

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001, Tel. No. +91-612-2352300, Fax No. : +91 -612-2352315

Website: <https://www.cnlu.ac.in>, E-mail: registrar@cnlu.ac.in

NIQ No. -100/2025-26

Date: 18.03.2026

SHORT TENDER NOTICE

Through e-procurement mode only <https://eproc2.bihar.gov.in>

Chanakya National Law University, Patna, invites tender in two bids system (Technical and Financial) from Insurance Regulatory and Development Authority of India IRDAI approved Insurance Companies for Providing Assets Insurance including STFI (Storm, Tempest, Flood & Inundation) , Earthquake Cover and Burglary.

1.	Name of the Work	:	Providing Assets Insurance including STFI (Storm, Tempest, Flood & Inundation), Earthquake Cover and Burglary.
2.	Cost of Document (Non-Refundable)	:	Rs. 1000/- (Rs. One Thousand) Only.
3.	E-Tender Processing Fee	:	As per Eproc2 website
4.	Time of Completion	:	60 Days
5.	Bid start Date	:	From 18.03.2026
6.	Date of Pre-bid meeting	:	23.02.2026 (Offline) at the Chamber of Registrar, CNLU, Patna from 02:00 p.m. to 03:00 pm.
7.	Last Date & Time for Uploading of bids	:	25.03.2026 upto 02:00 pm.
8.	Date & Time of Opening of Technical Bids	:	25.03.2026 at 02:30 pm.
9.	Date & Time of Opening of Financial Bids	:	Will be intimated later
10.	Place of Opening of Bid	:	Registrar's Chamber
11.	Periods of Bids Validity	:	120 days
12.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
13.	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website https://eproc2.bihar.gov.in & download / Participate in E-Tender.		
14.	The tender document can be obtained through our website https://eproc2.bihar.gov.in & https://www.cnlu.ac.in		
15.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date & time specified in the NIT. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons."		
16.	Bid Document cost should be paid as per https://eproc2.bihar.gov.in		
17.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
18.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
19.	For queries and clarifications, if any send e-mail to registrar@cnlu.ac.in		
20.	For support related to the e-tendering process, bidders may contact "e-procurement HELP DESK, mjunction services limited RJ Complex, 2 nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. -Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		

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1. ELIGIBILITY CRITERIA

All the Bidders must fulfil the following eligibility criteria and submit the copy of documents and the declarations (duly self-attested) in support of their claim along with the Technical Bid.

Sl. No	Eligibility Criteria	Documents to be submitted
a.	Should have been registered as an Insurance company with IRDAI under General insurance	Copy of valid registration with IRDAI under the General insurance.
b.	The Bidder should be in the General Insurance business for a minimum period of 5 years as on 31.12.2025	Copies of the Licenses/ registration issued by IRDAI for the period
c.	The bidders must have at least three years of experience in Asset Insurance business with annual turnover in terms of Premium earned of Rs. 10 Lakhs or more in each of the last three financial years.	Copy of a duly signed certificate from Chartered Accountant clearly showing financial year-wise turnover.
d.	Should have provided Asset Insurances during the last 5 years (up to 31.12.2025) with sum insured of not less than Rs. 100 Crores.	Copies of the Contracts/ Work orders / Policies clearly stipulating the value of the asset insured.
e.	The bidder should have not been debarred/blacklisted/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Reputed Academic Institutions etc. during last three years from the last date of submission of bids.	A Self-declaration to this effect on the Company letter head duly signed to be as per Annexure I
f.	PAN, GST Registration No	Copies of PAN & GST Registration Certificate
g.	The bidder should have an Office Regional / Divisional / Branch / Zonal) in Patna, Bihar.	Copy of the address proof like Tax Receipt/Water Charge Bill/Electricity Bill/Telephone Land Line Bill/copy of building rental or lease agreement should be enclosed.

Note: Only General Insurance Companies registered with IRDAI should submit their bids directly. Bids submitted through intermediaries will be summarily rejected.

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6. Details of the Assets:

Asset insurance (often called property insurance depending on scope) is designed to financially protect physical assets owned by an individual or organization against unexpected loss or damage. Policy will cover for fire, STFI, earthquake, and burglary, it means multiple major risk categories are included.

Sl. No.	Name of the Assets	Value of the Assets
1.	Buildings (Civil Structure)	1,51,50,00,000.00
2.	Auditorium including all equipment's	20,00,00,000.00
3.	Library Books including E-Resources	16,00,00,000.00
4.	Furniture and Fixtures	3,00,00,000.00
5.	Computer Set and Printer	1,25,00,000.00
6.	Machinery	4,00,00,000.00
7.	Smart Class	7,50,00,000.00
8.	Electrical /Electronic items	3,00,00,000.00
9.	Other Contents	4,00,00,000.00
	Total Value of the Assets Rs.	210,25,00,000.00

7. BID VALIDITY PERIOD:

The bid must be valid for 90 days from the date of opening of Technical Bids. A bid valid for a shorter period shall be rejected, being non-responsive. In exceptional circumstances, CNLU, PATNA may request the bidders for the extension of the validity period.

8. SUBMISSION OF BIDS:

The bid should be submitted in two Bid System. Bidders are requested to submit their technical and financial bids through eproc2 portal.

9. ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the email id registrar@cnlu.ac.in on or before 23.03.2026 till 12:00 noon.

10. AMENDMENT/ CANCELLATION OF TENDER DOCUMENT:

At any time prior to the deadline for submission of quotations, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer modify the Tender Document by issuing an addendum/corrigendum. Any Addendum/corrigendum thus issued shall become a part of the Tender Document and will also be posted on the website of the Institute. To provide reasonable time to the prospective Tenderers to take an addendum into account while preparing their quotations, the deadline for submission of quotations may be extended, at the discretion of CNLU, PATNA, if required. CNLU, PATNA has the right to cancel this tender at any point of time without assigning any reasons

11. AWARD OF CONTRACT AND COMMENCEMENT OF OPERATIONS

The CNLU, PATNA will award the Contract to the successful Bidder whose has quoted the total lowest annual premium, provided further that the Bidder has been determined to be qualified to satisfactorily perform the Contract. A letter of award will be issued to the successful bidder who should commence the service from the issuance of work order.

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12. TERM / PERIOD OF CONTRACT/POLICY

The contract is for a period of one year. The policy will remain in force for the entire policy period. The Insurance Company/Bidder will not cancel the policy mid-way till its expiry.

13. GENERAL TERMS & CONDITIONS

- a. The annual premium quoted should be inclusive of all applicable taxes and duties for all the items. Only GST would be payable extra, and the GST should be mentioned in the column provided in the financial bid document. Other taxes/ cess, if any, would have to be included in the premium. It is also clarified that any change in the GST (increase/decrease) would be dealt with at actual.
- b. Any claim for increase in premium rates during the policy period on account of any reason whatsoever will not be entertained.
- c. Confidentiality: The Insurance Company shall maintain strict confidentiality of all the tender information and data coming in the possession of the Insurance Company as a result of awarding the contract. Also, any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Insurance Company. Any violation of the same will be liable for action under the law which shall entitle CNLU, PATNA to claim damages apart from taking action under the appropriate Law.
- d. Usage of data/tender/information: The agency shall ensure that the tender, data, information etc is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by CNLU, PATNA. The confidential information should be safeguarded, and the Insurance Company shall take all necessary actions to protect CNLU, PATNA and its employees' interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle CNLU, PATNA, to claim damages from the Insurance Company apart from taking action under the appropriate Law. This is an irrevocable condition, and it will continue to be in force even after the agreement between the Insurance Company and CNLU, Patna., ceases.
- e. Breach of terms and conditions: In the event of any breach or threatened breach of any clause by the Insurance Company and / or individual assigned by the Insurance Company for the Performance of the services, the Insurance Company shall be liable to pay damages as may be quantified by CNLU, PATNA. Apart from the above, CNLU, Patna., shall have the right to proceed against the Insurance Company and / or its assigned person/s under appropriate law.
- f. Time is the essence of contract: For Processing of claims the Insurance Company shall carry out and provide the services/ settle the claims, within reasonable time.
- g. Conditional Tenders are liable to be rejected. CNLU, PATNA reserves the right to either accept or reject any of the quotations or conditions in the quotations submitted by the bidders without assigning any reasons thereof.
- h. The successful Bidder after placement of order is required to enter into an MOU/agreement with CNLU, PATNA. The Terms and Conditions of the Tender also form part of the MOU/agreement.
- i. In case of any dispute, efforts will be made to mutually settle the dispute. In this regard, the decision of the Hon'ble Vice Chancellor, CNLU, Patna is final. CNLU, PATNA has absolute right to accept or reject any bid or offer at any stage.

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- j. If a bidder has been given order and later on it is found that its services are not satisfactory, then CNLU, PATNA has absolute right to cancel / terminate the order and in such case, the bidder has to refund back all the premium paid. Decision of CNLU, PATNA in this regard will be final and binding.
- k. **Jurisdiction:** All matters pertaining to this shall be subject to the jurisdiction of the courts in Patna High Court only.
- l. CNLU, PATNA reserves the right to cancel the Tender wholly or partially without assigning any reason whatsoever.
- m. The successful bidder will be awarded all the insurances on a whole bouquet basis.
- n. The CNLU, PATNA shall not be bound to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason.
- o. The CNLU, Patna may at its discretion extend/ change the schedule of any activity and intimate the prospective bidders by notifications through eproc2 portal.
- p. The CNLU, Patna reserves the rights to accept or reject any bids or accept all bids either in part or in full or to split the order, or to annul the bidding process without assigning any reasons thereof.

Sd/-
Registrar, CNLU
Patna

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ANNEXURE – I

Self-Declaration

To
The Registrar
Chanakya National Law University
Patna

Sir,

In response to the RFP dated_____, I, Mr./Ms _____
,as a _____, hereby declare that I/our firm/our
company_____ am/is (a) not insolvent; (b)there is no vigilance and / or court
case pending against me/our firm /our company ; (c) no inquiry or investigation is pending against
me our firm/ our company from any statutory regulatory and / or investigation agency(d)
I/our firm/our company have/has not been blacklisted by any Government body/ PSB/PSU
neither indefinitely or in the last three years and (e)I/our firm/our company have/has all
necessary licenses, permissions, consents, no objections, approvals as required under law for
carrying out its business.

(Signature)
(Name, designation, and seal of company)

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ANNEXURE – II

VENDOR BANK DETAIL FORM

(Please submit this in your letter head with technical bid)

The Chanakya National Law University
Nyaya Nagar, Mithapur, Patna-800001

Dear Sir,

I / We hereby request you to remit our payments to our bank account as per the details furnished below:

Sl. No.	Particulars	Details
1	Name of the Agency /Company	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers and Email ID	
5	Savings /current Account No.	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC Code	
9	PAN Number	

I / we hereby declare that I /we are authorized to sign this form and that the particulars furnished above are correct and complete in all respects. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I /we shall not hold CNLU, PATNA responsible.

Please find enclosed a cancelled cheque for your reference.

Authorized Signatory:

Name:

Designation:

Date:

Signature Attested by Banker

Name:

Designation:

Date:

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