

# The Oriental Insurance Company Limited

Head Office, New Delhi



## Request for Proposal

For

Concurrent Audit of Investment Operation at Head Office

(Tender Reference No.: OICL/HO/IAD/CONCURRENT AUDIT/2022/01 Dated 13.12.2022)

The Oriental Insurance Company Limited

Internal Audit Department

Ground Floor, Head Office,

NBCC Complex Building, Block 4,

Plate A, (Ground Floor) East Kidwai Nagar

New Delhi-110023

CIN- U66010DL1947GOI007158

[www.orientalinsurance.org.in](http://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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## 1. 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 Concurrent Audit of Investment Operation at Head Office.

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) is a leading public sector General Insurance Company in India. 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 1500+ operating offices in various cities of the country.

### 1.3 Notice Inviting Bids

The Chief Manager, Oriental Insurance Company Limited invites online bids from eligible Chartered Accountant firms for Concurrent Audit of Investment Operation of the Company at Head Office. The Concurrent Audit of Investment Operation 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 Master Circular 2016 of IRDAI it is mandated that an Insurer with AUM (Asset under Management) of over Rs.1000 crores is required to outsource Concurrent Audit of its Investment transactions and related systems audited at corporate level by appointing a firm of Chartered Accountant as Concurrent Auditors.

The Concurrent Audit is required to be conducted on every working day at the Head Office of the Company. The contract for conducting Concurrent Audit would be valid initially for a period of one year and may be extended by another year subject to maximum of 2 years on appraisal of performance on the same remuneration.

General Details	
Department's Name	Internal Audit Department
Tender Details	Request for Proposal for Concurrent Audit of Investment Operation of the company at Head Office Audit for the Period – Financial Year 2023-24
Tender Type	Open
Tender No.	OICL/HO/IAD/CONCURRENT AUDIT/2022/01 Dated 13.12.2022
Schedule of Events	
Key Dates	
Tender Start Date	13/12/2022
Last Date and Time for receipt of pre-bid queries	24/12/2022
Last Date for submission	06/01/2023



### General Details

#### of Technical Bid & commercial Bid

Date of Opening of Technical Bid 09.01.2023, 3.00PM

Date of opening of Financial Bid and declaration of L1 Bidder 19/01/2023, 3.00PM

#### Mode of Tender

Online

Contact details of e-Tender service provider

GeM Portal

#### Contact Information

Chief Manager

Internal Audit Department

The Oriental Insurance Company Ground Floor, Head Office,

NBCC Complex Building, Block 4,

Plate A, (Ground Floor) East Kidwai Nagar

New Delhi-110023

Tel: +91 11 24348508

E-mail: salilkumar@orientalinsurance.co.in &

ssrawat@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

The Chartered Accountants firm shall be a firm, registered with the Institute of Chartered Accountants of India.

1. The audit firm should have experience of at least 4 years in conducting Investment Concurrent Audit and 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 or Companies having Investment Operations of over Rs.1000 Crores.
2. The Internal/Concurrent audit term shall be for the financial year and where the appointment is made during the course of the financial year, it shall be up to the end of that financial year.
3. The Internal/Concurrent Auditor shall be appointed by the Audit Committee of the Insurer's Board and the Auditor shall directly report to the Audit Committee of the Insurer's Board.
4. On the day of appointment as an auditor for conducting concurrent audit of investment, the auditor must not hold more than two audits of Internal, concurrent and Risk Management Systems 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.
5. The audit firm should not have been prohibited/debarred by any regulating agency including IRDAI, RBI, SEBI, ICAI etc.
6. The Concurrent Auditors appointed for the first time should not have conducted the following assignments for our company during a period of two years immediately preceding the appointment as Concurrent Auditor:
  - i) Statutory Audit



- ii) Any Internal Audit
  - iii) Any Concurrent Audit
  - iv) Any consulting assignment whether or not related to audit functions.
  - v) Reviews or certification of Investment Risk Management Systems & Process
- 8) The internal/Concurrent Auditors shall not be eligible for re-appointment, with the same insurer after serving three consecutive years or three years during the preceding five years.
- 9) The Audit Firm should have an office in Delhi city.

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 1.5 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 (salilkumar@orientalinsurance.co.in / ssrawat@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.

- 1.1. Technical Bid (Annexure -A)
- 1.2. 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 audit report (month wise). 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.

#### **1.10.a Mode of Payment**

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

#### **1.10.b Currency of Payments**

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

## **2 Terms & Conditions**

### **2.1 Rights reserved by OICL**

- 1.a Company reserves the right to accept or reject any or all Bids without assigning any reasons.
- 1.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 Concurrent Audit of Investment Operation at Head Office. 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 etitlies, submitting a Bid..



**The Oriental Insurance Company Limited**  
**Head Office, NBCC Building Block 4 East Kidwai Nagar, New Delhi**

**Letter of Interest**

( To be filled by Audit Firm for Appointment of Concurrent Auditor for conducting Concurrent Audit of Investment Operations of OICL HO)

Sr. No.	Particulars	Details
1	Name of the Audit Firm	
2	Address of the Audit Firm	
3	Telephone No.	
4	E-mail address	
5	Names of Partners, Membership Number and their profile, FRN	Attach separate sheet
6	No. of years of standing of Audit Firm	
7	<b>Confirmation of eligibility criteria:</b>	
a)	Whether the firm is registered with the Institute of Chartered Accountants of India.	Yes/No
b)	Whether the Firm have experience, for at least four years, in conducting Investment Concurrent Audit of either Banks or Mutual Funds or Insurance Companies or have on behalf of IRDAI conducted investment inspection of insurance companies or companies having Investment Operations of over Rs.1000 crore.	Yes/No  If yes, the details of the Banks, Mutual Funds or Insurance Companies or any other Company audited with the period for which the audit was conducted shall be provided <b>with documentary evidence.</b>
c)	On the date of appointment as an Auditor for conducting concurrent audit of investment, <b>the auditor must not hold more than two audits of internal, Concurrent and Risk Management Systems Audit, all taken together.</b> 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 Audits at any point of time. For this purpose, at the time of appointment, the firm shall submit a declaration to this effect.	Yes/No  If yes, please give name of the Bank/ Mutual Fund/ Company and Tenure.



d)	Whether the Audit Firm has been prohibited / debarred by any regulating agency including IRDA, RBI, SEBI, ICAI etc.	Yes/No
e)	Whether the Audit Firm if applying for the first time has conducted following assignments for our company during the period for two years immediately preceding his appointment as Concurrent Auditor (2021-22 & 2022-23). <ul style="list-style-type: none"> <li>• Statutory Audit</li> <li>• Any Internal Audit</li> <li>• Any Concurrent Audit</li> </ul> Any consulting assignment, whether or not related to audit Functions. Reviews or certification of Investment Risk Management Systems and Process.	Yes/No
8	Whether Audit Firm have fully operational office in Delhi City/ NCR	Yes/No  Please give full details of office address
9	Details about the experience of the Audit Firms:  i) Statutory Audit of Banks at Corporate level ii) Statutory Audit of Mutual Funds iii) Statutory Audit of Insurance Company at Corporate level iv) Statutory Audit of any other Company having Investment Operations of over Rs.1000 crores. v) Concurrent Audit of Investment Operations conducted of any Bank/Mutual Fund/ Insurance Company/ any other Company having Investment Operation of over Rs.1000 crore.	Please give name of the Bank/ Mutual Fund/ Company and Financial Year in which the above audits have been conducted as separate attachment, Please attach copy of such appointments letters if possible.

**Name of the Partner** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**(Seal of the Audit Firm)**

**Date:**



**Annexure B**

Tender Ref No: \_\_\_\_\_

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	
	<b>Total Audit Fees (Including GST)</b>	

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal