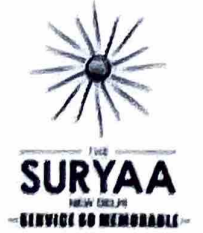


21<sup>st</sup> May'2024



To  
The Director General  
Principal Director of Administration  
Indian Coast Guard Headquarters  
New Delhi-110001

Dear Sir/Ma'am,

Greetings from The Suryaa New Delhi!

We are a luxurious urban haven in the heart of South Delhi with 244 well appointed, recently renovated rooms and suites. Step into the world of warm hospitality. A true home away from home for the world traveler.

They say, there is no love sincerer than the love for food, and you will certainly feel the love at The Suryaa, New Delhi. Walk down our oriental avenue on the roof top of 'Sampan' where you will find some of the most outstanding Chinese and Pan Asian cuisines that guarantee to please your taste buds, while you can unwind at 'The Ssence' that serves global cuisine and premium selection of wines, spirits and cocktails and is ideal for a quiet tete a tete or informal Business meetings.

Our technologically advanced guest rooms and suites are elegantly designed & equipped with state of the art equipment and fitting and provide the business traveler with everything he may require, from fast internet connectivity onwards. We also boast of the very best in conferencing and meeting facilities and are able to cater to functions from 10 to 1000 people.

Rejuvenate yourself at the 24 hour *Club One Fitness and Spa* with state of the art facilities.

As a sign of our appreciation and acknowledgement of your future potential, we are pleased to extend to your company a special corporate rate program. Based on the room night requirements envisaged by you, we are pleased to offer your organization corporate rates. The same may be reviewed in case of substantially low materialization.

Warm regards,



Vibhu Wadhwa  
Sr. Sales Manager  
The Suryaa New Delhi  
M: +91 8588827304  
E: vibhu.wadhwa@thesuryaa.com



The Suryaa, New Friends Colony, New Delhi - 110025

Tel: +91 11 2683 5070, 4780 8080,

www.thesuryaa.com

REGD. OFFICE: 2006/2007/2008/2009/2010/2011/2012/2013/2014/2015/2016/2017/2018/2019/2020/2021/2022/2023/2024  
CIN: U74900DL2005PTC000000



Narender Singh / Narender Singh  
उपमहानिरीक्षक / Deputy Inspector General  
प्रधान निदेशक (प्रशासन)  
Principal Director (Adm)  
राष्ट्रियक भुज्यालय, नई दिल्ली-110001  
Coast Guard HQrs, New Delhi-110001



**SURYAA**  
HOTEL DELHI  
- SERVICE SO MEMORABLE -

**Corporate Rates at the Suryaa New Delhi  
For  
Indian Coast Guard**

| Ranks                  | ROOM TYPE     | SINGLE (INR) |
|------------------------|---------------|--------------|
| DG/ADG/IG              | Superlor Room | 7550 AI      |
| DIG/ COMDT/COMDT (JIG) | Deluxe Room   | 12560 AI     |

**Taxation Policy:**

Rates are inclusive of taxes which are:

- 12% for rates between INR 2500 – INR 7500
- 18% for rates at INR 7501 and above

**Deluxe Room as per the includes the following facilities and services:**

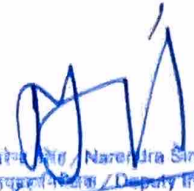
- 24 Hours WI-FI
  - Buffet breakfast at Ssence
  - Buffet Dinner at Ssence
  - 2 bottles of Complimentary mineral water in the room, replenished daily.
  - In room tea / coffee maker, digital safe in the room and daily newspaper.
  - Usage of our health club/Fitness center.
- Spouse Stay with Breakfast and Dinner at INR 1500 AI per day

**Child, Extra Occupant & Extra Bed Policy**

| Child Age (Years) | Charges   |
|-------------------|---|
| 0 to 7            | Free of charge with Existing Bed  |
| 0 to 7            | If an extra bed is taken, then to be charged 2000 + Taxes   |
| 7 + to 12         | To be charged 50% off Buffet B/fast With Existing Bed<br>If 2 children then both are to be charged half value of Buffet B/fast  |
| 7 + to 12         | If an extra bed is taken, then to be charged 2000 + Taxes inclusive of B/F for 1 child only<br>If 2 children then 1 child is to be charged half value of Buffet B/fast  |
| 12+ & Above       | Treat as an adult, to be charged 2000 + Taxes as extra occupant/extra Bed inclusive of B/F for child only<br>If 2 children then to be charged 4000 + Taxes as extra occupant/extra Bed inclusive of B/F for both children |

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Tel: +91 11 2683 5070, 4780 8080,  
www.thesuryaa.com



  
Narendra Singh / Narendra Singh  
उपसंचालक / Deputy Inspector General  
प्रधान निरीक्षक (प्रशासन)  
Principal Director (Adm)  
संस्थान मुख्यालय (दिल्ली)-110001  
Coast Guard HQs, New Delhi-110001

**SURYAA**

**Please Note:**

- Airport transfers will be chargeable by INR 3000 plus taxes per car per way via Innova Crysta.
- Extra Bed will be at INR 2000 plus taxes per bed per day.

**Reservation and billing guidelines:**

1. Check in time is 1400 noon and check out time is 1200 noon.
2. Early check in before 0700 hrs will attract 100% charges. Between 0700 -1200 hrs will be at 50%
3. Late checkout post 1700 hrs will attract 100% charges. Between 1200 till 1700 hrs will be at 50%
4. Early departure to be informed at least 48 hours prior to early departure date. Failure to this one night retention to be charged for each room.
5. If the bill is to be sent to the company for settlement the company should be in our approved credit list. For all credit, an authorization letter on the company's letterhead would be required every time a request for the same is made.
6. The corporate rates quoted are not meant for unrestricted viewing on the Internet.
7. This letter nullifies any previous rate letter issued for the same period.
8. The hotel reserves the right to adjust taxes agreed within the contract period in the event of tax alteration by Government and service amendments.

**Deposit, Guarantee & Payment Policy:**

- For all reservations on Direct Payment a valid credit card guarantee or company guarantee to be furnished to confirm the reservation.
- Payments pertaining to the stay of the guest must be settled directly prior to checkout by cash, or an approved credit card.
- All bookings will be confirmed by full payment of room charges.

**Cancellation Policy:**

- All amendment and cancellations must be made prior to 48 hours on the day of arrival, beyond which retention charges equivalent to one night's room charges will be levied.
- Booking cancelled on the same day of Check In will have retention of one night.

**No-Show Policy:**


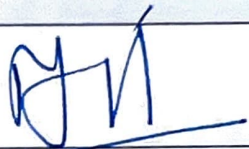
- Should there be a No Show of a confirmed reservation, there would be a retention charge of one night.

Do contact us for all FIT / GIT room reservations at [reservations@thesuryaa.com](mailto:reservations@thesuryaa.com) and [Vibhu.wadhwa@thesuryaa.com](mailto:Vibhu.wadhwa@thesuryaa.com) and on Tel: +91 (0)11 47808080.  
Contact: Vibhu Wadhwa +918588827304

We look forward to welcoming your guests to The Suryaa New Delhi and assure you of our best services always.

**Acceptance:**

Please sign the copy of this document, acknowledging acceptance of the terms and conditions contained herein. The terms of reservation and billing guidelines are as enclosed. To confirm your acceptance of the above rates please E-mail us a copy of this letter duly signed by you

| The Suryaa New Delhi  | Indian Coast Guard Headquarters  |
|---|--|
|  |  |
| <b>Vibhu Wadhwa</b><br>Date :   | <br>Date :   |

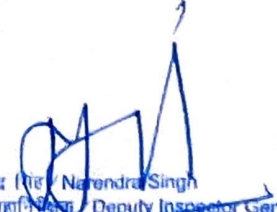


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[www.thesuryaa.com](http://www.thesuryaa.com)

ISO 27000:2005 & ISO 9001:2008 CERTIFIED The Suryaa, New Delhi (suryaa.com) (11)

नरेन्द्र सिंह / Narendra Singh  
उपपदाधिकारी / Deputy Inspector General  
प्रधान निदेशक (प्रशासन)  
Principal Director (Adm)  
सदरक्षक मुख्यालय, नई दिल्ली-110001  
Coast Guard HQrs, New Delhi-110001