

The Oriental Insurance Company Limited

Regd Office- "Oriental House" A-25/27, Asaf Ali Road New Delhi-110002
Corporate Office- G+4 Floors, Plate A, Office Block-IV, NBCC Office
Complex, Kidwai Nagar East, New Delhi-110023

Appointment of Secretarial Auditor for FY- 2023-24 to 2025-26

The Oriental Insurance Company Limited (Company) proposes to appoint a Practising Company Secretary (Individual / Firm) for FY 2023-24 to FY 2025-26 to conduct the Secretarial Audit in terms of provision of Section 204 of The Companies Act 2013 and Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014.

Selection Criteria:

The criteria for selection of a Practising Company Secretary (Individual / Firm) for conducting the Secretarial Audit of the Company as Secretarial Auditor are given below along with notes & Application Form:

1. The Practising Company Secretary (Individual / Firm) shall possess a valid Certificate of Practice from the Institute of Company Secretaries of India.
2. The Practising Company Secretary (Individual / Firm) should not have been convicted of any offence or Debarred or Imposed punishment by any court/ Statutory Authority/ ICSI.
3. The Practising Company Secretary (Individual/ Firm) should not be associated with or related to any of the Directors/ Key Managerial Personnel / Senior Management of The Oriental Insurance Company limited.
4. Practising Company Secretary (Individual) or the Proprietor in case of the firm should have a post CS qualification of 10 years, out of which minimum 3 years should be in full time practice.
5. The Practising Company Secretary (Individual / Firm) should have an average minimum annual turnover of Rs. 5 lakhs in last three financial

years.

6. The office of the Practising Company Secretary (Individual / Firm) should be in Delhi / NCR.
7. Cooling Period- 1 term i. e. 3 Financial Years cooling period is required for the PCS (Individual/ Firm) associated with the company in FY 2022-23.

Scope of Work:

The Secretarial Audit shall be conducted in accordance with section 204 of the Companies Act 2013 and applicable guidelines issued by ICSI from time to time.

The Secretarial Audit shall be conducted at the Corporate Office of the company which is situated at G+4 Floors, Plate A, Office Block-IV, NBCC Office Complex, Kidwai Nagar East, New Delhi-110023.

The appointed Secretarial Auditor will be required to submit Secretarial Audit Report in the prescribed Form MR-3 as per Rule 9(2) of the Companies (Appointment & Remuneration of Managerial Personnel) Rules, 2014 & this report will form part of Board's Report.

Payment Term:

On Annual basis after submission on final report.

Terms & Conditions

1. The Secretarial Auditor (Individual / Firm) will be appointed for a period of 3 financial years starting from FY 2023-24.
2. Applications are invited from the eligible Practising Company Secretary (Individual / Firm) in the format as given in the Annexure.
3. Bid Submission Date: 31.10.2023
4. Bid Opening Date: 31.10.2023
5. Necessary documentary evidence must be submitted along with the application in support of the information furnished by Practising Company Secretary (Individual / Firm).
6. For further information about The Oriental Insurance Company Limited, kindly visit the Company's website at www.orientalinsurance.org.in.
7. The Management of the company reserves the right to select a Practising Company Secretary (Individual / Firm) at their discretion and their decision shall be final in the matter.
8. Fees for Year 2023-24 becomes the base fees with a provision of maximum 10% increase each year.
9. Out of pocket expenses will be capped at 15% of fee of the year.
10. **Guidelines for Micro & Small Enterprises (MSE)-** As per the public Procurement Policy for MSEs order, 2018 under section 11 of MSMED Act 2006 MSEs quoting price within band L-1 +15% when L1 is from someone other than MSE, shall be allowed to supply at least 25% of tendered value at L-1 subject to lowering of price by MSEs to L-1.

In case of tender item cannot be split or divided, etc. the MSE quoting a price within the band $L1+15\%$ may be awarded for full/ complete supply of total tendered value to MSE, considering the spirit of the Policy for enhancing Govt. Procurement from MSEs.

However, considering the technicality and manageability of the project the entire project / order will go to one vendor in the above- mentioned case.

Single Envelope Bid (Technical & Commercial both the information)

Application Form

1	Name of the Practising Company Secretary (Individual/ Firm)	
2	In case of firm i) names of the Proprietor ii) names of the other Partners	
3	Membership Number & Date of Issuance (In Case of Firm Membership Number & Date of Issuance of the same for all the Partners are required)	
4	Certificate of Practice Number & Date of Issuance. (In Case of Firm Certificate of Practice & Date of Issuance of the same for all the Partners are required)	
5	Firm Registration Number	
6	Peer Review Number	
7	Income Tax PAN No. - Individual/ Proprietor/ Partner (Self-Certified Copy to be attached)	
8	GST Registration No. - Individual/ Proprietor/ Partner	
9	The office of the Practising Company Secretary (Individual / Firm) should be in Delhi / NCR	Yes/ No
10	Address Telephone & Mobile No. ,	

	Fax no. e-mail id, website	
11	Total Post Qualification Experience as on 31.03.2023 (Number of Years) - Individual/ Proprietor/ Partner (Minimum 10 Years Post Qualification Experience Required)	
12	Number of years of practice as on 31.03.2023 - Individual/ Proprietor/ Partner (Minimum 3 Years Full Time practice)	
13	Experience (Please list in detail)	
14	Details of Past Secretarial Audit Undertaken- If Any	
15	Whether Practising Company Secretary {Individual / Firm (in case of Firm - Proprietor & all / any Partner)} has been convicted of any offence or debarred or imposed punishment by any court/statutory authority /ICSI. <u>(Self-Attested Certificate regarding Non blacklisting / Prosecution to be attached)</u>	
16	Whether Practising Company Secretary {Individual / Firm (in case of Firm - Proprietor & all / any Partner)} related to any Director / Key Managerial Personnel / Senior Management of The Oriental Insurance Company Limited. <u>(Self-Attested Certificate of Non relationship to be attached)</u>	
17	Cooling Period: Whether individual/ Firm was associated as Secretarial Auditor with OICL during last 3 Financial Years (Last 1 term)	
18	Turnover last 3 years:- (Certificate from Chartered accountant is required)	

Financial Year		2020-21	2021-22	2022-23
Turnover (Minimum Turnover: 5 lacs)				
19	Price Bid:-			
FY->	FY 2023-24	FY 2024-25	FY 2025-26	Total
Amount in Rs				

* Fees for Year 2023-24 becomes the base fees with a provision of maximum 10% increase each year