



## **National Accreditation Board for Certification Bodies** **Fee Structure for Accreditation of Inspection Bodies**

Description	Annual Turnover of the IB as an Entity in India [Note 3]				Fee Structure for IBs outside India
	Less than 50 Lakh	50 Lakh – 2 Crore	2 Crore – 5 Crore	Above 5 Crore	
<b>Application Fee for Initial Accreditation</b> (Non-refundable)					
First Accreditation	1,00,000	1,50,000	2,00,000	2,50,000	2,50,000
Additional Accreditation	75,000	1,00,000	1,25,000	1,50,000	1,25,000
<b>Application Fee for Renewal of Accreditation</b> (Non-refundable)	50,000	75,000	1,00,000	1,50,000	1,00,000
<b>Application Fee for Extension of Scope</b> (Non-refundable)					
Addition of Sub-Scheme	25,000	25,000	25,000	25,000	25,000
Addition of Scopes within existing Scheme	10,000	10,000	10,000	10,000	10,000
<b>Man-day Rate</b>					
Assessors	15,000	30,000	30,000	30,000	30,000 – SAARC Countries
					USD 800 – other than SAARC Countries
Technical Expert	15,000	15,000	15,000	15,000	15,000 – SAARC Countries
					USD 800 – other than SAARC Countries
<b>Annual Operating Fee</b>					
First Accreditation	75,000	1,50,000	2,00,000	2,50,000	1,50,000
Additional Accreditation	75,000	1,25,000	1,25,000	1,25,000	1,25,000
<b>Additional Operating Fee</b>	<b>OPTION – A:</b> Rs. 500/- per Inspection Certificate / Report for all inspections performed under the Scope of Accreditation granted by NABCB. OR <b>OPTION – B:</b> 0.1% of the Inspection Contract Value, based on audited income-expenditure statement, for all inspections performed under the Scope of Accreditation granted by NABCB. OR <b>OPTION – C:</b> 25% of Annual Operating Fee				
<b>Travel at Actuals</b>	At actuals				
<b>Local Travel / Incidental Expenses</b>	Included in man day charges				

Note 1: The Assessor / Technical Expert man-day rate indicated is valid only in India and SAARC countries. If any assessment is requested in countries other than SAARC countries, the man-day rate would be US \$ 800. Travel outside India would be by Business class if the travel time exceeds 6 hours and travel time would also be charged at 30% of the normal man day rates if the travel time exceeds 6 hours.

Note 2: The revised fee structure would be applicable based on the latest Audited Financial Statement of the entity (IB).

Note 3: This fee structure shall be applicable only to IBs that are legal entities in India.

Note 4: The revised fee structure is applicable w.e.f. 1 April 2023 and would be available only for fee which becomes due w.e.f 1 April 2023.

All figures in Indian Rupees unless shown otherwise

**Please Note that GST at rates prescribed by the government would be applicable on all fees. The current rate applicable is 18%.**

## **Guidelines for Digital Payment in QCI**

The Government of India with a vision to transform India into a digitally empowered society and knowledge economy has announced a flagship Digital India programme. “Faceless, Paperless, Cashless” is one of professed role of Digital India.

To support this initiative of Govt. of India, the Quality Council of India (QCI) along with its constituent Boards has decided to accept payments only through digital mode. Accordingly,

1. NABCB will accept payments only through electronic transfer such as NEFT, RTGS, IMPS, Payment Gateway through NABCB Portal. The Bank details are attached as Annex - 1.
2. NABCB will not accept any payment received through Cheque / Demand Draft w.e.f. 1 Jan 2021.
3. All invoices raised by NABCB will be sent through the email only to Conformity Assessment Bodies as well as other clients.
4. All payments against the invoice raised needs to be paid within 30 days from the date of invoice.
5. Details of payment transferred electronically to be provided to NABCB along with the corresponding invoices details for which the payment is made in the format given below.

Invoice No.	Date	Payment Transaction ID	Date of Payment	Amount Transferred	TDS deducted

In case you are facing any issue related to payment, please contact to NABCB at [nabcb@qcin.org](mailto:nabcb@qcin.org)



## MANDATE FORM

## (Account/s Information form)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ REAL TIME GROSS SETTLEMENT  
(RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT)/ INTRA BANK ACCOUNT TRANSFER

## A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDER	Quality Council of India
COMPLETE CONTACT ADDRESS	2 <sup>nd</sup> Floor, Institution of Engineers Building, 2, Bahadur Shah Zafar Marg, New Delhi – 110002
GST No.	07AAATQ0055D1Z0
PAN No.	AAATQ0055D
E. MAIL	NABCBACCOUNTS@QCIN.ORG/ INVOICE@QCIN.ORG

## B. BANK ACCOUNT DETAILS:

ACCOUNT NAME	Quality Council of India
BRANCH NAME WITH COMPLETE ADDRESS	ICICI BANK LTD., GURGAON – MILLENNIUM PLAZA BRANCH, UNIT NO. 1B, UGF, TOWER-A MILLENNIUM PLAZA COMPLEX, SECTOR-27 122002
BRANCH CODE	GURGAON
COMPLETE BANK ACCOUNT NUMBER	739301000300
IFSC CODE	ICIC0007393
TYPE OF ACCOUNT (SB/CA/CC)	SAVINGS BANK ACCOUNT
SWIFT CODE	ICICINBBXXX
MICR CODE	110229346

- Certified that the particulars furnished above are correct as per our records.

For Quality Council of India

  
Authorized Signatory





Authorized Signatory

## **Detailed Policy Note on Late Fee Imposition for QCI**

**1. Introduction:** This policy establishes a structured framework for imposing late fees on delayed payments related to invoices issued by the Quality Council of India (QCI). The objective is to ensure timely realization from customer while maintaining transparency and fairness in financial operations.

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### **2.1 Scope:**

a) Fee Inclusion – Fees relating to Accreditation, Certification, Assessment, Surveillance etc.

b) Fees Exclusions:

- Payments associated with Central / State Government and Ministry-based projects are exempt from this penalty framework.
- In case a Contract or Memorandum of Understanding (MoU) between QCI and the client then terms mentioned on it will be prevailed.
- Special provisions or agreements, if any, may override this clause upon prior approval from the competent authority.

### **2.2 Credit terms:**

Due Date: 30 days from the date of Invoice issuance.

### **2.3 Late fee on Delayed Payments:**

- A late fee will be levied on payments delayed after due date.
- The late fee will be charged @ 1% per month plus applicable GST.
- The late fees amount will be calculated from the 31st day until the payment is received in full or in part.
- Debit Note / Invoice for late fees will be raised only when payment is received from the client.
- This will be implemented on invoice raised from 1<sup>st</sup> July 2025 onwards.
- In cases where late fees and payment terms are specified in the Contract or Memorandum of Understanding (MoU) between QCI and the client, contract terms will supersede this late fee policy

### **2.4 Waiver:**

If any entity is aggrieved by the imposition of a late fee, they may approach the Secretary General (SG) by submitting a written request specifying the reasons for the delay. Under exceptional circumstances, the Secretary General, upon the recommendation of the CEO/HOD and after considering the merits of each case, may consider reducing or waiving the imposed late fee. It is expressly clarified that seeking a waiver of the late fee is not a legal right of the entity and shall be considered solely as an exception, based on the merits of the case.

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### 3. Implementation Requirements:

#### 3.1 System Integration:

- The late fees calculation process will be automated and integrated within the Portal and ERP systems.
- Automated notifications will be generated and sent to clients when invoices remain unpaid after 30 days, clearly indicating the accruing late fee amount.
- Regular updates and maintenance of the system are mandatory to ensure accuracy in calculations and reporting.

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### 4. Monitoring and Reporting:

#### 4.1 Regular Audits:

- Periodic audits will be conducted to assess the effectiveness of the late fee framework.
- Necessary adjustments to penalty rates or processes may be recommended based on audit findings and stakeholder feedback.

#### 4.2 Reporting:

- Monthly reports detailing delayed payments and penalties collected will be submitted to the Accounts Department and relevant stakeholders.
- These reports will enhance transparency and provide valuable insights for strategic financial planning.

### 5. Jurisdiction Clause:

All disputes, differences, or claims arising out of or in connection with this agreement, including any dispute relating to its existence, validity, interpretation, or breach, shall be subject to the exclusive jurisdiction of the courts at Delhi.

Version	Document Number	Document Author	Document Review	Document Approval	Function code	Release date	Updates
Version 1	F&A- 1	Aaditya Thirani	Amit Gupta	Amit Gupta	Finance & Account	28 <sup>th</sup> March 2025	