

(Application should be submitted prior one week of booking)

Application for allotment/booking of accommodation in Dr. Ambedkar International Centre, (DAIC) 15 Janpath, New Delhi- 110001.

To,

The Director
Dr. Ambedkar International Centre (DAIC),
Department of Social Justice and Empowerment,
15, Janpath, New Delhi - 110001.

Subject: Allotment/Booking of accommodation in Dr. Ambedkar International Centre (DAIC), 15 Janpath, New Delhi for (purpose)

The following accommodation may please be allotted in Dr. Ambedkar International Centre (DAIC), 15, Janpath New Delhi- 110001:

1. Occasion:
2. Date and duration:
3. Dignitary details:
4. Application Category:
5. Approximate No of participants:

6. Accommodation Required (Please tick on the boxes given below with dates as per requirement).

BHIM (700 Seats Auditorium)	NALANDA (100 Seats Auditorium-1)	SAMRASTA (100 Seats Audiitorium-2)	Outside area not for dining purpose (Kitchen Area)	Outside area for dining purpose	Conference Room No. 1 having seating capacity of 70 persons
Conference Room No. 2 having seating capacity of 70 persons	Conference Room No. 3 having seating capacity of 40 persons	Atrium	First Floor Foyer Area	VIP Dining (Inside)	VIP Lounge

7. Host of conference (Category)

Government	PSU/Autonomous Bodies	Private/NGO*

* Photo ID of the person requesting the booking required to be submitted.

8. We/this Ministry/Department agree to abide by terms and conditions governing allotment of accommodation in Dr. Ambedkar International Centre (DAIC)

9. A Sum of Rs. _____ on account of rental charges along with applicable tax and Security Deposit @ 20 % of rental amount (if applicable) is sent herewith through electronic mode (NEFT/RTGS) vide UTR No. _____ dated _____.

10. Detailed Schedule for the programme including list of VIP/VVIP dignitaries are attached/will be submitted before the start of program.

Note: - (i) Only Empanelment Caterers and Government Event Management Agencies are allowed to work at DAIC.

(ii) We have read & understood Declaration for booking at DAIC and we shall abide by the same. The duly signed Declaration form is submitted along with this application.

(iii) Internet Connection: - Event Management Company shall be required to arrange its own Internet / Broadband facility if required for the event (The Broadband Connection to DAIC is available but its speed / connectivity is responsibility of the Event Management Agency).

Date:

Yours faithfully,

(Signature with Seal)

(To be signed by the Joint Secretary/Head of the Department/Institution or equivalent officer)

Name of the signing authority _____

Designation _____

Telephone No _____

Email ID _____

Mobile No. _____

Postal address _____

GST Number _____

Check List:-

1. ID Proof
2. NOC from DCP Office, Parliament Street, New Delhi (If applicable).
3. Mode of Payment (only electronic), UTR Details of the payment.
4. Total Rental amount (Rent) =
- GST Amount =
- Security Deposit (if applicable) =

Undertaking for Booking: DAIC

1. Booking Procedure:

- a. Tentative Booking request valid for 3 Days.
- b. Confirmed Booking only on receipt of following documents duly signed by US & above within 10 Days of tentative booking date.
 - i. Declaration Form
 - ii. Booking Amount
 - iii. Booking Form
- c. After 10 Days of tentative booking dates, in case the complete documents are not deposited / Submitted, the booking shall be automatically cancelled.

2. Booking is valid from **08:00 AM to 06:00 PM** on the day of booking. For the Dry Run / Heavy decorations of planned by the organizes in the booking area prior to the main day of Booking separate booking is required to be undertaken if it is to be done, as per number of required days in advance.
3. Only Empanelment Caterers and Government Event Management Agencies are allowed to work at DAIC. No Private Vendor shall be permitted inside DAIC Complex in any circumstances. The copy of Work Order be submitted at DAIC to ascertain the same, 05 Days before the Event. In case of non-compliance the booking shall be cancelled.
4. **18% GST** will be charged over the total amount payable by the booking agency (**i.e. Government, PSU/Autonomous body, NGOs /Private Organizations**) along with the booking amount.
5. **100% payment of rent of venues shall be deposit in Account of Dr. Ambedkar International Centre (DAIC) before 10 days of events. All documents including Application and UTR No. of the payment made through electronically must be submitted to booking office of DAIC before the 10 days the events.**

6. Cancellation Policy:

- a. Cancellation charges **@20% of the licence fee** will be levied if the cancellation is made with a notice of one month or more.
 - b. Cancellation charges **@40% of the license fee** will be levied if the cancellation is made with a notice of less than a month and up to 2 days before the function (excluding the day of function) No refund is admissible if the cancellation made less than two days.
 - c. Notice to surrender/cancellation/postponement of the function should reach this office at least 2 days in advance of the date of function (excluding the date of function), failing which no refund of license fees will be allowed.
 - d. **If booking is cancelled due to booking of VVIPs or functions (i.e. the President of India, Vice-President and Prime Minister) of Ministers / MOSs/Ministry of Social Justice and Empowerment as mentioned in the Draft the DAIC is liable to pay 100% booking payment received from the booking party or DAIC may request them to postponed their event in next available dates.**
7. 20% of the total refundable amount towards SECURITY DEPOSIT shall be added in case of PSU's/Autonomous Bodies and Private/NGOs. The same shall be refundable as per NOC. In Case of damage to any existing infrastructure/items in Dr. Ambedkar International Centre during the course of functions, the damage for the same shall be recovered as per actual and will be deducted from the Security Amount.
 8. **Allotment is liable to be cancelled without prior notices if any VVIPs visit is notified by DCP Security (i.e. the President of India, Vice-President, and PM) or functions of Minister/MOSs/Ministry of Social Justice & Empowerment).**
 9. NOC from DCP Office, Parliament Street, New Delhi District is an ADDITIONAL REQUIREMENT FOR State Government / PSU's / AUTONOMOUS BODIES AND NGO's / PRIVATE PARTIES.

10. Upto 4 KVA electricity power will be provided by DAIC.

11. Internet Connection: - Event Management Company shall be required to arrange its own Internet / Broadband facility if required for the event (The Broadband Connection by MTNL at DAIC is available but its speed / connectivity is responsibility of the Event Management Agency).

12. Any types of eatables are not allowed inside the Auditoriums / Conference Rooms of DAIC. Catering and arrangement of tent etc. shall be arranged by agency hiring the accommodation.

13. No eatables are permitted inside the Auditorium and Conference Halls.

14. Organizers shall ensure that number of participants does not exceeds the seating capacity of auditorium also their guests/participants strictly follow the instruction issued by Government of India time to time regarding COVID-19 and maintained decency of the building.

15. No Wood Work / Painting/POP Work / any other fabrication work are not permitted inside the Atrium Area. Only octonorm Stalls are allowed to be installed inside the DAIC Complex.

16. The cleanness of DAIC building shall be maintained at all times. Special care to be taken to ensure that No Notice Pollution, Damage to Environment, Plants is caused due to Event / Installation of Equipment.

17. No work of Event be done without supervision of responsible staff of the organisation of the Event.

18. Disposal of garbage shall be the responsibly of the organisation.

19. The Booking will be subject to Terms and Conditions in addition to the instructions issued by the Security Agencies.

20. The Organizer shall ensure that the Government Event Management Agency hired by them for the event must also follow the direction rules / regulations issued by DAIC NDMC/DJB/NGT/High Court /Supreme Court on pollution and waste management and cleanliness during the program. Failure to compliance will lead to the forfeiture of Security Deposit without prejudice to any other action taken by the enforcing agencies as per law.

21. Timing of preparation of event – the preparation of any event from **06:00 PM to 09:00** PM will be day before. No event team will be allow at night.

22. No Liquor and Smoking is allowed in the DAIC Campus.

23. Single use of Plastic is prohibited in DAIC premises.

(To be signed by the Under Secretary / Head of the Department / Institution Head or equivalent officer)

Name of the signing authority_____

Designation_____

Telephone No_____

Email ID_____

Mobile No._____

Postal address_____

Yours faithfully,

(Signature with Seal)