







rate list per day towards workshops/conferences to be charge for facilities from the parties.

A- Fixed assets

Annexure-D

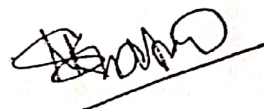
Sl. no.	Description	Quantity	Rate	Amount (in Rs.)
1	Electricity charges (Light, AC)	1 day	Rs. 1000	1,000
2	Podium Mike	01 No.	Rs. 500 each	500
3	House keeping	03 Nos.	Rs. 434/person	1,302
4	Gardener	01 No.	Rs. 434/person	434
5	Water	2 Nos.	Rs. 50 each	100
6	Rent of Parayavas	1 day	Rs. 30000	30,000
7	Administration charges	L.S	Rs. 2000	2,000
Total				35,336
			GST @18%	18%
				6,360.48
Grand total				41,696.48
Say Rs. 42,000/- only				

B-Variable items on demand

Sl. no.	Description	Quantity	Rate
1	LCD 42"	01/day	Rs. 2,000/day
2	Projector with screen 6'X8'	01/day	Rs.2,000/each
3	Cordless Mike	01/day	Rs 500/each

NOTE: GST charges @18% will be extra on additional items.

4/8/20



(C.N.K. SHARMA)

HINDUSTAN PREFAB LIMITED
JANGPURA, NEW DELHI-110014

General Terms & Conditions for organizing Seminars/ Conferences at Jangpura, New Delhi-110014

1. Venue can be booked for holding business meetings and conferences by Ministry, Govt. Departments, State Government, PSUs and Autonomous Body etc. These activities should be related to **"Trade Promotion"** only.

2. Operational Timings:

The operational timings for seminar/conferences venues will be from 09.00 am to 06.00 pm.

3. Catering

A. Cooking, use of burners, gas cylinders, open flame, use of tandoors etc., is **NOT** permitted inside & outside the venue. Only in exception cases outside catering shall be allowed with prior approval of HPL management. There are separate rules for engaging the outside caterers as well as additional terms & conditions, which are binding for such operations.

1. a) 25 per cent tariff are to be paid in advance as booking amount with the application form

b) In case of cancellation of the event, following cancellation charges will be applicable on the amount paid at the time of booking:

1) < 90 days 50%

2) 91 - 180 days 25%

3) 181 - 365 days 10%

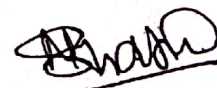
2. Organizers shall be liable to pay for any damages caused by them to HPL management property, if any, during the tenancy of the event.

3. Charges for seminar/Conferences venues at Jangpura:

Sl. no.	Description	Capacity	Rate/Day	Amount in Rs.
1	Multipurpose hall (Paryavas)	(i) 100 persons in theater style (ii) 40 persons in U- Shape (iii) 48 persons in Round table	Rs. 42,000/day	42,000

Note:- Applicable taxes extra

89.70

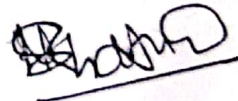

(N.K. SHARMA)

Following facilities/services would be provided

- a) AC Hall with one ante room
- b) One wooden stage of size 42 ft x 07 ft and height 02 ft with steps for stage.
- c) 5 nos. Good Quality Wooden chairs with arms for dais.
- d) 3 nos. conference table at dais.
- e) Normal seat & back chairs
- f) Round Tables covered with white cloth (depending upon seating style preferred).
- g) Podium of standard size and shape with Mike.
- h) Audio system with following items:
 - i) One Audio mixing console
 - j) One Amplifier.
 - k) 2 nos. Speakers on every table.
 - l) 5 nos. Delegate speakers including Chairman unit.

SOP for operation will be prepared for implementation separately.

4/2
89.20


(N. K. SHARMA)