TRIPURA FOREST DEVELOPMENT AND PLANTATION CORPORATION LIMITED
(A GOVERNMENT OF TRIPURA UNDERTAKING)
Registered Office: Abhoynagar, Agartala - 799005
Tel-0381 2354763, Fax-0381 2359238

Terms & Conditions for use of Conference Hall at 3rd floor of TFDPC Bhawan at Agartala.

1. A Conference hall of 101 capacity with state of art equipments is available for hire on session basis from 9.00 AM to 2.00 PM and 3.00 PM to 8.00 PM from Monday to Saturday (Sunday on special request). If the Conference hall remains in use after allocated time an additional charge of Rs. 500/- for next one hour basis has to be paid by hirer. Thereafter, full charge for the next session will be charged if hall is available.

2. Reservation can be made by paying 50% of the base value. Once the conference hall is reserved, payment in full should be paid 2(two) days prior to the reserved time / date. If payment is not received 2(two) days prior to event the booking is no longer considered confirmed and chance will be given for booking of hall to another party.

3. To cancel a booking please email on www. tfdpc_ltd@yahoo.com and confirm over phone. For immediate assistance please contact Sri Sanjib Narayan Datta, 9436453474, J/E, Estate Officer, TFDPC Bhawan, Agartala Telephone No. (0381) 235-4763.

4. Refund policy for cancellation of reservation: 75% Refund – 7 days prior to booking date. 50% Refund – 2 days prior to booking date. 25% Refund – One day prior to booking date. No refund will be given if cancellation is done on the date of reservation. This is subject to the discretion of MD.

5. In case of damage or breakage, if any during the period of hire or as a result of hire, the hirer is responsible for the cost of repair.

6. No Bill / poster shall be affixed on the wall of TFDPC Bhawan. The hirer shall not sub-let the hall. The hirer shall not indulge in any illegal, offensive or disorderly activity in the campus.

7. Smoking / consumption of liquor is not allowed within the hall or TFDPC Bhawan Complex.

8. Open fire (crackers), naked flame including candle, kerosene lamps either inside or outside the facility are not permitted.

9. The capacity of the Conference hall is 101 and excess number cannot be accommodated.

10. No food preparation is permitted. But catering suppliers approved by TFDPC Ltd will be allowed.
Food will be served in designated places only. Water/Tea/Coffee/Food items are not allowed inside the conference Hall. Currently only vegetarian food is allowed to be served.

No damage should be done to the property of TFDPC building or hall & its furniture. Security money will be appropriately deducted in case of any damage is found. Additional amount will be charged if damages are there.

Natural disaster such as storm, earth quake etc beyond the control of TFDPC Ltd may force the reserved hall to become un-available to hirer. TFDPC is also not responsible for any change/mis-happening to the hirer or his guests on the TFDPC premises.

No heavy vehicle will be allowed in the campus. Only 5-6 cars/small vehicles will be allowed to be parked as per directions of the security staff present.

Changes in conditions may be made at any time in future.

17.(i) Rent for the hall:
   i. 1st session from 9.00 AM to 2.00 PM : Rs. 3000/- + taxes + electricity charge
   ii. 2nd session from 3.00 PM to 8.00 PM : Rs. 3000/- + taxes + electricity charge
   iii. Whole day (from 9.00 AM to 8.00 PM): Rs. 5000/- + taxes + electricity charge
   iv. Dining hall : Rs. 500/- for each session + taxes
   v. Helper & Cleaner : Rs. 300/- + Rs. 200/- = Rs. 500/- per session

17.(ii) Electricity and other charges Rs. 500/- for each session/Rs. 1000/- for whole day.

17(iii) Security money: In form of cheque/draft – Rs. 5000/-. It will be returned on completion of programme and after checking the hall condition/ status.

This is in cancellation of order even No.3891-3900 dated, 29/07/2019.

(Dr. D.K. Sharma, IFS)
Managing Director

No. F. 4-39/Gen/TFDPC-2018/7833-38

dated, 30/11/2019

Copy to:

1. The Executive Director, TFDPC Ltd
2. The General Manager, TFDPC IE
3. The Divisional Manager, Sadar, South-I/South-II/North & Factory Division
4. Junior Engineer, TFDPC Ltd, Agartala to maintain register for reservation and payment
5. Notice Board of TFDPC Ltd
6. To

(Dr. D.K. Sharma, IFS)
Managing Director