

**ICMAI MANAGEMENT ACCOUNTING RESEARCH FOUNDATION**  
Promoted by



**The Institute of Cost Accountants of India**

**INVITATION OF TENDERS FOR EMPANELMENT OF HOTELS/RESORTS BY ICMAI MARF**

<b>Reference No. MARF/2025-26/Tender-Empanelment-Hotels/Resorts</b>	
<b>Last Date of Submission of Tender</b>	<b>6<sup>th</sup> June, 2025 upto 1500 hrs</b>
<b>Place for Submission of Tender</b>	<b>Ms. Chanchal Sharma, Superintendent ICMAI Management Accounting Research Foundation 4<sup>th</sup> Floor, 'CMA Bhawan' 3, Institutional Area, Lodhi Road, New Delhi- 110003</b>

# ICMAI MANAGEMENT ACCOUNTING RESEARCH FOUNDATION

## INTRODUCTION

**ICMAI Management Accounting Research Foundation (ICMAI MARF)** *promoted* by the Institute of Cost Accountants of India (ICMAI). **ICMAI MARF** is a non-profit Section 8 Company incorporated in 2009 by the Institute of Cost Accountants of India, a Statutory Body under an Act of Parliament, the administrative Ministry of the Institute is Ministry of Corporate Affairs. The registered office of the company is at 4<sup>th</sup> Floor, CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi-110003.

**ICMAI MARF** undertakes basic & applied research and provides consultancy services in a wide range of subjects. It has expertise in developing management & control systems, business strategies, manpower rationalization measures, and cost optimization drives.

**ICMAI MARF** conducts high-level Training & Management Development Programs on varied topics of professional relevance to Executives of Government Departments/ Organizations, Public & Private Sector Companies, Banking & Insurance Companies, Financial Institutions, Multinationals, and Regulatory bodies. These Programs are being conducted on **Residential and Non-Residential** basis.

ICMAI MARF have empanelled Hotels/ Resorts where the Residential and Non-Residential Programmes are being conducted on year to year at various locations. These hotels/ resorts empanelled allow BTC (Bill to Company) with 15-20 days credit period from the date of receipt of Bills/ Invoices from the concerned hotels/ resorts. The Locations where ICMAI MARF conducts the Training Programs are given below:

Goa	Ooty	Siliguri	Darjeeling	Port Blair
Jaisalmer	Udaipur	Puri	Alleppey	Kodaikanal
Kufri	Sri Nagar	Ladakh	Kochi	Visakhapatnam
Bhubaneswar	Tirupati	Munnar	Rajkot	Dharamshala
Lonavala	Madurai	Mussoorie	Mysore	Lakshadweep

The above locations are only for guide and the hotels/ resorts sending their tenders may add more locations where they can offer competitive rates enabling ICMAI MARF to conduct MDP thereat also.

ICMAI MARF invites tenders from 4 to 5 stars hotels/ resorts who intends to be empanelled with ICMAI MARF for Residential and Non-Residential Training Programs as per the Terms and Conditions mentioned in this Document indicating their best rates- season wise (From \_\_\_\_ to \_\_\_\_ ) and (From \_\_\_\_ to \_\_\_\_ ) on a BTC basis in the prescribed Format given in this Document.

The sealed tender super-scribed at the top of envelope as “**Tenders for empanelment of Hotels/Resorts by ICMAI MARF**”, containing Technical Bid & Price Bid in separate envelopes, should be submitted/ reach duly signed & stamped the tender document & it's enclosures at the address given below on or before 1500 hrs. on 06.06.2025.

**Ms. Chanchal Sharma, Superintendent  
ICMAI Management Accounting Research Foundation  
4<sup>th</sup> Floor, 'CMA Bhawan', 3 Institutional Area,  
Lodhi Road, New Delhi- 110003**

## ICMAI MANAGEMENT ACCOUNTING RESEARCH FOUNDATION

### TERMS AND CONDITIONS OF THE TENDER DOCUMENT

1. Program duration will be 4 days in a target month and date so shortlisted by ICMAI MARF.
2. Venue/ Conference Hall for conducting Residential Program is required for 2 days (day 1 and day 2) and for Non-Residential Training Program for the Training days which generally varies 3-5 days.
3. Charges payable by ICMAI MARF shall be on BTC basis. Residential Training Programs are conducted on API plan and non-residential training programs are conducted with High-Tea (with cookies and one snack only), lunch and evening Tea/Coffee with cookies. Tenders are requested to quote the Residential and non-residential training programs accordingly.
4. Generally, Batch Size of the Participants varies program to program which may be 15 to 35 participants for each Program. Apart from participants, ICMAI MARF sends one or two coordinators and faculties for each program.
5. Coordinator and faculties stay in the same venue where the participants are kept on residential basis. For non-residential program though coordinator(s) and faculties stay in the same hotel/ venue where Training is conducted but participants may or may not stay in the same hotel/ venue. If they stay, they have to pay separately to hotel (*in case of non-residential programs*) and ICMAI MARF have no role for such payments.
6. In some cases of residential programs, few participants take their family with them. Family may consist of spouse, children, brother/sister or mother. Accordingly, ICMAI MARF request the tenderers to quote the hotel rates on Residential and API Plan basis for single and double occupancy basis (**Refer Annexure-B**). As ICMAI MARF pays the room charges on basis of API Plan for single or double occupancy as the case may be, all extra charges like room services and charges beyond double occupancy, the Hotel (s) is required to recover for children and other PAX staying in particular room. In case ICMAI MARF pays the room charges on the basis of API Plan for double occupancy, the concerned hotel shall be requested to recover the stipulated amount as directed by ICMAI MARF.
7. ICMAI MARF will prepare L1 vendor based on the rates quoted by the tenderer for each location. ICMAI MARF, while calculating L1, will take the standard batch size of 15 participants and other persons who are staying in the hotel as coordinator and faculty. Coordinator- stay for 5 days and for a faculty 2 days. It will also take the charges for other amenities as given in **Annexure-B**.

8. ICMAI MARF has permanent GSTN at Delhi and Kolkata jurisdiction. However, ICMAI MARF seeks Casual Registration under GST provisions at the location of Residential/ Non-Residential Program. For this purpose, the tenderers undertake to send to ICMAI MARF all the documents which are required by GST Authority for casual registration. These documents for GST will be required when ICMAI MARF communicates allotment of such program to a particular hotel.
9. ICMAI MARF will seek the confirmation of availability of venue so selected and request particular hotel again to confirm the quoted/tendered rates. At the time of confirmation, hotel may offer discount over and above the tendered quote. As mentioned, the selection of hotel for the programs will be on the basis of availability thereat and L1 rates will be re-calculated by ICMAI MARF again based on confirmation of venue at such hotel.
10. Further, the rates quoted by the tenders shall be valid upto 31.3.2026. After 31.3.2026, empanelled hotels shall be approached by ICMAI MARF to give the quote for particular venue for working out L1 rates for such hotel at that location/venue.

## ICMAI MANAGEMENT ACCOUNTING RESEARCH FOUNDATION

### GENERAL INSTRUCTIONS OF THE TENDER DOCUMENT

1. For any further query, please contact Ms. Chanchal Sharma, Superintendent (Mobile-9811722766)/Shri Rajesh Kumar, Training Officer (Mobile: 9810555204), Email: [mdp@icmairf.in](mailto:mdp@icmairf.in) during the validity for receipt of quotations.
2. The last date of the submission of tender/quotation is 6<sup>th</sup> June 2025 till 15:00 hours. Any quote/tender received after the last date & time as given in the Tender Document will be rejected.
3. The quotation must be valid for 60 days from the last date of the quotation.
4. BTC Payment will be made within 21 days after submission of the bill/invoice.
5. The statutory tax deductions on the payment made by ICMAI MARF would be done as per the prevalent Tax laws of Government of India.
6. The tenderer/bidder should sign each page of this document and attach it with the Tender/Bid document.
7. The Tender Committee reserves the right to reject any tender/quotation without assigning any reason thereof.
8. Conditional / Incomplete tender/bids shall be rejected.
9. The bid should strictly be in the format specified in the tender document.
10. ICMAI MARF reserves the right not to allot the training/ MDP to particular hotel or venue/ location and also not bound to conduct a particular training program /MDP at the Hotel/venue/location.
11. **Dispute Resolution-** In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Delhi Court only.
12. The empanelment will be initially for a period of 3 years and ICMAI MARF either call for tenders again or extend the empanelment further, if services of hotels/resorts are found satisfactory.
13. **You are requested to submit a proposal as per the format (Annexure-A & Annexure-B).**

**Signature of authorized signatory**

**Name: CMA Pardeep Khaneja, Joint Director & Company Secretary**

**Convener - Tender Committee**

**ICMAI MANAGEMENT ACCOUNTING RESEARCH FOUNDATION**

**TECHNICAL BID**

**Annexure-A**

**DETAILS OF VARIOUS DOCUMENTS TO BE ATTACHED**

<b>S.No.</b>	<b>Details Requested</b>	<b>Provide Details/Attach necessary documents, as applicable</b>
1.	<b>Quotes shall be for 4 Stars/ 5 Stars Hotels/ Resorts ONLY</b>	
2.	Name of the Company/ Vendor	
3.	Year of Incorporation/ Establishment	
4.	Registered office/business address	
	Name of Contact Person (s)	
	Telephone/Mobile Number	
	Email	
5.	Income Tax - PAN (Attach copy of PAN)	
6.	GST Number (Attach copy of GSTN)	
7.	Complete Address (with Name of the Contact person, Designation, Telephone, Mobile No, Email)	
9.	Attach the brochure / other details	
10.	Details of Hotels/Resorts in India	
11.	<b>Financial Turnover</b> 1. The average turnover for the last three should not be less Rs. 20 lakhs attach proof) 2. Turnover for the last year (2024-25) should not be less than 25 lakhs.	
12.	RTGS & Bank Account Details	
13.	An Undertaking that the Firm has never been blacklisted by any client(s) on any reasons whatsoever.	

**Signature:**

**Name of the Authorized Signatory:**

**Name of the Company/Firm:**

**Contact No.:**

**Seal of the Company/Firm:**

## FINANCIAL BID

FORMAT SHOULD BE STRICTLY FOLLOWED WHILE QUOTING

I. Management Development Programs (MDPs) / Training on Residential Basis

- Room Rates

Sl.	Name and of the Hotel/Resort with complete Address	Star Rating	Capacity of Hotel (No. of Rooms)	Room	Rate (Per Room / Per Night)	GST or other taxes*	Total				
1.	Add separate Sheet for each Hotel if charges vary from hotel to hotel/ location to location			Single Occupancy							
				Room + Meal Accommodation on API Plan (meal - Veg & Non)							
				Double Occupancy							
				Room + Meal Accommodation on API Plan (meal - Veg & Non)							
				Additional Charges for Children a) Free upto age _____ b) Charges for Age group ----- --- c) Charges for Age group ----- ---							
				In case additional Guest ( <i>requirement over and above API Plan</i> )	Additional Break-Fast Charges per person						
					Additional Lunch/ Dinner charge per head - Veg Meal - Non Veg Meal						
					Tea/Coffee with one snack plus cookies						
				<b>*Specify the Rates applicable</b>							



<b>II. Management Development Programs (MDPs) / Training on Non-Residential Basis</b>				
<b>S.No.</b>	<b>Particulars</b>	<b>Rate (Per Room / Per Night)</b>	<b>GST or other taxes*</b>	<b>Total</b>
2.	Morning High Tea/ Coffee with one snack + cookies			
3.	Morning High Tea/ Coffee with two snacks + cookies			
4.	Lunch Veg and Non-Veg			
5.	Dinner Veg and Non-Veg			
6.	Evening Tea/ Coffee with cookies			

### **III. Charges Payable for Additional Requirements for Conference Hall/ Amenities -**

<b>SL.</b>	<b>Particulars</b>	<b>Rate</b>	<b>Taxes</b>	<b>Total</b>
1	<i>No extra or additional/ service charges are payable for providing the following over and above accommodation quoted API Plan basis.</i>  <b>a) Conference/ Seminar Hall for Training purposes with round tables/ cleaned clothes etc.</b>  <b>b) Conference Amenities: Notepads, Pens or Pencils, White Boards, Markers, Mineral Water Bottles, Candies/Chocolates</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
2	Collar Mic			
3	LCD Screen with sound system			
4	One Podium with Mic			
5	Head Table for 4-5 person			