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

1. A Conference hall of 101 capacity with stat 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 reasons). 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. Therefore, full charge for the next session will have to be paid.

2. Reservation can be made by paying 50% of the base value. Once the conference hall is reserved, payment in full should be paid within 2(two) days of the reserved time / date. If payment is not received within 2(two) days, 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.

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. No smoking and consumption of liquor is allowed within the hall or TFDPC Bhawan Complex.

8. Open fire (crockers), 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 may be allowed as under:
i. Vegetarian meal @ Rs. 180/- each.
ii. Non vegetarian meal @ Rs. 250/- each
iii. Water – 25 ltrs. @ Rs. 250/- with paper cups
iv. Tea/Coffee @ Rs. 15/20 per cup
v. Healthy snacks – [Dates – (3nos), groundnuts + one fruit(banana/orange or apple = @ Rs. 30/60 per plate
vi. Helper – Rs. 250/- per session.
This is subject to change at the time of booking.

11. Food will be served in designated places only. Water/Tea/Coffee/Food items are not allowed inside the conference Hall.
12. The payment for food/helper should be directly paid to the vendor identified for the purpose.
13. 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.
14. Natural disaster such as storm, earth quake etc beyond the control of TFDPC Ltd may force the reserved hall to become un-available for hirer. TFDPC is also not responsible for any change/mis-happening to the hirer on his guests on the TFDPC premises.
15. No heavy vehicle will be allowed in the campus. Only 10 cars/small vehicles will be allowed to be parked as per directions of the security staff present.
16. Changes 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

17(ii) 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.3572-78 dated, 18/07/2019.

(Dr. D.K. Sharma, IFS)
Managing Director
 dated, 29/07/2019

No. F. 4-39/Gen/TFDPC-2018/3891-3950
Copy to:

1. The Executive Director, TFDPC Ltd
2. The General Manager, TFDPC1E
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