

The Oriental Insurance Company Limited
Regd Office- "Oriental House" A-25/27, Asaf Ali Road
New Delhi-110002

CIN NO. : U66010DL1947GOI007158

TENDER DOCUMENT

FOR

APPOINTMENT OF SECRETARIAL AUDITOR FOR

FY- 2020-21 TO 2022-23

Sr.No.	Particulars	Dates
1.	Date of opening of tender	23.11.2020
2.	Last date of submission of letter of Interest	07.12.2020

(Tender Documents consists of 9 Pages including cover page)

Company Secretary & DGM

Contact :- 23287204 /43659310

The Oriental Insurance Company Limited
Regd Office- "Oriental House" A-25/27, Asaf Ali Road
New Delhi-110002

Appointment of Secretarial Auditor for FY.- 2020-21 to 2022-23

The Oriental Insurance Company Limited proposes to appoint a Practising Company Secretary (Individual / Firm) for FY 2020-21 to FY 2022-23 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.

ELIGIBILITY 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 maximum 3 years should be in full time practice.
5. The Practising Company Secretary (Individual / Firm) should have an average minimum annual turnover (income from profession) 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. Any misrepresentation / non-declaration / false disclosure in information and supporting documents will result in disqualification and suitable action by the Company.

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

registered office of the company which is situated at "Oriental House", A-25/27 Asaf Ali Road, New Delhi-110002.

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 TERMS

Fees will be paid on annual basis after submission of duly signed report in form MR-3 prescribed under Companies Act 2013 and acceptance of the same by the Company.

Notes

1. Applications are invited from the eligible Practicing Company Secretary (Individual / Firm) in the format as given in the Annexure.
2. **Applications should reach the Company on or before 07.12.2020 before 5.00 PM at the address given below,**

**Company Secretary & DGM
The Oriental Insurance Company Limited
"Oriental House"
A-25/27, Asaf Ali Road, New Delhi-110002**

It is important to note that Applications should be submitted by hand only. No application sent by Courier / Post / E-mail will be accepted.

3. Necessary documentary evidence must be submitted along with the application in support of the information furnished by Practicing Company Secretary (Individual / Firm).
4. For further information about The Oriental Insurance Company Limited, kindly visit the Company's website at

www.orientalinsurance.org.in.

5. The Management of the company reserves the right to select a Practicing Company Secretary (Individual / Firm) at their discretion and their decision shall be final in the matter.
6. While sending the application, the applicant should write "Application for Appointment as Secretarial Auditor" on the sealed envelope.

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
8	GST Registration No. - Individual / Proprietor / Partner
9	Address Telephone & Mobile No., Fax no. e-mail id, website
10	Total Post Qualification Experience as on 31.03.2020 (Number of Years) - Individual / Proprietor / Partner
11	Number of years of practice as on 31.03.2020 - Individual / Proprietor / Partner
12	Experience (Please list in detail)
13	Details of Past Secretarial Audit Undertaken- If Any

14	Turn over for last three financial years i.e. 2017-18, 2018-19 & 2019-20 (as per format attached)	
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. (as per format attached)	Yes/No
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. (as per format attached)	Yes/No (If yes, with whom?)

Date

Name & Signature
Seal

FORMAT FOR COLUMN NO. 14 OF APPLICATION

**CERTIFICATE REGARDING TUNROVER OF TENDERED DURING
THE LAST THREE FINANCIAL YEARS**

I / We, M/s _____, the Bidder/Tenderer for applying for Appointment as Secretarial Auditor of the Company, hereby confirm that the average total turn-over of the Individual / Firm during the **last three financial years i.e. 2017-18, 2018-19 and 2019-20** is equal to or more than Rs. Five lakhs. The financial year-wise break-up is given below :-

S.NO	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2017 - 18	Rs. _____
2	2018 - 19	Rs. _____
3	2019 - 20	Rs. _____

SIGNATURE WITH DATE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the financial years mentioned above in respect of M/s _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

FORMAT FOR COLUMN NO. 15 OF APPLICATION

CERTIFICATE REGARDING NON-BLACKLISTING / PROSECUTION

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____ hereby undertake and declare that neither I nor our Organization (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.

SIGNATURE OF BIDDER/TENDERER

WITH DATE AND SEAL

FORMAT FOR COLUMN NO. 16 OF APPLICATION

CERTIFICATE REGARDING NON-RELATIONSHIP

I / We, M/s. _____ including our Partners hereby certify that the Practising Company Secretary {Individual / Firm (in case of Firm - Proprietor & all / any Partner)} is not related to any Director / Key Managerial Personnel / Senior Management of The Oriental Insurance Company Limited.

In case at any stage, if it is found that the information given by me / us is false / incorrect, The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal

Name of the Tenderer _____

Date _____