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Enquiry No. : IITK/CER/RRC/3/JULY18
Closing Date: 21/06/2018 (Timing-5 pm)

Accommodation and Conferencing for RRC

Please quote rate including all taxes and terms for payment. Provide as much detail of the services provided. The quote should reach the undersigned on or before 5 pm on or before 21.06. 2018. The envelope should be marked as “Accommodation and Conferencing for RRC”.

A. Accommodation

Duration of stay: 9th July – 15th July 2018; we may request rescheduling of booking by a few days, in case of constraint due to factors like flight availability.

Accommodation for six nights for Hotel Timber Trail Heights, Parwanoo (Std/Deluxe/Ex room).
Mention rates by types of rooms and their availability.

Rooms: up to 10-12 rooms including 2-3 rooms on double occupancy basis
Additional rooms as per quoted rate for 1-2 nights may be required during the period. To be paid separately.

Arrival - 9th July 2018 (Afternoon)

Departure - 15th July 2018 (Morning/Afternoon)

Facilities

- Complimentary Breakfast
- Complimentary wifi in room and hotel premises
- Mention any other complimentary services provided like Welcome Drink/ access to swimming pool / gym/ sauna, daily water, fruit etc.

Full day meeting package for 10-14 July for 12-15 pax. (Approximate numbers)

	09 th July 2018	10 th July 2018	11 th July 2018	12 th July 2018	13 th July 2018	14 th July 2018	15 th July 2018
Breakfast	---	12-15	12-15	12-15	12-15	12-15	12-15
Tea Break	---	12-15	12-15		12-15	12-15	
Lunch	12-15	12-15	12-15		12-15	12-15	
Tea Break	12-15	12-15	12-15		12-15	12-15	
Dinner	12-15	12-15	12-15	12-15	12-15	12-15	

Note: Some flexibility would be desired in terms of use of meeting room/meals/tea breaks etc. Final daily schedule would be provided later.

B. Meeting Room

Also provide separate rate for small conference / meeting room to accommodate up to 15 persons (with AV facilities, LCD projector and technical support). Speaker Table, dais, mike, flowers, cordless mike, Registration / support counter.

C. Others

Please note following requests as well:

- Complimentary water and candies in Guest Room and Meeting Room
- Request for double occupancy with breakfast in few rooms (About 2-3 rooms)
- Meeting room availability 9:00 am - 6 pm
- Early Check-in – late checkout, (on availability basis)
- Complimentary rooms and room upgrades offered.
- Number of pax for room and meeting package to be confirmed about 1 week before program.
- Final guest list and room number requirement to be made available about 2 days in advance
- Explain cancellation policy. Variation in number of pax upto 2 rooms requested to be allowed without cancellation charges.