

**TENDER DOCUMENT FOR
INTERNAL AUDIT 2079-
2080**



The Oriental Insurance Company Ltd

Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box :
165, Kathmandu, Nepal

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[Handwritten signatures]

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Section-I



**The Oriental Insurance Company Limited
Country Office, Kathmandu**

**TENDER NOTICE FOR PREPARATION OF
INTERNAL AUDIT FOR THE F.Y. 2079-80**

The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box: 165, Kathmandu, Nepal, invites sealed tenders under two bid systems from eligible firms/companies for providing Internal Audit for the F. Y. 2079-80 for its office located at the above mentioned address

The Sealed bidding document (Technical Bid, Financial Bid duly filled and signed) should be addressed to the Chief Executive Officer at the above mentioned address on or before 25th Sep 2022, 1700 Hrs. Tender received after stipulated time and date shall be rejected summarily

**Issuance of Tender Document : From 22-09-2022 to 25-09-2022
(Between 1000h and 1700h)**

Last Date for submission of Tender : 25-09-2022 1700Hrs

Date and time of opening of Tender : 27-09-2022 1100 Hrs (Technical Bid)

Date and time of opening of Tender : 27-09-2022 1400 Hrs (Financial Bid)

The tender document may also be downloaded from our web site www.orientalinsurance.com.np.

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


Chief Executive Officer





IMPORTANT DATES AND INFORMATION

Sl. No.	FAQ	Answer
1	Address and place of Submission of Tender	The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box : 165, Kathmandu, Nepal
2	Tender Document Delivery Mode	Through Courier or either by person should reached within last date.
3	Last date and time of submission	Up to 25-September-2022 1700 Hrs []
4	Date of opening Technical Bid	At 27-September-2022 1100 Hrs [Tuesday]
5	Date of opening Financial Bids for technically qualified bidder	At 27-September-2022 14:00 Hrs [Tuesday]
6	Venue of opening tender	The Oriental Insurance Company Limited (OICL), (at the above mentioned address)
7	All the bid documents from section-III to X need to be duly signed and sealed. However, the Financial Bid (Section-VIII) will be opened later on.	If signature & stamp in any of the section III to X found missing, the tenderer shall communicate on the same, on the day of opening for acceptance.
8	Nature of contract	Conducting Internal Audit for the year 2079-2080
9	Validity of Tender	45 days from the date of opening of tender
10	Total Number of pages of Tender Document	14 pages

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TECHNICAL BID SUBMISSION FORM

Letter of Bid

Dated

(To be printed preferably on Bidder's letterhead)

To

Chief Executive Officer
The Oriental Insurance Company Limited (OICL),
Country Office, Sunrise Bizz
Park, 1st Floor, Charkhal,
Dillibazar, P.O. Box: 165,
Kathmandu, Nepal

Ref: Invitation for Bid in respect of Tender Notice dated 22nd September 2022

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for "Internal Audit for F. Y. 2079-80 pertaining to Risk Based Internal Audit Directive 2079" for the The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box : 165, Kathmandu, Nepal
3. Our bid shall be valid for a period of 45 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. We also declare that Government of Nepal or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the OICL is not bound to accept highest ranked bid / lowest bid or any other bid that the OICL may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

Date:

Place:

Stamp:



CONTACT DETAILS FORM**General Details of Bidder**

1. Name of the Company
2. Name and Designation of Authorized Signatory
3. Communication Address
4. Phone No. /Mobile No.
5. Fax
6. E-Mail ID.
7. VAT.PAN NO.
8. COP/FIRM NO.

Particular Details of the Bidders Representative'

1. Name of the Contact Person.....
2. Designation
3. Phone No.
4. Mobile No.
5. E-Mail ID.

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of Nepal.
3. I hereby undertake to provide the Internal Auditors services as per the provisions in the tender document /contract agreement.

Signature of the Authorized**Signatory Date:****Place:****Designation:**
(Office seal of the Bidder)


GENERAL CONDITIONS :

1. For the Bidding / Tender Document Purposes, The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box : 165, Kathmandu, Nepal shall be referred to as 'OICL' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder or interchangeably.
2. The sealed bidding documents should be delivered in the Country Office of this office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "Tender for Internal Audit for the F.Y. 2079-80 pertaining to Risk Based Internal Audit Directive 2079". This third envelope should be sealed and delivered to the Chief Executive officer, The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, and P.O. Box: 165, Kathmandu, Nepal.
3. Tender document may be downloaded from our Website www.orientalinsurance.com.np
4. 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.
5. 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 OICL. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
6. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, format, or any other requirements, stipulated in the tender documents are liable to be rejected.
8. The parties to the Bid shall be the 'Bidders' (to whom the work has been awarded) and the The Oriental Insurance Company Limited (OICL), Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box : 165, Kathmandu, Nepal.
9. 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 (OICL) Country Office, Sunrise Bizz Park, 1st Floor, Charkhal, Dillibazar, P.O. Box 165, Kathmandu, Nepal. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

(Signature)

(Stamp)



10. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the bidder may be blacklisted.
11. Validity of the Bids: The quoted bids shall have the validity for a period of 45 days from the date of opening of the tenders.
12. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the tender on behalf of the tenderer should bring with him a letter of authorization as proof.
13. Right of Acceptance: The OICL reserves all rights to reject any or all tenders without assigning any reason.
14. 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.
15. Disclaimer: The closed relatives of employees of the OICL are prohibited from participation in this tender. The close relatives for this purpose are as defined by Beema Samiti.
16. Corrigendum/Amendment to the tender will be effected if required.
17. The tenderer shall bear all cost associated with preparation and submission of tender form.
18. The bidder shall submit the tender form legibly in English and attach copies wherever required.
19. Bidders sending their bids through courier/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/ by Person shall be granted.
20. The Technical Bid will be opened on in the said date and time at our office.
21. The agencies who qualifies the Technical bid shall be call for next meeting for opening of Financial Bid for which the date, time and venue will be intimated to the qualified agencies separately.

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22. The bidder or the authorized person of the bidder are allowed to take part in the financial and technical bid opening meeting and they are required to sign the attendance.
23. Absence of bidder or representative shall not impair legality of the opening procedure
24. After opening of Technical bid and verifying the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the tender document.
25. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the OICL may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the OICL shall not be considered. The OICL request for clarification and the response shall be in writing.
26. If a bidder does not provide clarifications of its bid by the date and time set by the OICL, their bid may be rejected.
27. 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.
28. Financial bid will be opened for the qualified technical bidders.

Date:

Place:

(Name and Signature of Tenderer
with stamp of the firm)

Handwritten signatures and initials in black ink, including a large signature on the left and several smaller initials or signatures to its right.

MINIMUM ELIGIBILITY CRITERIA

1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. **(A Proof in support of the following criterion by the Bidder shall be submitted).**
2. As per Risk Based Internal Audit Directive 2079, Beema Samiti Internal Audit" shall mean an independent examination of management function, which involves a continuous and critical appraisal of the functioning of the insurer with a view to suggest improvement thereto, and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system
3. The agency shall comply with all the Government rules and regulations and an attested copies of relevant document in this regard should be attached in the tender document.
4. Income Tax Return of the company/firm /proprietor for the past TWO years should be enclosed.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**

The block contains handwritten signatures and initials. On the left, there is a small, stylized signature. In the center, there is a signature that appears to read 'S. P. K.'. To the right of this, there are the initials 'A/H' followed by a large, sweeping flourish or signature.

Section-VII

TECHNICAL BID DOCUMENT

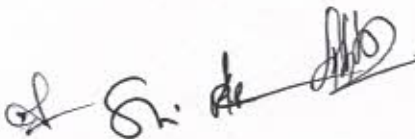
Mandatory details to be provided with seal & signature else tender will be rejected summarily.

Sl. No.	Particulars	***
1	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	VAT/PAN Registration Certificate	Copies shall be enclosed
3.	Registration Certificate	Copies shall be enclosed
	COP Certificate	Copies shall be enclosed (Latest Renewal Certificate)
3	Experience certificate from existing employer/past employer Experience certificate should be enclosed for Three years.	Copies shall be enclosed
4	Tax Clearance certificate/Tax Return	Copies shall be enclosed
5	All the bid documents from section-III to X need to be duly signed with seal. However, the Financial Bid (Section-VIII) will be opened later on.	If signature & stamp in any of the section III to X found missing, the tenderer shall communicate on the same for acceptance.

Date:

Place:

**(Name and Signature of Tenderer
with stamp of the firm)**



FINANCIAL BID DOCUMENT

The agency willing to provide Internal Auditor services shall undertake the works quantified in Section-IX.

Sl. No.	Particulars	not to be left blank.
1	<p>Total bid value should be quoted for the Year 2079-2080 for Internal Auditors work as specified in <u>Section-IX</u></p> <p>Bid value should excluding VAT and any other taxes which shall be raised in invoice in accordance to Government notification from time to time.</p> <p>Note: Only one bid value shall be quoted and it shall not be bifurcated in any manner.</p>	<p>Expenditure.</p> <p>In Figures: Nrs</p> <p>In Words:</p>

Note: All required manpower and any other cost are also included in above figures

Date:

Place:

(Name and Signature of Tenderer
with stamp of the firm)



QUANTIFIED WORK FOR INTERNAL AUDITORS

The purpose of Internal Auditors is that the preparations of Internal Audit for the F.Y. 2079-80 as per Risk Based Internal Audit Directive 2079 issued by Beema Samiti, OICL, Kathmandu, Nepal and jobs/activities required for approval of the said Internal Audit from the regulators.

(Name and Signature of Tenderer with stamp of the firm)

Place:

Sri de 

GENERAL CONDITION OF CONTRACT

1. The purpose of Internal Audit is that the preparations as per "Risk Based Internal Audit Directive 2079 issued by Beema Samiti based the statements of OICL, Kathmandu, Nepal for the 2079-80.
2. It is the sole responsibility of the deployed Internal Audit personnel to execute the assigned work perfectly and accurately as per the Regulator Requirement
3. The OICL shall have the rights to remove any deployed Internal Audit personnel from the duty who is considered to be undesirable.
4. The contractor shall issue identity card/identity documents of the employees who are deployed to execute the work.
5. The Internal Auditor shall not subcontract the assigned work to any other agencies.
6. The OICL shall comply with and fulfill the recommendations (if any), if deemed necessary by the OICL, made in writing by the Contractor in connection with the performance of the services.
7. If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise on mutual consent.
8. The contractor shall raise the invoice/Bill after completion of the work.
9. All the payments to the contractor by the OICL shall be made through IPS/Bank transfer only with applicable TDS in accordance with the Govt. of Nepal guidelines from time to time.
10. The contractor shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed at the rate of 1% of the contract value per month.
11. Jurisdiction of Court: This contract is governed by the laws of Nepal and shall be subject to the exclusive jurisdiction of the courts in Kathmandu only.

Date:

Place:

(Name and Signature of Tenderer
With stamp of the Firm)

Handwritten signature and a circular stamp of the tenderer.