

Delhi International Arbitration Centre is a premier Arbitral Institution of the country established under the aegis of the Hon'ble High Court of Delhi and administered by it.

The Centre intends to get its accounting work streamlined and updated, on the lines of the platform of Tally.

Accordingly, Delhi International Arbitration Centre is accepting proposals from CA firms to provide accounting services at DIAC for the period October 2019 to March 2023. We invite your firm to submit a proposal to us by 15th September 2022, for consideration. Scope of work enumerated hereunder:

**1. Updating books of account for the period October 2019 to March 2023**

- Maintaining parallel books of accounts into Tally ERP for the period of 1<sup>st</sup> October 2019 to 31<sup>st</sup> March 2023.
- Restructuring of the entire accounting system including preparation and maintenance of chart of accounts and introducing cost center accounting to manage effective management reporting.
- Reviewing the transactions to ensure fair and accurate accounting of transactions.

**2. Account Receivable/Fees Deposit**

- Setting up of customer master in accounting package.
- Creating cost center (DIAC code) per assessment case for capturing all the transactions related to a particular case at one place for readily available information at any point of time.
- Recording receivables against the arbitrator fees based on the case assessment sheets provided by the DIAC.
- Recording of collection on the basis of receipt report and bank statements.

**3. Accounts payable**

- Setting up of vendor master's in accounting package.
- Recording payables against the arbitrator fees including accounting of withholding taxes etc.
- Recording of petty cash expenses.
- Recording of payment transactions on the basis of payment record maintained with DIAC and bank statements.

**4. Bank Reconciliation**

- Recording payments, bank charges and receipts in the books of account based on the details as per the bank statements.
- Accounting for fixed deposits and interest received.
- Performing bank reconciliation for the period 1<sup>st</sup> October 2019 to 31<sup>st</sup> March 2023.

The period 1<sup>st</sup> October 2019 to 31<sup>st</sup> March 2023 shall be considered as a period falling within the scope of work for all intents and purposes.

The quotations with respect to the aforesaid work may kindly reach the undersigned by 15<sup>th</sup> Sep. 2022. For any sort of query kindly contact Mr. Sunil Chaudhary at 9873700546.