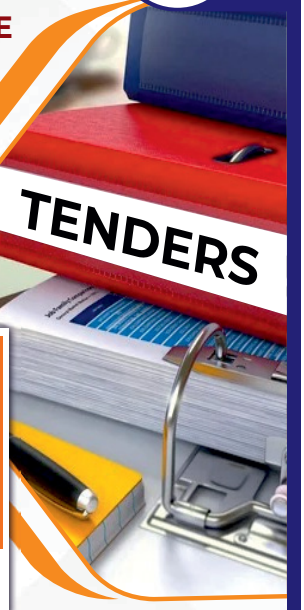
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

PROFESSIONAL DEVELOPMENT COMMITTEE

TENDER MONITORING DIVISION



12th October, 2026

GUIDELINES ON TENDERS

(With immediate effect)

In exercise of the powers conferred under Section 15(2)(fa) of the Chartered Accountants Act, 1949, the Council of the Institute of Chartered Accountants of India hereby issues the following guidelines:

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1. These guidelines shall be called **"The Guidelines for members in practice for responding to the tenders issued by various organizations for availing professional services"** and shall come into force with immediate effect.

2. A member of the Institute in practice **shall not respond** to any tender document, by whatever name called, which **does not prescribe any minimum fees** for availing the professional services **which are exclusively reserved for chartered accountants under any statute.**

   Provided, a member in practice **may respond to tenders,** wherever **the minimum fees** of the given assignment is **prescribed** in the tender documents issued for availing the professional services which **are exclusively reserved for chartered accountants under any statute.** The **fee quoted** by the member in response to such tenders **shall not be less than the minimum fees,** prescribed in the tender document.

3. The **fees quoted** by the member **should not be extremely low whether or not the tender is issued in the area of services exclusively reserved for chartered accountants** and it shall be commensurate with the size, value, volume, manpower requirement and nature of work.

4. **In all cases** where the member responds to the tender document, **a cost sheet shall be maintained** incorporating details of the estimated costs to be incurred therein having regard to number of persons involved, hours to be spent, etc. The **Institute may call for any such documents** from the member relating to any bid submitted by members in response to a tender.

EXPLANATION

- The expression **"Minimum Fee"** used in these Guidelines includes **'estimated fee'** or **'professional fee'** or **'average fee'** by **whatever name called**.
- A member of the Institute in practice **may respond** to the tenders, **for services not exclusively reserved** for **chartered accountants by any statute**, irrespective of:
  - a. **Whether or not the minimum fee**, by whatever name called, **is prescribed** in the tender document.
  - b. **Whether or not only chartered accountants are invited to respond.**
- These **Guidelines shall not apply, where quotations have been called for** from practising members/firms **through individual letters.**
- Responding to **reverse bidding option** provided by the tenderer **below minimum fee is not permitted.**
- These guidelines **shall be read in conjunction with our earlier Guideline No. 1-CA(7)/03/2016 dt. 7th April, 2016.**

All members are hereby requested to comply with these guidelines so that the esteem of the profession is held high. The intent is to fetch a good price for the services, and at the same time, provide quality service.

IF YOU COME ACROSS ANY INSTANCE OF VIOLATIONS, PLEASE WRITE TO

The Secretary, Professional Development Committee of ICAI | tmd@icai.in | 0120-3045984