insurer selection will be undertaken separately by NUJS with advisory support from the appointed Broker. However, the University shall be the final authority to select the insurer.

This procurement is governed by the applicable WBNUJS Rules and Regulations.

2. Scope of Work:

The Broker shall provide:

- Review of existing GMC Policy, endorsements, TPA arrangements and claims experience;
- Gap Analysis Report within **15 days** of receiving complete data;
- Programme design and insurer tender/RFP with the objective of maximum insurance coverage with minimum premium output.
- Quotation procurement within **14 days**.
- Comparison, recommendation and detailed report within **7 days**;
- Placement, policy issuance, endorsement verification within **3 working days**;
- Servicing support including additions/deletions, CD account reconciliation, e-cards;
- Claims assistance (cashless & reimbursement), escalation updates, 24×7 emergency support;
- Monthly claim MIS by the **10th of** the immediate next month, quarterly reviews by the immediate next month to the quarter.
- Renewal strategy **90 days** before expiry;
- Wellness activities and digital platform support.
- The University may enlarge or modify the aforesaid scope of work at any point of time depending upon its requirement without any reservation from the broker cum advisor.

Raja Chakraborty
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Kolkata-700106

- The selected Broker shall have to sign a non-disclosure agreement with NUJS.

3. Fees for Services:

The appointed Insurance Broker cum Advisor shall/should confirm that Insurance consultancy services will be at no direct cost/free of cost of NUJS, who shall not pay any kind of brokerage/fees/remuneration etc. for the services rendered by the Insurance Broker cum Advisor to NUJS. NUJS shall neither entertain any request for remuneration/fees etc. nor any claim for remuneration/reimbursement of expenses/losses. The bidder shall be eligible to earn brokerage from the shortlisted insurer as per applicable regulations by IRDAI.

4. Eligibility Criteria

Bidders must have:

1. Valid IRDAI Direct/Composite Broker licence for **≥5 years**;
2. GMC experience with **≥3 clients** of **≥500 lives** each (FY 2023–24 to 2025–26);
3. Average annual turnover **≥₹15 crore** from insurance broking activities;
4. Group health premium placed **≥₹15 crore** annually (FY 2023–24 to 2025–26);
5. Positive net worth for the last 3 financial years (Audited/ Certified);
6. In-house employee benefits/claims team of **≥5 professionals** in Kolkata;
7. Office in Kolkata for **≥5 years**;
8. Digital platform offering e-cards, claim intimation, tracking, network search and HR MIS;
9. Unconditional acceptance of the no-fee condition.
10. Hold valid all the statutory registrations viz. GST/PAN etc. at the time of submission of RFP.
11. The Insurance Broker cum Advisor or any of the partners/members/directors etc. should neither have been disqualified / cancellation of license by IRDAI nor been blacklisted/levied any penalty during the last 3 financial years.

** Incomplete, conditional or fee-quoting bids will be rejected.

5. Submission of Bids

Bids must be submitted in a sealed envelope marked: **"Proposal for Empanelment of Insurance Broker-cum-Advisor for Group Mediclaim Policy – RFP No: WBNUJS/RFP/Insurance/007/2026-27 . – Do not open before 02/11/2026"** at

The Registrar,
The West Bengal National University of Juridical Sciences,
"Dr. Ambedkar Bhavan", 12 LB Block, Sector-III, Salt Lake,
Kolkata- 700106

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The envelope must contain:

- Covering letter (Annexure I);
- Eligibility checklist (Annexure II);
- Self-declaration for eligibility checklist (Annexure III);
- Undertaking on remuneration (Annexure IV);
- Bidder profile & team details (Annexure V);
- Supporting documents for technical parameters;
- Board resolution/POA.

** All the above-mentioned documents should be submitted by the bidder on its own letterhead.

** Late bids will be **REJECTED**.

6. Critical Dates

- **Publication of RFP:** 15/10/2026
- **Bid submission start:** 15/10/2026
- **Bid submission end: 02/11/2026 upto 5:00 p.m.**
- **Opening of technical bids:** 04/11/2026 at 11:30 a.m.
- **Presentations:** To be intimated

All corrigenda will be published only on the NUJS website.

7. Tenure & Termination

The appointment will be for **one year**, extendable up to **two additional years** based on performance. NUJS may terminate for unsatisfactory performance, breach of confidentiality, fraud, or suspension/cancellation of IRDAI licence or any other reasons as deemed fit by NUJS. Broker may exit with **90 days' notice**, except within 60 days before policy expiry.

8. Rights of NUJS

(i) NUJS reserves the right to amend the RFP, seek clarifications, verify credentials, reject any bid, or cancel the bid/ proposal without assigning reasons.

(ii) NUJS reserve the right to empanel more than one broking firm/company in its panel. Mere empanelment of the broking firm/company shall not entitle them to broking assignment by the NUJS and NUJS shall have the right to assign the Job to any of the empanelled broking firms/companies at its discretion.

9. EVALUATION MATRIX (100 Marks)

(Unsupported claims score zero.)

Code	Parameter	Scoring	Max
T1	IRDAI licence tenure	5 yrs = 2; +1/yr	10
T2	GMC clients ≥500 lives	3 = 4; +2/client	10
T3	GMC policies ≥1,000 lives	2 = 4; +2/policy	10
T4	Group health premium placed	₹15 cr = 2 ; +1/₹5 cr	10
T5	Highest premium for one client	₹1 cr = 3; +1/₹1 cr	5

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T6	Claims team (Kolkata)	5 = 5; +2/professional	15
T7	BQP-certified employees	>10 = 5; >25 = 10; >50 = 15	15
T8	Office presence	Kolkata = 5; HO in Kolkata = 10	10
T9	Digital platform	1 mark/feature	5
T10	No IRDAI penalty/termination	None = 5	5
T11	Turnover	₹15 cr = 1; +1/₹5 cr	5
		Total	**100**

Minimum Qualified Marks -40

10. Contact
The Registrar,
The West Bengal National University of Juridical Sciences
Dr. Ambedkar Bhavan, 12 LB Block, Sector III Salt Lake City, Kolkata – 700106
Email: registrar@nujs.edu, cc: hls@nujs.edu

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