



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

CMA Bhawan, 3, Institutional Area
Lodhi Road, New Delhi 110003

Phone : +91-11-24622156-57-58
Website: www.icmai.in

Ref. No.: LTE/2024-25/PD/NCPC2025

Date: 26/11/2024

Notice for Inviting Quotations

For Booking of Hotel Corporate Conference Package and Rooms for stay 4th - 5th April 2025 at Varanasi, Uttar Pradesh

The Institute of Cost Accountants of India is organizing National CMA Practitioners' Convention 2025 (NCPC 2025) on 4th - 5th April 2025 at Varanasi, Uttar Pradesh. Quotations are invited from the reputed Hotels of Varanasi preferably **4 star/5 star** by sending an email to Ite@icmai.in

The last date of submission of quotation is **4th December, 2024 till 3.00 pm.**

Please submit complete details in the given formats:

Part A - General information

Part B - Submission of Quotation

Please note below the key requirements for bookings for the Convention:

I. Hotel Corporate Conference Package

Date	4th & 5th April 2025
Hall Capacity	150- 200 persons

II. Hotel Rooms for stay (AC rooms including Breakfast)

Category of Rooms	Day:1	Day:2	Day 3
	03.04.2025	04.04.2025	05.04.2025
	No. of Rooms	No. of Rooms	No. of Rooms
Executive	10	5	5
Premium	10	5	5
Total	20	10	10

For any clarifications, please contact the Convener, Limited Tender Enquiry Committee at Ite@icmai.in or call on 011 24666 131



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Part A - General information

S. No.	Details	Information
1	Name of the Hotel	
2	Category of the hotel (4 Star/5 Star)*	
3	Complete Address	
4	Landline No.	
5	Mobile No.	
6	Email	
7	Website	
8	PAN No.	
9	GST Reg. No.	

Date:

Authorised Signatory:

Place:

Name:

Designation:



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Part B- Submission of Quotation

I. Requirement for Hotel Corporate Conference Package for NCPC 2025 at Varanasi

Day:1 & 2	Date: 04.04.2025 and 05.04.2025	Minimum Guarantee	For Both the days (i.e., 04.04.2025 & 05.04.2025)		
Type	Expected Menu (Veg.)	No. of Pax	Amount (Rs) Per Pax	Taxes (Rs)	Total per Pax (inclusive of Taxes)
Morning Tea	Tea / Coffee with 2 Snacks & Cookies	Min.125 pax for each day			
Conference Lunch	Welcome Drink 1 Soup , 4 Salad,(Papad, Pickle, Raita, Chutney) Main Course 1 Veg Main Course 3 Veg Dishes 1 Dal 1 Rice or Pulao 3 Assorted Indian Bread 3 Desserts				
Evening Tea	Tea / Coffee with Cookies				

Note: * No. of pax may vary



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Dinner (Optional)

Day:1	Date: 04.04.2025	Minimum Guarantee	For 04.04.2025		
Type	Menu	*No. of Pax	Amount (Rs) Per Pax	Taxes (Rs)	Total per Pax (Inclusive of Taxes)
Dinner (If required)	Welcome Drink 2 Starters 1 Soup , 4 Salad,(Papad, Pickle, Raita, Chutney) Main Course 1 Veg Main Course 3 Veg Dishes 1 Dal 1 Rice or Pulao 3 Assorted Indian Bread 3 Desserts	Min.75 pax			

Note: * No. of pax may vary

Date:

Authorised Signatory:

Place:

Name:

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II. Hotel Rooms for stay (AC rooms including Breakfast)

1. Rate for Single Occupancy

Date	Executive Category				Premium Category			
	Rooms (No.)	Amount (Rs) Per room	Taxes (Rs)	Total (inclusive of Taxes)	Rooms (No.)	Amount (Rs) Per room	Taxes (Rs)	Total (inclusive of Taxes)
03.04.2025 (Day 1)	10				10			
04.04.2025 (Day 2)	5				5			
05.04.2025 (Day 3)	5				5			
Total	20				20			

Note: * No. of rooms will be confirmed at the time of booking

2. Rate for Double Occupancy

Date	Executive Category				Premium Category			
	Rooms (No.)	Amount (Rs) Per room	Taxes (Rs)	Total (inclusive of Taxes)	Rooms (No.)	Amount (Rs) Per room	Taxes (Rs)	Total (inclusive of Taxes)
03.04.2025 (Day 1)	10				10			
04.04.2025 (Day 2)	5				5			
05.04.2025 (Day 3)	5				5			
Total	20				20			

Note: * No. of rooms will be confirmed at the time of booking

Date:

Authorised Signatory:

Place:

Name:
Designation: