



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



Date: 15<sup>th</sup> February 2024

**Tender Notice for audit and preparation of our accounts for the Financial Year 2024-2025**

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 end December 2024 for UAE Insurance Authority for the year 2024-25 as per HO for the office located at the above mentioned address.

The Sealed bidding document duly filled and signed should be addressed to the Resident Manager of The Oriental Insurance Company Limited (OIC), Dubai Branch at the above-mentioned address on or before 1<sup>st</sup> March 2024, 1700 Hrs. Tender received after stipulated time and date shall be rejected.

**Issuance of Tender Document: From 16-02-2024 to 01-03-2024**

**Last Date for submission of Tender: 01-03-2024 1700 Hrs**

**Date and time of opening of Tender: 04-03-2024 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:

 15/02/2024

Resident Manager



**Scope of work:**

- Audit report of The Oriental Insurance Company Ltd. (UAE) for the year end 31<sup>st</sup> December 2024 for Ministry as per IFRS 4 and IFRS 17.
- Quarterly Auditors Authentication Letter for E-Forms as required by UAE Insurance Authority Regulations as per IFRS 4 and IFRS 17.
- Annual AML report for the year ending 31 December 2024, to be submitted to Insurance Authority.
- Annual Auditor Report on ICFR, Auditor letter for Internal Controls
- Limited review of financial statements for the quarters ending as per IFRS 4 and IFRS 17
  - 31 March 2024
  - 30 June 2024
  - 30 September 2024
  - 31 December 2024
  - 31 March 2025
- Audit for Company (The Oriental Insurance Co. Ltd.- New Delhi Head Office) for our FY 01/04/2024 - 31/03/2025

**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

Ms. Monica  
Resident Manager

15/02/2024

Date: 15<sup>th</sup> February 2024

Place: Dubai