

To  
Mr. Kishor Panigrahi  
Convener  
NISER, Khurda, Odisha  
E Mail: [panigrahi@niser.ac.in](mailto:panigrahi@niser.ac.in)  
Mob: 9439863130

Date: 23/05/2023

Sub: Special offer letter for your proposed international conference "ISPP-2024" from 9<sup>th</sup> to 12<sup>th</sup> January 2024 at MAYFAIR Hotels & Resorts, Bhubaneswar, Odisha.

Dear Sir,

Greetings from "MAYFAIR Hotels & Resorts".

We thank you immensely for the interest you have shown in our property. We are confident that our services and standards would match your expectations. Reference to your mail and subsequent our discussion, we are pleased to offer you the following special rates and arrangements for your delegates accommodation and conference at MAYFAIR Hotels, Bhubaneswar.

Annexure

- |  |   |
|--|---|
| 1. <u>Accommodation</u><br>Accommodation details are enclosed as | A |
| 2. <u>Audio Visual &amp; Rates</u><br>Details are enclosed as    | B |
| 3. <u>Pick &amp; Drop</u><br>Details are enclosed as             | C |

Our reservation terms & conditions along with our payment procedure are enclosed for your kind information in the annexure – D.

We assure you best co operation and personalized services at all the times. In case of any further clarifications please feel; free to get in touch with the undersigned

Thanking You.

With Regards,



Manash Panda  
Asst. General Manager-Sales  
MAYFAIR Hotels & Resorts  
Mob: 092384 00930

**MAYFAIR Hotels & Resorts Limited**

CIN NO.U55101OR1995PLC004224

Regd. Off. 8B, Jaydev Vihar, Bhubaneswar – 751 013, Odisha, Tel: 91-674- 6660 101,FAX – 91- 674 2360 129, email: [corporate@mayfairhotels.com](mailto:corporate@mayfairhotels.com)

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

**Annexure- A**

Check in : 08/01/2024 : Check in: 14:00 hrs  
 Check Out : 13/01/2024 : Check out: 12:00 noon  
 Conference Date : 9<sup>th</sup> to 12<sup>th</sup> January 2024  
 Availability detail : 67 rooms & Conference Venue. (Details as below.)  
 Reservation : Not yet organized.

**Accommodation and availability detail at MAYFAIR Lagoon, Bhubaneswar:**

Room Category	Rack Rate/night	Tentatively Reserved	Special Rate/night	Plan (CP)
Rooms	Sgl. : 16,000.00 Dbl. : 19,500.00	60 Rooms –( Club & Executive Rooms)	Single: 11,000.00 Double : 12,500.00	Bed & Breakfast
Executive Suite	Sgl./Dbl. : 20,000.00	03no. Cottage	Sgl./Dbl. : 18,000.00	Bed & Breakfast
Deluxe Cottage	Sgl./Dbl. : 25,000.00	04no. Cottage	Sgl./Dbl. : 25,000.00	Bed & Breakfast
Villa	Sgl./Dbl. : 75,000.00	01no. Villas	Sgl./Dbl. : 70,000.00	Bed & Breakfast
Extra Occ.	3500 .00		2,500.00	Bed & Breakfast

**Package includes:**

- Above special rates are on CP basis which includes room charge, CP -buffet breakfast at restaurant and Above rates are applicable as per occupancy.

**Above rates are inclusive of the followings: -**

- Welcome drink on arrival.
- Tea/coffee maker in the room.
- Packaged drinking water.
- Basic Wi-Fi

**Venue Availability and tentative reservation at MAYFAIR Bhubaneswar.**

Date	Name of Hall	Purpose	Pax	Timing	Venue Charges per day
09/01/24	MAYFAIR Convention	Lunch & Dinner	400-500	09 to 10PM	Rs. 3,00,000 + GST
10/01/24	MAYFAIR Convention	Lunch & Dinner	400-500	09 to 10PM	Rs. 3,00,000 + GST
11/01/24	MAYFAIR Convention	Lunch & Dinner	400-500	09 to 10PM	Rs. 3,00,000 + GST

**F&B Special rates in banquet for additional pax/additional arrangement:**

- Vegetarian & Non Veg Hi Tea could be organizing INR@ 850 + taxes onwards.
- Conference followed by Lunch or Dinner per pax. INR @ 2200 + taxes per pax. (Chef Special menu on combination of Mutton/Chicken/Fish and others).
- Cocktail snacks could be organized - 2 veg & 2 non-veg starters @750 + taxes per pax for 90 mins.
- Prawn/ Crab item could be added to the menu at an additional Cost of Rs.450.00+ tax per person.
- Liquors as per banquet rates, as a matter of policy outside liquors are strictly prohibited.

**GST & any other taxes will be charged extra as applicable on the day of event.**

**MAYFAIR Hotels & Resorts Limited**

CIN NO.U55101OR1995PLC004224

Regd. Off. 8B, Jaydev Vihar, Bhubaneswar – 751 013, Odisha, Tel: 91-674- 6660 101,FAX – 91- 674 2360 129, email: [corporate@mayfairhotels.com](mailto:corporate@mayfairhotels.com)

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

**Annexure- B**

**Logistic Policy**

- Any vendor requirements will be sourced from Hotel Vendor else **vendor permit fee to be levied for non-empaneled vendors** as fixed by the management as per the venue.
- Outside vendors/ Event Managers (Apart from hotel empaneled) would be allowed against prior permission in a prescribed format. Prescribed format is available with our security department / at time office against deposit of fees & caution money.
- All vendors should deposit their details with timing to security department before 01 day to do the necessary arrangements.
- Vendors entry to the hotel through time gate only

**Annexure - C**

**Pick Up & Drop:**

**Airport:**

We can arrange pick up & drop from the airport with Innova on chargeable basis @1500/- at Bhubaneswar properties only.

**Railway station:**

We can arrange pick up & drop from the Railway with Innova on chargeable basis @1500/- at Bhubaneswar properties only.

(All the above arrangements will be made locally and taxes as applicable)

Kindly let us know should you need any of the above facility

**Annexure – D**

**Booking Procedure.**

- Rooms and venue are available but not yet reserved.
- Acknowledge/Confirmation letter to be issue with cut off period for tentative blocking and further discussion.

**Payment Terms and Conditions**

- Individual room booking may process as below detail.
  - i. Booking request to be generate by mail communication : [reservations@mayfairhotels.com](mailto:reservations@mayfairhotels.com) & [manash.panda@mayfairhotels.com](mailto:manash.panda@mayfairhotels.com)
  - ii. After tentative blocking, 50% advance to be release of booked nights in next 3 days.
- Conference venue blocking.
  - I. Confirmation letter with Rs. 5,00,000/- advance to be released
- Total estimated billing amount of guaranteed arrangement to be finalized 45 days before of event date.
- Guaranteed estimated billing amount 50 % to be 30 days before of event date and rest 25 % 15 days of event date and rest 25 % and final billing to be paid during the function only
- A Copy of GST and PAN card to be submitted at the time of booking.

**MAYFAIR Hotels & Resorts Limited**

CIN NO.U55101OR1995PLC004224

Regd. Off. 8B, Jaydev Vihar, Bhubaneswar – 751 013, Odisha, Tel: 91-674- 6660 101,FAX – 91- 674 2360 129, email: [corporate@mayfairhotels.com](mailto:corporate@mayfairhotels.com)

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



#### Bank Detail

For payment to be made to MAYFAIR Lagoon, Bhubaneswar, kindly make the payment in the below Bank details.

**Name:** MAYFAIR HOTELS AND RESORTS LIMITED

**Bank Name:** INDIAN Bank, 8B Jaydev Vihar, Bhubaneswar

**A/C NO:** 20042513742 Cash Credit; **IFSC/RTGS CODE:** IDIB000M677; **BRANCH:** MAYFAIR Lagoon campus.

**GST:** 21AAECM6873E1ZL

#### Accommodation Policy

To help us in our effort to ensure your guests continued comfort and satisfaction, we request for your assistance in complying with our reservation policies and guidelines, which are mentioned below:

- Bhubaneswar - Check in / checkout time is 14.00PM & 12:00 Noon.
- Early arrival or a late departure is subject to availability on chargeable basis.

#### Cancellation & Retention Policy for accommodation:

- If the reservation is cancelled before 60 days of the date of arrival, there will be no retention.
- Within 45 – 60 days of the date of arrival, 25% of the 1st night stay will be charged as retention
- Within 30 – 45 days of the date of arrival, 50% of the 1st night stay will be charged as retention.
- Within 15 – 30 days of the date of arrival, 75% of the 1st night stay will be charged as retention.
- Within 07 – 15 days of the date of arrival, entire amount for stay will be charged as retention.

A banking administration fee no more than 5% on the refund value will be charged against all processed refunds.

#### Kindly Note:

- All the rates mentioned above are exclusive of all statutory taxes that would be levied as applicable on the date of the function.
- The above-mentioned rates are for this function / event only and the management reserves the right to review the rates as and when required and the rates then prevalent would be applicable.
- The bills are raised as per guarantee or actual whichever is more.
- All food & beverage has to be sourced from the hotel.
- The use of fireworks within the hotel premises is strictly prohibited & the right of use reserved by the management.
- For playing any kind of Music either indoor/outdoor, licence has to be obtained from PPL (Public Performing Licence) & IPRS (Indian Performing Rights Society), which is mandatory.
- Further for playing any music in our outdoor venues and lighting Fire Crackers within the hotel premises, licence/permission has to be obtained. Any damage occurred during the function would be borne by the host.

Do not hesitate to call or mail us for any further queries & clarifications. Kindly confirm the above booking at the earliest with above suggested advance to block the venue on definite basis.

Kind Regards,

Manash Panda

Asst. General Manager-Sales;

MAYFAIR Hotels & Resorts; Mob: 092384 00930

**MAYFAIR Hotels & Resorts Limited**

CIN NO.U55101OR1995PLC004224

Regd. Off. 8B, Jaydev Vihar, Bhubaneswar – 751 013, Odisha, Tel: 91-674- 6660 101,FAX – 91- 674 2360 129, email: [corporate@mayfairhotels.com](mailto:corporate@mayfairhotels.com)

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