

GUJARAT HIGH COURT ARBITRATION CENTRE
ACHCG/2024/330

Notice Inviting Quotation for Accounting Services by Chartered Accountant

The Gujarat High Court Arbitration Centre intends to invite quotations from registered Chartered Accountant/Firm for accounting services of Arbitration Centre, High Court of Gujarat, Sola, Ahmedabad. It is requested to send the quotation in format given in Annexure-A for following accounting services.

(1) Backlog accounting for the financial years 2022-23 and 2023-24.

(2) Accounting services of the financial years 2024-25 and 2025-26.

As per GHAC Rules, 2021 the Gujarat High Court Arbitration Centre maintain accounts in following Heads.

Sr. No.	Deposit	Sr. No.	Payment
1	Deposit towards Arbitrator Fee	1	Payment of Arbitrator Fee
2	Deposit towards Administrative Expenses	2	Payment of TDS
3	Deposit towards Sitting Charges and Fee	3	Refund to parties
4	Deposit towards usage of Centre's Facility	4	Payment to vendors as per orderd by Hon'ble Board of Governers
5	Deposit towards any other amount orderd by Hon'ble Arbitrator	5	Any other payment order by Hon'ble Arbitrator and Hon'ble Board of Governers
6	Deposit towards any other amount orderd by Hon'ble Board of Governers		

Accounting Requirements:

1. As per Rule 51 of GHAC Rules 2021, "Accounts of the centre shall be maintained as per the Income tax Act, 1961, as amended from time to time and Rules and Circulars issued there-under and by the Government."
2. Maintaining of Case wise Account and Arbitrator wise Account.
3. Separate account for disposed matters and pending matters.
4. Other accounting services as and when required.

The Quotation should be sent on or before 30/09/2024 to the undersigned on following address. (Kindly refer The Terms & Conditions and Annexure-A).

Date:- 04/09/2024



Director
Arbitration Centre
(Domestic & International)
High Court of Gujarat

Address:

The Arbitration Centre (Domestic and International), High Court of Gujarat
2nd Floor, New Judges' Library Building, High Court Complex Sola,
Ahmedabad - 380 060.

TERMS AND CONDITIONS

(1)	Period for downloading The Notice inviting quotations for accounting services : 09/09/2024, 11:00 AM to 27/09/2024, 04:00 PM
(2)	Last date for receipt of sealed Bid submission (Personally): 30/09/2024, 6:10 PM.
(3)	Quotations will be opened on 01/10/2024, 2:00 PM
(4)	Rs. 1500/- (One thousand Five hundred only) quotation fee (Non-Refundable) by D.D. drawn in favour of The Director, Gujarat High Court Arbitration Centre , payable at Ahmedabad.
(5)	Registered Chartered accountant/Firm having knowledge of maintenance of account with having minimum three years of experience.
(6)	Registered Chartered accountant/Firm, are requested to forward: (a) Sealed cover-1, containing D.D. drawn in favour of The Director, Gujarat High Court Arbitration Centre. (b) Sealed cover-2, containing the rate quoted as per annexure-A with authorized signature and seal. -Both covers are to be put together in One common sealed cover.
(7)	The envelope containing tender document should be superscribed with the words "QUOTATION FOR ACCOUNTING SERVICES FOR GUJARAT HIGH COURT ARBITRATION CENTRE, HIGH COURT OF GUJARAT" . The said cover containing the Quotation Fee and Quotation should be personally dropped in the drop box kept in the chamber of The Director. Arbitration Centre, High Court of Gujarat after registration in the Central Tapal Registry of the office.
(8)	The Sealed Cover will be opened at 02.00 PM on 01/10/2024, in presence of those quotation invites who may remain present in the chamber of The Director, Arbitration Centre, High Court of Gujarat.
(9)	The quotations received after scheduled date and time for any reason will not be considered. The quotation form should be filled legibly in English.
(10)	The quotation document in prescribed format issued by the High Court is only required to be submitted otherwise quotation shall be liable for rejection.
(11)	Quotation once filled in and submitted shall not be allowed to be withdrawn till the validity of the quotation for acceptance remains in force.
(12)	The High Court reserves all rights to accept any one or more or reject all the quotations without assigning any reason whatsoever.

*** Below mentioned information is of Institution of The Arbitration Centre, High Court of Gujarat till 31/08/2024.**

(A)	For the calendar year 2022, the total Arbitration Cases are 109.
(B)	For the calendar year 2023, the total Arbitration Cases are 125.
(C)	For the calendar year 2024, the total Arbitration Cases are 47 till 31/08/2024.
(D)	Total disposed matters are 113 and total pending matters are 168 till 31/08/2024.

Annexure-A

RATES TO BE QUOTED BY THE REGISTERED CHARTERED ACCOUNTANT (ONLY THESE RATES WILL BE CONSIDERED FOR AWARDING CONTRACT)

(1) Backlog accounting for the financial years 2022-23 and 2023-24:

Sr. no.	Item & Description (Accounting Services)	Rate (Rs.) (Annually)	SGST	CGST	Total Amount (Rs.)
1.	2	3	4	5	6 (3+4+5)
1					
(Rupees in words)					

(2) Accounting services for the financial years 2024-25 and 2025-26:

Sr. no.	Item & Description (Accounting Services)	Rate (Rs.) (Monthly)	SGST	CGST	Total Amount (Rs.)
1.	2	3	4	5	6 (3+4+5)
1					
(Rupees in words)					

NOTE:

The rates of maintenance of accounts of arbitration centre should be in weekly, bi-weekly and monthly in a separate sheet.