



## **NATIONAL INSURANCE COMPANY LIMITED**

(A Government of India Undertaking)

CIN: U10200WB1906GOI001713

Registered & Head Office: 3 Middleton Street, Kolkata-700071

Telephone: 033-22831705/09

Website: <https://nationalinsurance.nic.co.in>

### **Appointment of Secretarial Auditor for the Financial Year 2019-20**

National Insurance Company Limited is India's oldest General Insurance Company. It was incorporated in Kolkata, West Bengal on December 5, 1906. The Company is wholly owned by Government of India. The Company is having its Registered & Head Office at 3, Middleton Street, Kolkata-700 071.

As National Insurance Company Limited (NICL) initiates the selection process for the appointment of Secretarial Auditor, we invite applications from the Practising Company Secretary for conducting the Secretarial Audit for the financial year 2019-20 in compliance with the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

#### **The eligibility criteria for selection of a Practising Company Secretary as Secretarial Auditor-**

1. The Lead Partner/Proprietor/Individual, under whose supervision the Secretarial Audit of NICL will be carried out, should have total experience of atleast 25 years **AND** possess minimum 20 years of full time practice. ***The cut-off date for ascertaining experience will be 31<sup>st</sup> December 2019.***
2. The Company Secretary in Practice/ Firm of Company Secretary should have conducted or undertaken to conduct Secretarial Audit of atleast THREE companies having paid up share capital of at least Rs.100 crores **OR** net worth of Rs.500 crores.
3. The Company Secretary in Practice/ Firm of Company Secretary should have minimum FOUR years of experience in practice of Secretarial audit.
4. The Company Secretary in Practice/ Firm of Company Secretary should have minimum TWO active partners in full time practice **OR** the PCS should have minimum THREE full time employees, who are qualified Company Secretaries.
5. The Company Secretary in Practice/ Firm of Company Secretary should have an average turnover of atleast Rs.15 Lakhs per annum from practice in the last three financial years.
6. The Company Secretary in Practice/ Firm of Company Secretary should have his/her Headquarters/Branch office in Kolkata.
7. The Company Secretary in Practice/Firm of Company Secretary must NOT have been prohibited/debarred/blacklisted by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies.



Trusted Since 1906

-2-

8. The Company Secretary in Practice/ Firm of Company Secretary who have been secretarial auditor of NICL for the last 5 years will have to serve a cooling-off period of 2 years for being eligible to apply for this exercise.

Preference will be given to Company Secretary in Practice / Firm of Company Secretaries having experience of conducting Secretarial Audit of Public Sector Undertaking(s) /Listed Companies and have handled more number of secretarial audits with wide experience in merger or IPOs.

The Secretarial Audit shall be conducted in accordance with Section 204 of the Companies Act, 2013 and applicable guidelines/secretarial standards issued by the ICSI from time to time. The Secretarial Audit shall be conducted at the Head Office of the Company which is situated at 3, Middleton Street, Kolkata 700071. The appointed Auditor would submit Secretarial Audit Report in the prescribed Form MR-3 as per Rule 9(2) of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 which shall form part of the Board's Report.

**Other Terms and Conditions for selection process-**

1. Applications are invited from the eligible Practising Company Secretaries in the format as given in the ***Annexure 1 & Annexure 2***

**Technical Bid (Annexure 1)**

- (i) All the documents enclosed with the offer document will be duly signed and sealed by the CS Firm or authorized partner.
- (ii) The Technical Bid NOT to contain any details of Financial Bid. Financial Bid/Quote if found mentioned/referred in Technical Bid section, will lead to disqualification of the Bidder.
- (iii) Non-submission of all required/mandatory documents will lead to disqualification.

**Financial Bid (Annexure 2)**

- (i) Fees for the assignment should be inclusive of all expenses/costs/miscellaneous expenses, if any, and exclusive of taxes. Taxes, as applicable, will be additionally paid by NICL.
  - (ii) Any additional expenses incurred by the PCS/Firm in respect of lodging, travelling etc., is NOT payable.
2. Necessary documentary evidence must be submitted along with the application in support of the information furnished by you.
  3. For further information, kindly visit the Company's website at <https://nationalinsurance.nic.co.in>.

Contd.p/3



*Trusted Since 1906*

-3-

4. The management reserves the right to select a candidate/firm based on the criteria as mentioned and their decision shall be full and final. Further, management also reserves the right to reject the application(s) without providing any reason.
5. The Technical bid and the Financial bid should be sealed by the bidder in separate envelope duly super-scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super-scribed as " Empanelment of PCS/Firm for conduct of Secretarial Audit for the F.Y 2019-20" and shall reach NICL's Secretarial department, First Floor **on or before Monday, 24<sup>th</sup> February 2020, 14:30 hrs** at the address stated herein below:

The Company Secretary  
National Insurance Company Limited  
1<sup>st</sup> Floor,  
3, Middleton Street,  
Kolkata - 700 071.

6. Technical Bid will be opened on **Monday, 24<sup>th</sup> February, 2020 at 16:00 hrs. The interested bidders may participate in the tender opening process at** National Insurance Company Limited, Head Office, 1<sup>st</sup> Floor, 3, Middleton Street, Kolkata - 700 071.

Yours faithfully,

sd/-

(Rina Madia)  
Company Secretary