



ذی اورینٹال انشورنس کومپانی لیمنڈ
The Oriental Insurance Co. Ltd.
(Regd. Office: "ORIENTAL HOUSE" A 25/27, Asaf Ali Road, New Delhi, India)



Date – 11th November, 2021

Tender Notice for audit and preparation of our accounts for the Financial Year 2022

The Oriental Insurance Company Limited (OIC),Dubai Branch, Sheikh Rashid Bldg. R11, Bur Dubai Creek, Floors 3, Suite 303, P.O.Box No.478, Dubai, U.A.E., invites sealed tenders under bid systems from eligible firms/companies for providing audit and preparation of our accounts for the financial year 2022 for UAE Insurance Authority for its office located at the above mentioned address.

The Sealed bidding document duly filled and signed should be addressed to the General Manager at the above mentioned address on or before 20th November 2021, 1700 Hrs. Tender received after stipulated time and date shall be rejected summarily.

Issuance of Tender Document: From 11-11-2021 to 20-11-2021

Last Date for submission of Tender : 20-11-2021 1700 Hrs

Date and time of opening of Tender : 21-11-2021 1100 Hrs

The OIC reserves the right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding:

General Manager -Chief Agent

Scope of work:

- Audit report of The Oriental Insurance Company Ltd. (UAE) for the year ending 31 December 2022.
- Quarterly Auditors Authentication Letter for E-Forms as required by UAE Insurance Authority Regulations.
- Annual AML report for the year ending 31 December 2022, to be submitted to Insurance Authority.
- Limited review of financial statements for the quarters ending
 - 30 June 2022
 - 30 September 2022
 - 31 December 2022
 - 31 March 2023

Terms and Conditions:

- Tender Document Delivery Mode - Through Courier or either by person should reached within last date.
- While all efforts have been taken to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the OIC. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
- For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent to The Oriental Insurance Company Limited (OIC),Dubai Branch, Sheikh Rashid Bldg. R11, Bur Dubai Creek, Floors 3, Suite 303, P.O.Box No.478, Dubai, U.A.E.. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- Right of Acceptance: The OICL reserves all rights to reject any or all tenders without assigning any reason.
- Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled.
- The successful bidder shall enter in to contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service.
- Minimum Eligibility Criteria - The agency should be Chartered Accountants Firms registered as per the U.A.E. concerned authority

Ranjay Verma
General Manager -Chief Agent

Date:11th November,2021

Place: Dubai