



06, November, 2024

DIG Narendra Singh
Principal Director ADMN
Indian Coast Guard HQRS
National Stadium Complex
New Delhi -110001

SUB – Special Rate valid till September 2025.

Dear DIG Singh,

We would like to take this opportunity to extend special rates to your esteemed organization for guests visiting Delhi.

The hotel is located in the heart of New Delhi, within close proximity to the central business districts, government offices, ministries, embassies and places of historical interest. We have an array of dining and entertainment options for guests.

The 435 room Hotel was launched as Hotel The Royal Plaza on January 15, 2009 with its grand entrance, awe inspiring boutique lobby dotted with antique marble statues, 24 carat gold leaf appliqué work and inlay work of semi-precious stones.

The Hotel agrees to offer **Indian Coast Guard** rooms in the offered categories for their guests. This agreement is being made, keeping in mind that the hotel shall receive your company's support throughout the year.

Royal Bristo, the all-day dining restaurant, offering International and Indian fares; **Lord William Tea Lounge**, Banquet Halls, Board Rooms, adds a new dimension to the hotel, designed especially for your business events & meetings.

Hotel The Royal Plaza has an extensive Health Club & Spa – **Energy**, offering a signature wellness menu with signature treatments and therapies to choose from. The hotel also offers a temperature controlled Swimming Pool – **Aquarius**.

Enclosed, please find our special rates applicable for **Indian Coast Guard** during mentioned period.

We look forward to welcoming you and your guests at Hotel The Royal Plaza. Assuring you of our best services at all times.

On behalf of Hotel The Royal Plaza
New Delhi



On Behalf of
Indian Coast Guard HQRS

नरेन्द्र सिंह / Narendra Singh
उपमहानिरीक्षक / Deputy Inspector General
प्रधान निरीक्षक (प्रशासन)
Principal Director (Adm)
सहायक मुख्यालय, नई दिल्ली-110001
Coast Guard HQRS, New Delhi-110001

Tele : +91 9650604557

Special Corporate Room Rate Contract for Indian Coast Guard

ROOM CATEGORY		SPECIAL RATE (in INR.)	
MINISTRY OF DEFENCE – HOTEL STAY ENTITLEMENTS AT ROYAL PLAZA, NEW DELHI			
LEVEL	Indian Coast Guard -Rank/ Designation	Room Type	Rate (Inclusive of Tax)
Tier 1	Inspector General/ Additional Director General/ Director General	Premium or Suite	Rs. 9375+18 % GST Food- 1500/ AI Total = 12,562.50
Tier 2	Commandant(JG) / Commandant/ Deputy Inspector General	Deluxe	Rs. 5625 +12 % GST Food- 1250/ AI Total =7550.00 Meal at INR 625 AI per meal + Spouse @ INR 1000 AI (per room per night) Breakfast and 2 sets Laundry

Standard Check-in Time is after 14:00 Hrs. and check out time is before 12:00 Hrs.

NOTE:

- 100% retention will be charged in case of No-show or cancellations prior to 72 HRS from the date of check Inn
- The above room rates (per room per night) are inclusive of Buffet Breakfast & wi-fi.

Add Ons :

On behalf of Hotel The Royal Plaza
New Delhi



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उपप्रधान निदेशक / Deputy Inspector General
प्रधान निदेशक (प्रशासन)
Principal Director (Adm)
तट रक्षक मुख्यालय, नई दिल्ली-110001
Coast Guard HQRS, New Delhi-110001



- Buffet Breakfast at the Coffee Shop.
- Complimentary usage of wi-fi.
- Bottles of water replenished daily.
- Usage of gymnasium, swimming pool, Sauna, Steam and Perfume shower
- Late check out up to 1300 hours (subject to availability).
- Half day charges till late checkout till 1600 hours.
- 15% Discount on SPA
- 02 Piece of Laundry per day
- Full day applicable after 1600 hours.
- All the extras will be paid by the guest directly.
- All the rooms will be on NO POST.
- Twin bedded rooms will be on subject to availability basis at the time of check-in.

PAYMENT POLICY:

- Direct by the guest before check Inn

TAX POLICY :

1. 18% taxes GST for the room rates from INR 7501 & above.
2. 12% taxes GST for the room rates up to INR 7500.

A. TERMS & CONDITIONS:

- 1) The above rates quoted are in Indian Rupees, net, non-commissionable, and applicable as indicated on per room per night basis. Guest Rooms and Suites are subject to availability, unless prior reserved. **The above mentioned rates for offline use only.**
- 2) Extra Bed/Mattress (on bed & breakfast basis) will be chargeable at INR 2000 + Taxes (18%) per bed per room per night, non-commissionable. **The extra bed/mattress can only be placed at Suites only.**
- 3) The rates are with breakfast. Breakfast to be served at Coffee Shop.
- 4) All applicable taxes are subject to change as per government changes / rules.
- 5) Kindly send us the enclosed duplicate copy of this letter, duly signed and stamped indicating your acceptance of our offer. Upon receipt of the same, your special rates will be loaded onto the hotel's reservation network.

On behalf of Hotel The Royal Plaza
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Coast Guard HQRS New Delhi 110001



- 6) We value your association as a travel partner; however, should there be any irreversible situation at any time, compelling the termination of the contract and the same can be done mutually by giving a written notice with a 30 day notice period. The hotel will honor any / all future bookings made before the termination of the contract.
- 7) Please note in case of an upgrade to next or higher category of rooms; the differential room rate & tax will be applicable and rooms will be on subject to availability basis.
- 8) In due compliance of its obligations, Hotel shall remit the GST so charged (if any) from **Indian Coast Guard** subject to a valid invoice / debit note, to the appropriate government authority and file GST returns as prescribed, within the statutory timelines, mentioning all appropriate and relevant information on the GSTN platform.
- 9) In case of any non-compliance in this regard to GST, Hotel shall be liable for all the expenses/claims/losses to the Indian Coast Guard including but not limited to the Interest/penalty charged by the authorities and shall indemnify the **Indian Coast Guard** in this regard.
- 10) In the event that any payment to be made in respect of any invoice is subject to applicable Tax Deduction at Source (TDS), **Indian Coast Guard** shall make payment to the Hotel of the amount owing, less a deduction for such TDS and shall account to the relevant tax authority for the deduction. However, **Indian Coast Guard** shall timely provide to Hotel evidence from the relevant tax authority of the proof of payment of the said tax as per applicable provision from time to time.
- 11) Each Party shall keep in strict confidence and shall not, without the prior written consent of the other Party, use for a purpose other than for the purpose of this Agreement or disclose to any third party any information relating to this Agreement and its terms including but not limited to any information related to business howsoever acquired, directly or indirectly, the information or data received from the other Party or any other data pertaining to Party that may come into Party's possession in any form during the course of performance of the Services including information having commercial value, any intellectual property including but not limited to the use of any name, trademarks and other information of a confidential nature acquired in the course of dealings between the Parties under this Agreement. For the purpose of this Agreement, any written or oral data, files, information (including any agreement, contract, memorandum and any negotiation, record on any carrier) and any information or data owned by one party and not known by the public, which is marked as confidential or which would reasonably be regarded as confidential.
- 12) The Hotel shall indemnify, defend and hold harmless the Client, its officers, directors, employees, agents, contractors and representatives, guest, from and against any and all suits, actions, liabilities, legal proceedings, claims, demands, losses, costs and expenses of every kind or character (including reasonable attorneys' fees and expenses) that may arise due to Hotel or its staff conduct in connection with the performance of this agreement or arising from all and legal proceedings initiated in connection with event.

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उपाहासक / Deputy Inspector General
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13) All disputes will be settled subject to the jurisdiction of Indian Courts as per the Laws prevalent in India at the time of signing the contract. The courts of New Delhi shall have exclusive jurisdiction over matters arising out of this Agreement.

B. **VALUE ADD ONS :** Standard value add-ons and amenities inclusive with the room rate are as follows:

- 1) All guest rooms and suites are provided with tea / coffee makers.
- 2) Two bottles of water.
- 3) Complimentary use of gymnasium and Aquarius Swimming Pool. It is advisable to seek a prior appointment.

NOTED AND ACCEPTED BY:

Ms. Preeti Vishal
Director of Sales
Hotel The Royal Plaza, New Delhi



DIG Narendra Singh
Principal Director ADMN
Indian Coast Guard

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