

**INDIAN INSTITUTE OF CORPORATE AFFAIRS  
(CENTRE FOR MSME)**

**REGISTRATION FORM**

**IICA's Flagship Four Day Capacity Building Program (42<sup>nd</sup> Edition) -**

**“Advanced Course on Procurement (Policy & Procedures based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Contract Management: Navigating Solutions to Present & Future Challenges”**

**(23-26 June, 2025 at Sinclairs Retreat Kalimpong)**

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

**Note:** Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

**Registration & Program Charges**

<b>Venue / Location</b>	<b>Sinclairs Retreat Kalimpong</b> 6th Mile, Purbong Kalimpong 734 301, West Bengal
<b>Training Date</b>	23-26 June, 2025
<b>Residential Program Fee</b>	INR 62,540/- (INR 53,000 + 18% GST) per participant
<b>Non-Residential Program Fee</b>	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ <b>For Individual Nomination - No Discount is applicable</b>	
▪ <b>For Standard Group of min. 2 &amp; upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</b>	
▪ <b>For Prime Group of minimum 4 &amp; above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount )</b>	

- **IICA's Residential Program Fee includes 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.**
- **IICA's Non-Residential Program Fee includes Buffet Lunch, AMT & PMT with cookies.**

**Payment Details**

NEFT/DD		Amount	
Transaction ID		Date	

**Bank Account Details:-**

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

**Terms & Conditions**

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

**PROGRAMME DIRECTOR**

**Mr. Rajesh Batra,**  
Head-Centre for MSME  
Indian Institute of Corporate Affairs

E-mail: [rajesh.batra@iica.in](mailto:rajesh.batra@iica.in) ,  
[cmsme.iica@gmail.com](mailto:cmsme.iica@gmail.com)  
Phone: 9871417394 , 8595690458