



The Institution of Engineers (India)

{ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935}

Procedure for Appointment of Arbitrators

The Institution of Engineers (India) appoints Arbitrators from its approved panel in accordance with the provision of the arbitration clauses mentioned in the contract agreement between the disputing parties. The appointment is made by the President of IEI based on the nature of the dispute and the suitability of the Arbitrator from the panel. IEI acts strictly as the appointing authority and does not interfere in the arbitration proceedings.

Steps to Request Appointment of an Arbitrator

Parties seeking appointment of an Arbitrator are required to submit a formal request to the Secretary & Director General, IEI, along with the following documents:

1. A brief write-up on the nature of the dispute.
2. The contract value / claim amount involved in the dispute.
3. Complete contact details (postal address, contact number, and email ID) of both parties (Employer and Contractor).
4. Relevant contract clauses (Agreement, GCC, SCC, etc.) related to Arbitration or Dispute Resolution.
5. Copies of correspondence between the parties invoking arbitration and related communication.
6. Details and contact information of any nominee arbitrators, if already appointed by the parties.
7. Copy of Court Order, if any, concerning the arbitration proceedings.
8. A clear reference in the contract clause stating that "The Institution of Engineers (India)" is the authority designated for the appointment of arbitrator.

Processing Fee

A one-time non-refundable processing fee is payable by the applicant as per the scale below:

- For claims up to ₹10 crores: ₹50,000 + 18% GST = ₹59,000
- For claims above ₹10 crores: ₹1,00,000 + 18% GST = ₹1,18,000

Mode of Payment:

Payment may be made through a demand draft in favour of "The Institution of Engineers (India)" payable at Kolkata. Online payment options are also available, and the details will be provided on request.

Note:

The Arbitrator so appointed shall conduct the arbitration proceedings in accordance with the provisions laid out in the contract and other documents mutually agreed upon by the parties. The Institution of Engineers (India) does not participate in or influence the arbitration process beyond the appointment of the Arbitrator.



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PROFORMA -

for requesting appointment of Arbitrator, Presiding Arbitrator, Sole Arbitrator, Dispute Review Expert, Member / Chairman of Conciliators etc. Dispute Review Board and Conciliators etc.

Sl.No.	Particulars / Description	Details / Remarks
1.	Formal request letter from the parties seeking appointment of arbitrator to the Secretary & Director General, The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 with a copy to the other party in dispute. Proof of receipt of the same by the other party should be attached or shall be shared on receipt.	By E-mail / Post Annexure, Page No...
2.	A brief write up on the dispute.	May be part of the request letter or as an Annexure. Annexure, Page No...
3.	Cost of contract / agreement (in crore)	Rs.....
4.	Amount of the Claim involved (in crore)	Rs....
5.	Submission of processing fee : (a) Claim upto Rs 10 crores = Rs 50000/- + 18% GST totaling to Rs 59000/-. (b) Claim above Rs 10 crores = Rs 100000/- + 18% GST totaling to Rs 118000/-.	Demand Draft drawn in favour of 'The Institution of Engineers (India)' payable in Kolkata. DD No....., Date....., Rs...
6.	Certified copy of the relevant arbitration clauses in the contract, viz. Agreement, General Condition of Contract (GCC), Special Condition of Contract (SCC) etc.	Annexure, Page No...
7.	Copy of letters vide which Arbitrator / Dispute Review Board Member appointed and intimated to other party.	Annexure, Page No...
8.	Copy of notices given by either party for appointment of Arbitrator / Presiding Arbitrator / Dispute Review Expert / Dispute Review Board / Conciliators, etc.	Annexure, Page No...
9.	A copy of the complete contract agreement.	Annexure, Page No...
10.	In case of non-consensus in appointing the Presiding Arbitrator by the two nominee arbitrators, copy of the letter expressing disagreement by the nominee arbitrators.	Annexure, Page No...
11.	In case of appointment of Presiding Arbitrator, if the parties are in dispute, copies of appointment of both nominated arbitrators and their acceptance letters.	Annexure, Page No...
12.	Complete contact details of the parties in dispute and nominee arbitrators, if any, viz. full postal address with pin code no., e-mail IDs and Phone / Mobile Nos.	Annexure, Page No...
13.	Photocopies of all the relevant documents.	Annexure, Page No...
14.	Copy of Court Order, if any, in respect of the dispute.	Annexure, Page No...

UNDERTAKING

I/We hereby solemnly affirm and declare that all information and facts stated in the application and the documents submitted herewith are true, correct, and complete to the best of my/our knowledge and belief. I/We further affirm that there has been no suppression or misrepresentation of any material fact. I/We understand that any discrepancy or false information may lead to rejection of the request or withdrawal of the appointment made by The Institution of Engineers (India). I/We also agree that in case of any suppression or misrepresentation of material facts, The Institution of Engineers (India) shall not be held liable for contesting any case arising therefrom in any legal forum.

Signature of the Authorised Signatory with seal