

The Oriental Insurance Company Limited

Head Office, New Delhi



Request for Proposal

For

Risk Management Systems and Process Audit of Investment Department

(Tender Reference No.: OICL/HO/INVST/RISKAUDIT/2023/01 Dated 17/05/2022)

The Oriental Insurance Company Limited
Investment Account (Department)
Ground Floor, Oriental House,
A-25/27, Asaf Ali Road,
New Delhi- 110002

CIN- U66010DL1947GOI007158
www.orientalinsurance.org.in

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This tender document is not transferable.

Bidders are advised to study this tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. The Bidder must provide all the information asked for, in the RFP.

The Bidder shall bear all costs associated with the preparation and submission of the bid, including cost of presentation and demonstration for the purposes of clarification of the bid, if so desired by OICL. OICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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OICL

Introduction

1.1 Purpose of this Document

The purpose of this Request for Proposal (hereafter referred to as “RFP”) is to define scope of work for the Bidder for Risk Management Systems and Process Audit of Investment Department.

This RFP contains details regarding scope, project timelines, evaluation process, terms and conditions as well as other relevant details which Bidder needs to factor while responding to this RFP.

1.2 About the Company

The Oriental Insurance Company Limited (OICL), a public sector undertaking, is dealing in General Insurance business. OICL has been enjoying the highest rating from leading Indian Credit Rating agencies such as CRISIL and ICRA. OICL with its Head Office at New Delhi has 29 Regional Offices and nearly 1800+ operating offices in various cities of the country.

1.3 Notice Inviting Bids

The CFO & Deputy General Manager (Investment Account), The Oriental Insurance Company Limited invites online bids from eligible companies / organizations/firms for Risk Management Systems and Process Audit of Investment Department of the company. The Risk Management System and Process Audit of Investment Department is required to be conducted as per the instructions and directives issued from time to time by the IRDAI and/or RBI/SEBI or any other statutory authority directives applicable for General Insurance Companies including Statutory Tax Compliance Status etc. in all respect.

1.4 Scope of Work

As per IRDAI (Investment) Regulations, 2016 under 13(D) (1) mandates certification by a Chartered Accountant firm, for implementing Investment Risk Management Systems and Process, as per the procedure laid down in the “Guidance note on review and Certification of Investment Risk Management Systems and Process of Insurance Companies”.

General Details	
Department's Name	Investment Department
Tender Details	Request for Proposal for Risk Management Systems and Process Audit of Investment Department of the company Audit for the Period – FY 2020-21 & 2021-22
Tender Type	Open
Tender No.	OICL/HO/INVST/AUDIT/2023/01Dated 17/05/2022
Schedule of Events	
Key Dates	
Tender Start Date	17/05/2022
Last Date and Time for receipt of pre-bid queries	23/05/2022, 3PM
Last Date and Time for submission of Technical Bid & commercial Bid	03/06/2022, 3PM
Date and Time of Eligible Technical Bidder	Will be communicated
Declaration of L1 Bidder	Will be communicated
Mode of Tender	Online
Contact details of e-Tender service provider	GeM Portal

General Details	
Contact Information	Chief Manager Investment Department, The Oriental Insurance Company Limited 2nd Floor, Head Office, Oriental House, A-25/27, Asaf Ali Road, New Delhi – 110 002 Tel: +91 11 43659537 E-mail: investment@orientalinsurance.co.in

- OICL reserves the exclusive right to make any amendments / changes to or cancel any of the above actions or any other action related to this RFP.
- If any of the above dates is declared a holiday for OICL, the next working date will be considered. OICL reserves the right to change the dates mentioned in the RFP.

1.5 Eligibility Criteria

As per IRDAI (Investment) Regulations, 2016 under 13(D) (1), the eligibility criteria for selection of an Audit Firm are as under:

1. The Chartered Accountant firm shall be a firm registered with the Institute of Chartered Accountants of India (ICAI).
2. The Audit firm should have experience for at least 4 years in conducting reviews of Risk Management System and Process of either Banks or Mutual Funds or Insurance Companies or have, on behalf of IRDAI conducted investment inspection of insurance companies.
3. On the date of appointment as an auditor for certifying Investment Risk Management System and process, the auditor must not hold more than two audits of Internal, Concurrent and Risk Management System Audit, all taken together. Hence, the Audit firm can at the maximum hold not more than three audits (i.e. Investment Risk management Systems and Process Audit, Internal Audit, Concurrent Audit – all taken together), apart from Statutory audit at any point of time. For this purpose, at the time of appointment, the firm shall submit a declaration to this effect.
4. The audit firm should not have been prohibited /debarred by any regulating agency including IRDAI, RBI, SEBI, ICAI etc.
5. The Risk management Auditors appointed for certifying Investment Risk Management System and Process, should not have conducted the following assignments for our company during a period of two years immediately preceding the appointment as Risk Management Auditor;
 - (i) Statutory Audit
 - (ii) Any Internal Audit
 - (iii) Any Concurrent Audit
 - (iv) Any consulting assignment whether or not related to audit functions.

The selection of the Audit Firm shall be on the basis of above criteria and it is, therefore, requested that a letter of interest (Annexure-A) in the enclosed format may submit through GeM Portal for submission of Bids online.

1.6 Evaluation Criteria

The competitive bids shall be evaluated in two stages:

Stage 1 – Eligibility cum Technical Evaluation

Stage 2– Commercial Evaluation

1.7 Eligibility cum Technical Evaluation

Eligibility criterion for the Bidders to qualify this stage is clearly mentioned in Clause 1.4. The Bidders who meet all these criteria would only qualify for the second stage of evaluation. The Bidder would also need to provide supporting documents for eligibility proof as mentioned in Annexure A.

The decision of OICL shall be final and binding on all the Bidders to this document. OICL may accept or reject an offer without assigning any reason whatsoever.

1.8 Commercial Evaluation

After Scrutiny of Performa i.e Letter of Interest and the requisite documents submitted by Audit Firms, commercial bid will be opened only for the firms who are technically qualified Bidders.

OICL will award the contract to the successful Bidder whose bid has been determined as the lowest commercial bid (L1), provided further that the Bidder is determined to be qualified to perform the audit satisfactorily.

1.9 Submission of Bids

Bidders shall submit the Bids online through GEM portal .

1.9.1 Pre-Bid Queries

All queries/ requests for clarification from Bidders must reach us by e-mail (investment@orientalinsurance.co.in) or in person within time limit mentioned in clause 1.4.

OICL will respond to any request for clarification of the tender document by email only.

1.9.2 Tender Bidding Methodology

The Bidders will be required to submit following two sets of separate documents on Gem portal.

1. Technical Bid (Annexure –A)
2. Commercial Bid (Annexure-B)

1.9.3 Instructions for Online Bid Submission

- Bidders should comply to rules and regulations of GEM portal for submission of Bids online. However, Bidder needs to submit the Letter of Interest i.e. Annexure: A along with all requisite documents.
- Commercial Bid should be submitted as per the format of Annexure – B. The Commercial Bid should give all relevant price information. No TA/DA, conveyance or any other out of pocket expenses other than Audit fees shall be paid.
- Any modifications/addendum of the tender will be posted on GeM and our portal.

1.10 Payment Terms

Payment will be made only after submission of final audit report. The final report should be submitted by end of quarter ended June 2022. The Bidder must accept the payment terms proposed by OICL. The financial bid submitted by the Bidder must be in conformity with the payment terms proposed by OICL. Any delay in receipt of audit report will result in delay of the payment. No TA/DA, conveyance or any other out of pocket expenses other than Audit fees shall be paid.

a. Mode of Payment

OICL shall make all payments only through Electronic Payment mechanism (viz. ECS).

b. Currency of Payments

Payment shall be made in Indian Rupees (INR) only.

2 Terms & Conditions

2.1 Rights reserved by OICL

- a. Company reserves the right to accept or reject any or all Bids without assigning any reasons.
- b. Company reserves the right to verify the validity of information given by the Bidders. If at any future point of time, it is found that the Bidder had made a statement, which is factually incorrect, OICL will reserve the right to debar the Bidder from bidding prospectively for a period to be decided by OICL and take any other action as maybe deemed necessary.

2.2 Confidentiality

Bidder understands and agrees that all materials and information marked and identified by OICL as 'Confidential' are valuable assets of OICL and are to be considered OICL's proprietary information and property. Bidder will treat all confidential materials and information provided by OICL with the highest degree of care necessary to insure that unauthorized disclosure does not occur. Bidder will not use or disclose any materials or information provided by OICL without OICL's prior written approval. This confidentiality will survive after the expiration and termination of the contract.

2.3 Disclaimer

This RFP is being issued by OICL for inviting bids for providing Risk Management Systems and Process Audit of Investment Department Management System. The words 'Tender' and 'RFP' are used interchangeably to refer to this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. While the RFP has been prepared in good faith with due care and caution, OICL or any of its employees or consultants do not accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in this document. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. OICL reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.

Annexure A

To
The Deputy General Manager
The Oriental Insurance Company Limited.
Investment Dept, 2nd Floor,
"ORIENTAL HOUSE", Head Office,
A-25/27, Asaf Ali Road,
New Delhi-110002

Format for Letter of Interest for selection of Audit Firm of Chartered Accountants for
Investment Risk Management System and Process Audit along with requisite documents

SL. No.	Particulars	Documents Required
1.	Name and Address of the Firm	
2.	Telephone No. & E-mail address	
3.	Names of Partners, Membership Number, FRN and their Profile	Attach separate sheet
4.	Number of years of standing of Audit Firm	Certificate of Incorporation
5.	Confirmation of eligibility criteria: A) Whether the firm is registered with ICAI	YES/NO
	B) Whether the Firm has experience, for at least four years, in conducting review of Risk Management System and Process of either Banks or Mutual Funds or Insurance companies or have, on behalf of IRDAI conducted Investment Inspection of Insurance Companies.	If yes, the details of the Banks, Mutual Funds or Insurance Companies audited with the period for which the audit was conducted shall be provided. Appointment Acceptance letter sent to client as experience documentary evidence to be enclosed.

	<p>C) On the date of appointment as an Auditor of certifying Investment Risk Management Systems and Process, the auditor must not hold more than two audits of Internal, Concurrent and Risk Management System Audit, all taken together.</p> <p>Hence, the Audit firm, can at the maximum hold not more than three Audit (i.e. Investment Risk management System and Process Audit, Internal Audit, Concurrent Audit – all taken together), apart from Statutory Audits at any point of time.</p>	<p>YES/NO</p> <p>Please submit a declaration to this effect at the time of appointment.</p>
	<p>D) Whether the Auditor has been prohibited/debarred by any regulating agency including IRDAI, RBI, SEBI, ICAI etc.</p>	<p>YES/NO</p>
	<p>E) Whether the Auditor appointed for certifying the Investment Risk Management Systems and Process has conducted the following assignments for our company during the period for two years immediately preceding the appointment as Risk Management Auditor (2020-21 & 2021-22)</p> <ul style="list-style-type: none"> • Statutory Audit • Any Internal Audit • Any Concurrent Audit • Any consulting assignment, whether or not related to audit Functions 	<p>YES/NO</p>

Place:

Date:

Name of the Partner:

Signature:

Seal of the Audit Firm:

Annexure B

Tender Ref No: OICL/HO/INVST/AUDIT/2023/01 Dated 12/04/2022

Online Bank Detail of Bidder:

Name of Beneficiary	
Address	
PAN NO.	
Banker	
Current Account No.	
IFSC Code	
Bank Code	
Branch Code	
MICR Code	

Audit Fees

S.no	Particulars	Amount in INR
1	Audit Fees	
2	GST	
	Total Audit Fees (Including GST)	

* No TA/DA, conveyance or any other out of pocket expenses other than Audit fees shall be paid.

Name: _____

Designation: _____

Date: _____

Signature: _____

Company Seal