

**Tendering of
Professional Services**
All that you should know



Professional Development Committee
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi

Tendering of Professional Services All That You Should Know



Professional Development Committee
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi

© THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronic mechanical, photocopying, recording, or otherwise, without prior permission, in writing, from the publisher.

Released : July, 2021

Author Name : Seema Gerota

Committee/Department : Professional Development Committee

Email : pdc@icai.in

Website : www.icai.org

Price : ₹ 60/-

ISBN No. : 978-93-90668-88-5

Typeset by : Elite-Art, New Delhi

Published by : The Publication Department on behalf of the
Institute of Chartered Accountants of India,
ICAI Bhawan, Post Box No. 7100, Indraprastha
Marg, New Delhi - 110 002.

Printed by : TAN Prints India Pvt. Ltd.
District - Jhajjar – 124 501 (Haryana)
January | 2022 | P0000 (Revised)

Foreword

The Institute of Chartered Accountants of India (ICAI), being a proactive regulator of accountancy profession in India and efficient partner in nation building, is very concerned about the quality of services being rendered by the Chartered Accountants.

The rationale behind setting the process of tendering was to bring qualitative outcome at the competitive rates. However, the process of tendering seems to be a double-edged sword especially in case of professional services. While it proves to be transparent process in procurement of best quality goods at the most competitive rates, it seems to hinder the quality of services rendered and in the process the organizations also face financial constraints (cost cutting) thereby accepting substandard work .

The Institute, in order to monitor, analyse and ensure compliance of the related decisions taken by Council from time to time, has set up a dedicated 'Group for Monitoring the Tendering Issues' under the aegis of Professional Development Committee. The aim of the group is to streamline the process of tendering and to monitor the bids quoted by CAs in all the permissible tenders and analysing them. It may further refer the deviations at appropriate level.

In an endeavor to facilitate the members in participating the tendering process of hiring of services of Chartered Accountants for various assignments in compliance with the decisions of the Council and other related provisions of Code of Ethics, the Professional Development Committee under the aegis of the Institute has come out with this booklet to provide guidance in the form of FAQs.

I would like to place on record, my deep appreciation for the efforts put in by CA. Babu Abraham Kallivayalil, Chairman and CA. Satish Kumar Gupta, Vice-Chairman, Professional Development Committee and other members of the Committee in bringing out this informative booklet.

It is hoped that this booklet will be found to be of practical utility to all our Members.

New Delhi

CA. Nihar N Jambusaria
President

Preface

Tendering must conform to the three pillars of Integrity, Transparency and Accountability. Decision-making criteria at all stages must be clear, justifiable and objective with no room for discretion or preference at any time, especially in the evaluation and comparison of the bids.

Tendering process and its evaluation specially in case of hiring of professional services is a challenge and has always been a focus area for the Institute. The Institute believes that audit assignments are complex and specialized assignments concerning stakeholders in masses. Among others, the organizations floating the tenders should always take due note of the efforts, time, amount and quality of manpower required to be put in, to complete the tendered assignment. Therefore, it is suggested that all organizations may carry out a working as per the assignment and estimate the value of the assignment internally and then prescribe the minimum fee in the tender document.

Since tenders are generally awarded based on least cost it may impact the quality. Hence, Institute through its 'Group for Monitoring the Tendering Issues' under the aegis of Professional Development Committee reviews the tenders meant for CAs and represents to the tender floating organizations for adherence of the ICAI's guidelines and standards.

I do wish to place on record my sincere gratitude to CA. Nihar N Jambusaria, President, CA (Dr.) Debashis Mitra, Vice-President under whose continuous guidance Institute has been contributing in the area of tendering.

I also would like to place on record my gratitude to CA. Satish Kumar Gupta, Vice-Chairman, CA. Ranjeet Kumar Agarwal, CA. Charanjot Singh Nanda, CA. Dhiraj Kumar Khandelwal, CA. M.P. Vijay Kumar, CA. D. Prasanna Kumar, CA. Joy P.T, Co-opted Member, members of the Group, Ms. Seema Gerotra, Secretary Professional Development Committee, Ms. Parul Goel, Assistant Secretary and others for their role in bringing out this Booklet. .

I sincerely hope that this booklet will prove to be very useful to the Members and the stakeholders.

July, 2021
New Delhi

CA. Babu Abraham Kallivayalil
Chairman, Professional Development Committee

Content

1.	Frequently Asked Questions	1-8
2.	Annexures	
	Annexure 1: Notification for responding to tender dt. 07th April 20	9
	Annexure 2: Revised Minimum Recommended Scale of Fee	10
	Annexure 3: Format of Cost Sheet	23

Chapter 1

FAQs

1. Whether a Member of the Institute can respond to tender for hiring professional services?

Ans. Yes, Members of the Institute can respond to tender and request made by the user of professional work subject to conditions laid down by the Council from time to time.

2. Are there any guidelines issued by the Institute for participation in tendering for professional services by Chartered Accountants?

Ans. Yes, a notification published in Part III Section 4 of the Gazette of India: Extraordinary dated 7th April, 2016 has been issued by the Institute containing the guidelines on responding to tender (Refer Annexure- 1).

3. What is the effective date of the said notification/guideline?

Ans. The said notification/guideline has come into force with immediate effect from date of publication of the notification in the official gazette (7th April, 2016). In other words, all tenders issued on or after 7th April 2016 will be covered under this notification/guideline.

4. Whether a Member of the Institute in practice can respond to tenders floated in exclusive areas of practice of Chartered Accountants where minimum professional fee is not prescribed in the tender document?

Ans. No, a Member of the Institute shall not respond to any tender issued by an organization or user of professional services in areas of services which are exclusively reserve for Chartered Accountants by statute viz. Audit and Attestation Services such as audit under Companies Act, 2013, Income Tax Act, 1961, etc. It is clarified that in any State under the local statute if audit and attestation services are exclusively meant for Chartered Accountants only, the Member will not be allowed to respond to such tender.

Tendering of Professional Services All That You Should Know

5. What are the exclusively reserved areas for Chartered Accountants?

Ans. Exclusively reserved areas for Chartered Accountants are those which are reserved by the statute viz. Audit and Attestation Services such as audit under Companies Act, 2013, Income Tax Act, 1961, etc.

6. Whether a Member of the Institute in practice can respond to tenders floated in exclusive areas of practice of Chartered Accountants where minimum professional fee is prescribed in the tender document?

Ans. Yes, a Member of the Institute may respond to any tender issued by an organization or user of professional services in areas of services which are exclusively reserve for Chartered Accountants by statute viz. Audit and Attestation Services such as audit under Companies Act, 2013, Income Tax Act, 1961, etc. wherever the minimum fee for the assignment is prescribed in the tender document itself.

7. What are the non-exclusive areas for Chartered Accountants?

Ans. All those areas are non-exclusive for Chartered Accountants which are not reserved under any statue or provision of any law or where any statue or provision of law opens such areas to other professionals along with Chartered Accountants.

8. Whether a Member can participate in a tender process where the bids are requested for both internal audit as well as finalization of accounts in a single tender document?

Ans. No, a Member cannot participate in such tender process as the Chartered Accountant being an auditor of any organization cannot undertake the work of the preparation of accounts thereby leading to self-review threats.

9. Whether a Member of the Institute in practice can respond to such tenders which are open to other professionals apart from CAs. However, in the tender document, only CAs have been invited to respond.

Ans. Yes, the Member of the Institute can respond to such tenders.

10. Whether a Member of Institute in practice can respond to such tenders which are open to CAs and other professionals and in the tender document other professionals along with CAs have been invited to respond?

Ans. Yes, the Member of the Institute can respond to such tenders.

11. What are the consequences of non-adherences to Notification dated 7th April, 2016 issued by the Institute on responding to tender?

Ans. Non-adherence to the tendering guidelines (Refer Annexure- 1) could lead to disciplinary action as this is a Council decision.

12. Whether a Member can participate in a tender process where the bids are requested for both internal as well as statutory audit by the same organization through separate tenders?

Ans. Yes, a Member can participate in such tenders. However, , a member can undertake only one assignment at a given time i.e. either Internal audit or Statutory audit of the same organization.

13. Whether a Member of Institute in practice can respond to such assignments where quotations have been called for from practicing members/firms through individual letters?

Ans. Yes, a Member of the Institute in practice can respond to such assignments based on individual letters issued.

14. Whether a Member can undertake audit assignment of one branch simultaneously with book-keeping assignment of another branch of the same organization?

Ans. No, a Member is not permitted to undertake audit assignment of one branch simultaneously with book-keeping assignment of another branch of the same organization, as it is prohibited as per the 'Guidance Note on Independence of the Auditors'.

15. Whether a Member can undertake internal audit assignment of one branch simultaneously with statutory audit assignment of another branch of the same organization?

Ans. No, a Member is not permitted to undertake the internal audit assignment of one branch simultaneously with statutory audit of

Tendering of Professional Services All That You Should Know

another branch whether pertaining to the same branch or different branch.

16. Whether a Member of the Institute can participate in tender process for statutory audit of certain branches of an organization while he is already the Revenue Auditor of different branch(es) of the same organization.

Ans. No, a Member is not permitted to participate in tender process for statutory audit of certain branch(es) of an organization while he is already the Revenue Auditor of different branch(es) of the same organization.

17. Whether a Member of the Institute in practice can respond to such tenders where only technical bid has been asked for from the Members which is followed by financial quotations request from the shortlisted members through individual letters?

Ans. Yes, a Member of the Institute in practice can respond to such tenders.

18. Whether a Member can undertake audit assignment through a tender wherein estimated cost is mentioned instead of a minimum fee?

Ans. No, a Member cannot participate in the tender process wherein the minimum fee is not prescribed in the tender document itself.

19. Minimum fee is given in tender but not explicitly given whether it is GST inclusive or exclusive. How should it be treated?

Ans. In the absence of any explicit mention, it must be taken as exclusive of GST.

20. Are the minimum fee mentioned in the tender document and the revised recommendatory professional fee same?

Ans. No. The minimum fee mentioned in the tender document and the revised recommendatory professional fees are not the same.

The minimum fee mentioned in the tender document is the fee indicated by the organization whereas the revised recommendatory professional fee (classified city-wise) is the recommendation of the fee to be charged as per the work performed for various professional

assignments suggested by the Council of the Institute. (Refer Annexure 2)

21. The minimum fee mentioned in the tender document is very low. Are there any prescribed rates by the Institute based on which I can prepare the quote?

Ans. Yes, the revised recommendatory professional fee (classified city wise) is the fee to be charged as per the the work performed for various professional assignments suggested by the Council of the Institute. (Refer Annexure 2)

22. Is there a specific/standard format of the cost sheet to be prepared while participating in the tender process?

Ans. Yes, a specific/standard format of the cost sheet is prescribed by the Institute. (Refer Annexure 3)

A cost sheet is be maintained by the Members of the Institute while responding to the tenders and accepting the professional work based thereupon, incorporating the details of the costs being incurred therein having regard to the number of persons involved, hours to be spent, etc.; the same may be called for by the Institute for perusal.

23. Is preparation of the cost sheet mandatory?

Ans. Yes, as per the decision of the Council taken at its 301st meeting held in December 2010, the preparation and maintenance of cost sheets for various tenders is mandatory for the Members of the Institute.

24. Where can I find the tenders floated by the organizations for hiring of professional services?

Ans. The latest tenders floated by the organizations for hiring of professional services of Chartered Accountants are available at the PD Portal www.pd.icai.org

25. Are all the tenders floated by the organizations for hiring of professional services available at the PD portal?

Ans. The PD Committee endavours to procure and host the latest RFP/Tenders for hiring CA services to the extent possible; however, the same are indicative and not exhaustive.

Tendering of Professional Services All That You Should Know

26. Whether there is a facility of submission of bids at PD portal?

Ans. No, the PD portal only provides the information about the latest tenders floated by the organization for hiring CA services; submission of bids have to be done as per the requirements of the tender documents.

27. How can I get all the latest information about the tenders floated for hiring CA services?

Ans. To get all the latest information about the tenders for hiring CA services, Members can subscribe to the PD portal by following the steps mentioned hereinbelow:

- (i) Open PD portal on the browser <https://www.pdicai.org>;
- (ii) Find Sign-Up option at the top of the Home page above menu bar;
- (iii) Fill the necessary information and make sure that you are entering the correct email id;
- (iv) After completing the registration, you will get a system generated email on the entered email address for activating your account;
- (v) Find the activation link in email and complete the verification process;
- (vi) Again you will receive a system generated email which will contain the log in details;
- (vii) After completing the verification, newsletter service will start.

28. As a tender floating organization, how can I get a panel of Chartered Accountants on specified criteria laid down by my organization?

Ans. The Professional Development Committee maintains the master Multipurpose Panel of Chartered Accountants/firms on PAN India basis. A tailor-made panel can be drawn based on the broad requirements of the organization/Government Authority/regulator for the given tender assignment(s).

29. What should be done in case the tender for statutory audit has been floated by any organization without minimum fee?

Ans. Firstly, the Member should abstain from participating in such tender process as it is not permissible to bid in the tender where the minimum fee is not prescribed. Secondly, it should be brought to the notice of the Professional Development Committee.

30. Can I participate in a the tender which calls for an Earnest Money Deposit (EMD) .

Ans. Yes, a Member can participate in the tender process where Earnest Money Deposit (EMD) has been asked for by the organization. However, if the EMD is exorbitant, the same may be reported and will be looked into by Institute on individual case basis.

31. Can I participate in the tender which calls for a ere Security Deposit ?

Ans. Yes, a Member can participate in the tender process where Security Deposit has been asked for by the organization. However, if the security deposit demanded is exorbitant, the same may be reported and will be looked into by Institute on individual case basis.

32. What is to be done in case the organization has restricted the participation in the tender process on the basis of net worth/number of partners/demographical presence of the CA firm, among other restrictive conditions?

Ans. In such cases, the same may be reported to the Institute and the Institute will take up the matter with the concerned organization on individual case basis.

33. What are the parameters for calculation of the minimum fee?

Ans. The minimum fee should be such that it is commensurate with the size, value, volume, manpower requirements and nature of work (as decided by Council at its 388th meeting held in February, 2020).

34. What are the principal covenants enumerated by CVC?

Ans. As per the CVC guidelines the pre-qualification (PD) criteria specified in the tender document should neither be made by very stringent nor very lax to restrict / facilitate the entry of tender; it should be exhaustive and there should be fair competition.

Tendering of Professional Services All That You Should Know

35. Can the Institute ask any document besides the cost sheet?

Ans. Yes, the Institute can call for any papers/documents related to bid submitted by the Member in response to the respective tender.

36. Can the Institute order Peer Review of tender assignments conducted/undertaken by Members?

Ans. Yes, the Institute can order Peer Review of tender assignments conducted by the Members, in case, the deferential between the lowest quote (L1) received for a tender (on which the tender is ultimately allotted) and the next lowest quote (L2) is considerable.

37. What are the various types of tenders floated by users of professional services?

Ans. The tenders are broadly of three types:

- (i) Open Tender
- (ii) Limited Tender
- (iii) Single Tender

38. What is an Open Tender?

Ans. Open Tender is a tender which is open for all the eligible bidders. Such tenders are usually made by advertising in newspapers, websites/portal of the relevant organization.

39. What is a Limited Tender?

Ans. Limited Tender is a tender which is addressed to the limited number of bidders who are the reliable source of providing the services.

40. What is a Single Tender?

Ans. Single Tender is a tender wherein invitation is given to one firm only and as per CVC guidelines, this is resorted to mostly on grounds of urgency or operational or technical requirements.

Annexure 1

Notification - Responding to Tenders

[PUBLISHED IN PART III SECTION 4 OF THE GAZETTE OF INDIA,
EXTRAORDINARY, DATED 7TH APRIL, 2016]

Guideline No. 1-CA(7)/03/2016 - In exercise of the powers conferred on it under Item (1) of

Part II of the Second Schedule of the Chartered Accountants Act, 1949, the Council of the Institute of Chartered Accountants of India hereby issue the following guidelines for compliance by the Members of the Institute –

- (i) A member of the Institute in practice shall not respond to any tender issued by an organization or user of professional services in areas of services which are exclusively reserved for chartered accountants, such as audit and attestation services. However, such restriction shall not be applicable where minimum fee of the assignment is prescribed in the tender document itself or where the areas are open to other professionals along with the Chartered Accountants.
- (ii) This Guideline shall come into force with immediate effect.

(V. Sagar)
Secretary

Annexure 2

Committee for Member in Practice (CMP) ICAI

Revised Minimum Recommended Scale of Fees for the Professional Assignments done by the Chartered Accountants

The Committee for Members in Practice (CMP) of ICAI as a part of its commitment to strengthen the Practitioners has initiated the Revised Minimum Recommended Scale of Fees for the professional assignments done by the members of ICAI. The recommendation is about the fee to be charged as per the work performed for various professional assignments. The fee has been recommended separately for Class A, Class B and Class C cities.

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
1) ADVISING ON DRAFTING OF DEEDS/AGREEMENTS				
(a)	i) Partnership Deed	15,000 and above	10,000 and above	8,000 and above
	ii) Partnership Deed (With Consultation and Tax Advisory)	20,000 and above	15,000 and above	10,000 and above
(b)	Filling of Forms with Registrar of Firms	7,000 and above per form	5,000 and above per form	3,000 and above
(c)	Supplementary / Modification in Partnership Deed	12,000 and above	9,000 and above	6,000 and above
(d)	Joint Development Agreements / Joint Venture Agreements	12000 and above (See Note-1)	9000 and above (See Note-1)	6,000 and above (See Note-1)
(e)	Others Deeds such as Power of Attorney, Will, Gift Deed etc.	5000 and above	4000 and above	3,000 and above

Annexure 2

Particulars	Revised minimum Recommended scale of Fees			
	Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)	
2) INCOME TAX				
A.	Filling of Return of Income			
I)	For Individuals/HUFs etc.			
(a)	Filling of Return of Income with Salary/Other Sources/Share of Profit	8,000/- and above	6,000/- and above	4,000/- and above
(b)	Filling of Return of Income with detailed Capital Gain working			
	i) Less than 10 Transactions (For Shares and Securities)	11,000/- and above	8,000/- and above	5,000/- and above
	ii) More than 10 Transactions (For Shares and Securities)	17,000/- and above	12,000/- and above	8,000/- and above
(c)	Filling of Return of Income for Capital Gain on Immovable property	32,000/- and above	22,000/- and above	15,000/- and above
(d)	Filling on Return of Income with Preparation of Bank Summary, Capital A/c and Balance Sheet.	12,000/- and above	9,000/- and above	6,000/- and above
II)	(a) Partnership Firms/Sole Proprietor with Advisory Services	15,000/- and above	10,000/- and above	8,000/- and above
	(b) Minor's I.T. Statement	8,000/- and above	6,000/- and above	4,000/- and above
	(c) Private Ltd. Company:			
	i) Active	25,000/- and above	18,000/- and above	12,000/- and above
	ii) Defunct	12,000/- and above	9,000/- and above	6,000/- and above
	(d) Public Ltd. Company			
	i) Active	65,000/- and above	45,000/- and above	30,000/- and above

Tendering of Professional Services All That You Should Know

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
	ii) Defunct	25,000/- and above	18,000/- and above	12,000/- and above
B.	Filling of Forms etc.	(Quarterly Fees)	(Quarterly Fees)	(Quarterly Fees)
(a)	Filling of TDS/TCS Return (per Form)			
	i) With 5 or less Entries	4,000/- and above	3,000/- and above	2,000/- and above
	ii) With more than 5 entries	9,000/- and above	7,000/- and above	5,000/- and above
(b)	Filling of Form No. 15-H/G (per Set)	4,000/- and above	3,000/- and above	2,000/- and above
(c)	Form No. 49-A/49-B	4,000/- and above	3,000/- and above	2,000/- and above
(d)	Any other Form filed under the Income Tax Act	4,000/- and above	3,000/- and above	2,000/- and above
C.	Certificate			
	Obtaining Certificate from Income Tax Department	14,000/- and above	10,000/- and above	7,000/- and above
D.	Filling of Appeals etc.			
(a)	First Appeal Preparation of Statement of Facts, Grounds of Appeal, Etc.	32,000/- and above	22,000/- and above	15,000/- and above
(b)	Second Appeal (Tribunal)	65,000/- and above	45,000/- and above	30,000/- and above
E.	Assessments etc.			
(a)	Attending Scrutiny Assessment/Appeal			
	(i) Corporate	See Note 1	See Note 1	See Note 1
	(ii) Non Corporate	32,000/- and above	22,000/- and above	15,000/- and above
(b)	Attending before Authorities	10,000/- and above Per Visit	7,000/- and above Per Visit	5,000/- and above Per Visit

Annexure 2

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
(c)	Attending for Rectifications/ Refunds/Appeal effects Etc.	7,000/- and above Per Visit	5,000/- and above Per Visit	3,000/- and above Per Visit
(d)	Income Tax Survey	80,000/- and above	55,000/- and above	35,000/- and above
(e)	T.D.S. Survey	50,000/- and above	35,000/- and above	25,000/- and above
(f)	Income Tax Search and Seizure	See Note 1	See Note 1	See Note 1
(g)	Any other Consultancy	See Note 1	See Note 1	See Note 1
3) CHARITABLE TRUST				
(a)	(i) Registration Under Local Act	25,000/- and above	18,000/- and above	12,000/- and above
	(ii) Societies Registration Act	32,000/- and above	22,000/- and above	15,000/- and above
(b)	Registration Under Income Tax Act	25,000/- and above	18,000/- and above	12,000/- and above
(c)	Exemption Certificate under section 80G of Income Tax Act	20,000/- and above	15,000/- and above	10,000/- and above
(d)	Filing Objection Memo/other Replies	10,000/- and above	7,000/- and above	5,000/- and above
(e)	Filing of Change Report	10,000/- and above	7,000/- and above	5,000/- and above
(f)	Filing of Annual Budget	10,000/- and above	7,000/- and above	5,000/- and above
(g)	Attending before Charity Commissioner including for Attending Objections	8,000/- and above per visit	6,000/- and above per visit	4,000/- and above
(h)	(i) F.C.R.A. Registration	35,000/- and above	25,000/- and above	18,000/- and above

Tendering of Professional Services All That You Should Know

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
	(ii) F.C.R.A. Certification	8,000/- and above	6,000/- and above	4,000/- and above
4) COMPANY LAW AND LLP WORK				
(a)	Filing Application for Name Approval	8,000/- and above	6,000/- and above	4,000/- and above
(b)	Incorporation of a Private Limited Company/LLP	35,000/- and above	25,000/- and above	18,000/- and above
(c)	Incorporation of a Public Limited Company	65,000/- and above	45,000/- and above	30,000/- and above
(d)	Advisory or consultation in drafting MOA, AOA	15,000/- and above	11,000/- and above	8,000/- and above
(e)	(i) Company's/LLP ROC Work, Preparation of Minutes, Statutory Register and Other Secretarial Work	See Note 1	See Note 1	See Note 1
	(ii) Certification (Per Certificate)	15,000/- and above	11,000/- and above	8,000/- and above
(f)	Filing Annual Return Etc.	10,000/- and above per Form	7,000/- and above per Form	5,000/- and above
(g)	Filing Other Forms Like : F-32, 18, 2 etc.	5,000/- and above	4,000/- and above per Form	3,000/- and above
(h)	Increase in Authorised Capital Filing of F-5, F-23, preparation of Revised Memorandum of Association/Article of Association/ LLP Agreement	25,000/- and above	20,000/- and above	14,000/- and above
(i)	DPIN/DIN per Application	4,000/- and above	3,000/- and above	2,000/- and above
(j)	Company Law Consultancy including Petition drafting	See Note 1	See Note 1	See Note 1

Annexure 2

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
(k)	Company Law representation including LLP before RD and NCLT	See Note 1	See Note 1	See Note 1
(l)	ROC Representation	See Note 1	See Note 1	See Note 1
5)	AUDIT AND OTHER ASSIGNMENTS			
Rate per day would depend on the complexity of the work and the number of days spent by each person				
	(i) Principal	18,000/- and above per day	12,000/- and above per day	8,000/- and above per day
	(ii) Qualified Assistants	10,000/- and above per day	7,000/- and above per day	5,000/- and above per day
	(iii) Semi Qualified Assistants	5,000/- and above per day	4,000/- and above per day	3,000/- and above per day
	(iv) Other Assistants	3,000/- and above per day	2,000/- and above per day	1,000/- and above per day
Subject to minimum indicative Fees as under:				
	(i) Tax Audit	40,000/- and above	30,000/- and above	22,000/- and above
	(ii) Company Audit			
	(a) Small Pvt. Ltd. Co. (Turnover up to ₹ 2 crore)	50,000/- and above	35,000/- and above	25,000/- and above
	(b) Medium Size Pvt. Ltd. Co./ Public Ltd. Co.	80,000/- and above	55,000/- and above	35,000/- and above
	(c) Large Size Pvt. Ltd. Co./ Public	See Note 1	See Note 1	See Note 1
	(iv) Review of TDS Compliance	25,000/- and above	18,000/- and above	12,000/ and above
	(v) Transfer Pricing Audit	See Note 1	See Note 1	See Note 1

Tendering of Professional Services All That You Should Know

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
7) CERTIFICATION WORK				
(a)	Issuing Certificates under the Income Tax Act i.e. U/s 80IA/80IB/10 A/10B and other Certificates	See Note 1	See Note 1	See Note 1
(b)	Other Certificates For LIC/ Passport/Credit Card/Etc.	10,000/- and above	7,000/- and above	5,000/- and above
(c)	Other Attestation (True Copy)	3,000/- and above per form	2,000/- and above per form	1,000/- and above
(d)	Net worth Certificate for person going abroad	18,000/- and above	12,000/- and above	8,000/- and above
8) RERA				
(a)	Audit of Accounts	10,000/- and above	7,000/- and above	5,000/- and above
(b)	Appearance Before Appellate Tribunal of Regulatory Authority or Adjudicating Authority	50,000/- and above	35,000/- and above	25,000/- and above
(c)	Advisory and Consultation	See Note 1	See Note 1	See Note 1
(d)	Certification for withdrawal of amount	See Note 1	See Note 1	See Note 1
9) CONSULTATION and ARBITRATION				
Rate per hour would depend on the complexity of the work and the number of hours spends by each person				
(a)	Principal	35,000/- and above (initial fees) + additional fees @ 8,000/- and above per hour	25,000/- and above (initial fees) + additional fees @ 6,000/- and above per hour	18,000/- and above (initial fees) + additional fees @ 4,000/- and above per hour

Annexure 2

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
(b)	Qualified Assistant	6,000/- and above per hour	4,000/- and above per hour	3,000/- and above per hour
(c)	Semi Qualified Assistant	3,000/- and above per hour	2,000/- and above per hour	1,000/- and above per hour
10) NBFC/RBI MATTERS				
(a)	NBFC Registration with RBI	See Note 1	See Note 1	See Note 1
(b)	Other Returns	18,000/- and above	12,000/- and above	8,000/- and above
11) GST				
(a)	Registration	20,000/- and above	15,000/- and above	10,000/- and above
(b)	Registration with Consultation	See Note 1	See Note 1	See Note 1
(c)	Tax Advisory and Consultation i.e. about value, taxability, classification, etc.	See Note 1	See Note 1	See Note 1
(d)	Challan/Returns	15,000/- and above + (4,000/- Per Month)	10,000/- and above + (3,000/- Per Month)	8,000/- and above + (2,000/- Per Month)
(e)	Adjudication/Show Cause notice reply	30,000/- and above	20,000/- and above	15,000/- and above
(f)	Filing of Appeal / Appeals Drafting	30,000/- and above	20,000/- and above	15,000/- and above
(g)	Furnish details of inward/outward supply	See Note 1	See Note 1	See Note 1
(h)	Misc services i.e. refund, cancellation/revocation registration, maintain electronic cash ledger etc.	See Note 1	See Note 1	See Note 1

Tendering of Professional Services All That You Should Know

Particulars		Revised minimum Recommended scale of Fees		
		Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
(i)	Audit of accounts and reconciliation Statement	40,000/- and above	20,000/- and above	12,000/- and above
(j)	Any Certification Work	10,000/- and above	7,000/- and above	5,000/- and above
12) FEMA MATTERS				
(a)	Filing Declaration with RBI in relation to transaction by NRIs/ OCBs	35,000/- and above	25,000/- and above	18,000/- and above
(b)	Obtaining Prior Permissions from RBI for Transaction with NRIs/ OCBs	50,000/- and above	35,000/- and above	25,000/- and above
(c)	Technical collaboration: Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters	See Note 1	See Note 1	See Note 1
(d)	Foreign collaboration: Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters (incl. Shareholders Agreement)	See Note 1	See Note 1	See Note 1
(e)	Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA	See Note 1	See Note 1	See Note 1
13) PROJECT FINANCING				
(a)	Preparation of CMA data	See Note 1	See Note 1	See Note 1
(b)	Services relating to Financial sector	See Note 1	See Note 1	See Note 1

Annexure 2

Particulars	Revised minimum Recommended scale of Fees		
	Class 'A' Cities (₹)	Class 'B' Cities (₹)	Class 'C' Cities (₹)
14) ACCOUNTANCY SERVICES (New Heading)			
	Book Keeping and the preparation of financial statements	See Note 1	
	Other Services	See Note 1	
15)	Other Services not listed above	See Note 1	

Notes:

1. Fees to be charged depending on the complexity and the time spent on the particular assignment.
2. The above minimum scale of fees is as recommended by the Committee for Members in Practice (CMP) of ICAI
3. The aforesaid table states recommendatory minimum scale of fees worked out by taking into account average time required to complete such assignments. However, Members are free to charge varying rates depending upon the nature and complexity of assignment and time involved in completing the same.
4. Office time spent in travelling & out-of-pocket expenses would be chargeable. The Committee issues for general information the above recommended scale of fees which it considers reasonable under present conditions. It will be appreciated that the actual fees charged in individual cases will be matter of agreement between the Member and the client.
5. GST should be collected separately wherever applicable.
6. The Committee also recommends that the bill for each service should be raised separately and immediately after the services are rendered.
7. Classification of Class A, Class B & Class C Cities are given in Appendix 'A'. (there cannot be an Annexure under an Annexure. Hence it is changes as Appendix A as sit is under Annexure 2. Check if this is OK)
8. The amount charged will be based on the location of the service provider.

Tendering of Professional Services All That You Should Know

Sr. No.	States / Union Territories	Cities Classified As "A"	Cities Classified As "B"	Cities Classified As "C"
1	ANDAMAN and NICOBAR ISLANDS	—	—	All cities
2	ANDHRA PRADESH	—	Vijayawada, Greater Visakhapatnam, Guntur, Nellore	Other Cities
3	ARUNACHAL PRADESH	—	—	All cities
4	ASSAM	—	Guwahati	Other Cities
5	BIHAR	—	Patna	—
6	CHANDIGARH	—	Chandigarh	Other Cities
7	CHHATTISGARH	—	Durg-Bhilai Nagar, Raipur	Other Cities
8	DADRA and NAGAR HAVELI	—	—	All cities
9	DAMAN and DIU	—	—	All cities
10	DELHI	Delhi	—	
11	GOA	—	—	All cities
12	GUJARAT	Ahmedabad	Rajkot, Jamnagar, Bhavnagar, Vadodara Surat	Other Cities
13	HARYANA	—	Faridabad, Gurgaon	Other Cities
14	HIMACHAL PRADESH	—	—	All cities
15	JAMMU and KASHMIR	—	Srinagar, Jammu	Other Cities
16	JHARKHAND	—	Jamshedpur, Dhanbad, Ranchi, Bokro Stell City	Other Cities

Annexure 2

Sr. No.	States / Union Territories	Cities Classified As "A"	Cities Classified As "B"	Cities Classified As "C"
17	KARNATAKA	Bengaluru	Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga	Other Cities
18	KERALA	—	Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam	Other Cities
19	LAKSHADWEEP	—	—	All cities
20	MADHYA PRADESH	—	Gwalior, Indore, Bhopal, Jabalpur, Ujjain	Other Cities
21	MAHARASHTRA	Greater Mumbai, Pune	Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar City,	Other Cities
22	MANIPUR	—	—	All cities
23	MEGHALAYA	—	—	All cities
24	MIZORAM	—	—	All cities
25	NAGALAND	—	—	All cities
26	ODISHA	—	Cuttack, Bhubaneswar, Rourkela	Other Cities
27	PUDUCHERRY	—	Puducherry/ Pondicherry	
28	PUNJAB	—	Amritsar, Jalandhar, Ludhiana,	Other Cities
29	RAJASTHAN	—	Bikaner, Jaipur, Jodhpur, Kota, Ajmer	Other Cities
30	SIKKIM	—	—	All cities

Tendering of Professional Services All That You Should Know

Sr. No.	States / Union Territories	Cities Classified As "A"	Cities Classified As "B"	Cities Classified As "C"
31	TAMIL NADU	Chennai	Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode	Other Cities
32	TELANGANA	Hyderabad	Warangal	Other Cities
33	TRIPURA	—	—	All cities
34	UTTAR PRADESH	—	Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Lucknow, Kanpur, Allahabad, Gorakhpur,	Other Cities
35	UTTARAKHAND	—	Dehradun	Other Cities
36	WEST BENGAL	Kolkata	Asansol, Siliguri, Durgapur	Other Cities

Annexure 3

Format of Cost Sheet

Particulars	No.	Visits per month	Hours devoted	Cost per hour	Total cost per month	Total cost per annum
Salary to:						
Chartered Accountant						
Paid Assistant						
Other Staff						
TOTAL-A						
Stipend to:						
Articles						
TOTAL -B						
Other Expenses:						
Travelling						
Lodging and Boarding						
Local conveyance						
Stationery						
Office overheads						
TOTAL -C						
Grand Total (A+B+C)						