

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

REGISTRATION FORM

Three Day Capacity Building Program (53rd Edition)

on

**“Navigating Procurement via Government e Marketplace (GeM),
Strategic Vendor Management & Contract Administration”**

From Vendor Selection to Performance & Contract Enforcement & Dispute Resolution

22 - 24 December, 2026 - Hotel Grande Delmon, Goa

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

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

Fee Details	
Training venue	Hotel Grande Delmon, Caetano de Albuquerque Road, Panjim, Goa - 403001
Training dates	22 - 24 December, 2026
Residential fee	INR 44,250/- per participant (INR 37,500 + 18% GST)
Non-residential fee	INR 28,910/- per participant (INR 24,500 + 18% GST)
Discount Structure	
Individual nomination	No discount applicable
Standard group (2–3 nominees)	5% discount on program fee
Prime group (4 & above nominees)	Upto 3 nominees → 5% off Additional nominees (beyond 3) → 10% off Example: 6 nominees = 3 at 5% + 3 at 10% discount

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.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	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 COORDINATOR	PROGRAMME DIRECTOR
Mr. Nitin Wahi Program Coordinator (Centre for MSME) Indian Institute of Corporate Affairs cmsme@iica.in , 9818891007	Mr. Mukesh Kumar Program Director & Head of Centre Indian Institute of Corporate Affairs