

## **TENDER MONITORING DIRECTORATE**

**No. TMD/Circular/2/2023-24**

**Date: 17<sup>th</sup> April, 2023**

Dear professional colleagues,

### **Sub.: Terms of Reference of Tender Monitoring Directorate**

Greetings to you from the Tender Monitoring Directorate of ICAI!

Members might be aware that the Council of ICAI has formed Tender Monitoring Directorate this year with the following Terms of Reference:

#### **Terms of Reference**

- To monitor the tenders floated by the organizations prescribing minimum fees and giving fair opportunity to all members.
- To collect and disseminate details of tenders for professional services, amongst the practicing members.
- To conduct out-reach programmes for authorities related to tenders.
- To take up with Government and other relevant authorities issues relating to determining the manner of evaluation of tenders for professional services giving due weightage to quality i.e. Quality & Cost Based Selection (QCBS) method and including audit services in Fixed Budget – based Selection (FBS) method.
- To guide members, and resolve their queries and grievances.
- To develop an effective online format to capture cost sheet/ details from the Firms/ Members applying for Professional Tender Services for the internal analysis for maintenance of quality and adherence of prescribed guidelines – both at pre-bidding and post-bidding stage.
- To develop a mechanism for monitoring and analysing the responses of the members on tenders and may refer the deviations at appropriate level.
- To lay down a mechanism for erring firms for further suitable/ necessary action.

In case you have any suggestions for our consideration, or any grievance or any matter worth reporting to us, you may write to The Secretary, Tender Monitoring Directorate, Email ID: [tender.enquiry@icai.in](mailto:tender.enquiry@icai.in), Tel.No.011-30110408.

With regards

Convenor & Deputy Convenor  
Tender Monitoring Directorate  
The Institute of Chartered Accountants of India  
New Delhi.