

Government of India
Ministry Of Home Affairs
O/O the Director General
SSB, FHQ, R.K Puram N. Delhi-66

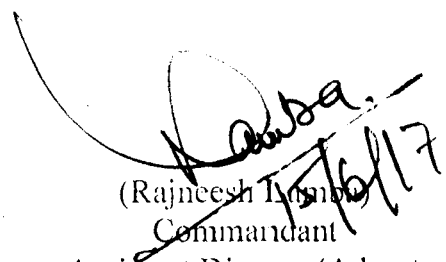
No. I/DIG/A/Hotel-G/2017

22.12.17 Dated 15.12.17

CIRCULAR

"The Grand" new Delhi is located in the heart of South Delhi, less than 20 minutes distance from National & International Airport within a short drive to the city center and also well placed access to the business hubs of Gurgaon, South Delhi, Noida and Okhla. The 390 luxurious appointed rooms- including 25 Suites and 5 service Apartments surrounded by tranquility are available to ensure that the guest may experience a city resort in this business hotel.

Memorandum of Understanding (MoU) with "**THE GRAND**" has been signed by SSB Hqrs. New Delhi which is valid till 31.12.2017, copy of MoU mentioning the details of terms & conditions and the booking process for all SSB Officers is enclosed herewith to avoid any inconvenience in booking of accommodation with "**THE GRAND**". The mentioned MoU will hopefully be able to solve the problem of accommodation not only during the official duty but also on private visit of SSB officers to delhi.


(Rajneesh Kumar)
Commandant
Assistant Director (Admn)
FHQ, SSB, New Delhi

Distribution:-

Internal:-

1. PS to DG,SSB, for perusal of DG,SSB
2. PS to ADG,SSB for perusal of ADG, SSB
3. PS to IG (P&T),/Admn/Prov./O&I, and Medical for kind information of IsG please.
4. PS to DIG (Ops)/Pers/Admn/Int/Prov/Inq./Vety/C&C/ Vig and Litigation for kind information of DIsG please.

External:-

1. The IsG SSB, Academy Srinagar, FTR Hqr Ranikhet, Lucknow, Patna, Guwahati & Tezpur with request to circulate to this all SHQ/Units/AOs under their Control
2. The DIG (Spl Ops) Srinagar (J&K) & DIG (Spl Ops) SHQ Bhilai
3. CTC Sapri/Salloni Bari/Gorakhpur/MTC Shimla/Kusumpati/Sarhan/RTC Alwar and DTC Dera.
4. The Commandant 25th Bn/65th Bn/67th Bn/ITS Ghitorni/IT & TTC Faridabad/CSD & W Bhopal



THE GRAND
NEW DELHI

The Grand New Delhi

Vasant Kunj-Phase II,
Nelson Mandela Road,
New Delhi 110 070, India
Phone : (91) (11) 2677 1234
Fax : (91) (11) 2670 5891
E-mail : info@unisonhotel.com
CIN : U74899DL1994PTC058450

24th April '17

Mr. Sanjeev Sharma
Dy. Inspector General
Sashastra Seema Bal (SSB)
East Block-5, R. K. Puram
New Delhi-110066

Dear Mr. Sharma,

Warm Greetings from 'The Grand'!

We at The Grand would like to thank you for your patronage over years and to inform you that we are now open after an extensive renovation and refurbishment. With a brand new lobby, bar, restaurants and newly appointed rooms we are now further geared to recognize the distinctiveness of luxury travelers and the importance of personalized experience.

Strategically located in the heart of the South Delhi, less than 20 minutes from National & International Airport, within a short drive to the city center and also well placed access to the business hubs of Gurgaon, Noida and Okhla. The **390** luxurious appointed rooms- including **25 Suites and 5 Serviced Apartments** are surrounded by tranquility to ensure that the guest experiences a city resort in this business hotel..

Cuisine at The Grand spans an array of dining experiences offering a variety of national and international options.

Caraway: An Indian brasserie offering delicacies in Kebabs and more.

Woktok: Experience the steaming, frying and tossing of the freshest ingredients and Pan Asian. No last orders.

Cascades: All day dining, an eclectic journey of flavors that spans the world.

Crystal Lounge: Panoramic view of cascading waters in the backdrop and live piano, the Crystal Lounge is a perfect venue for an invigorating breakfast, high tea or even cocktails at a later hour.

G Bar: The newest addition to the city's bar scene, G bar is an amalgam of the celebrated and created.

It: The Italian restaurant at the lobby level introduces the 'Twin taste of Tuscany' twin tastes of authentic Italian cuisines for the price of one. A great selection of wines, alfresco dining & crunchy conversation, the place grow on you.

Indulge: The best pastry shop indulge at the lobby level. 'Unordinary representations' of the taste and style. One stop shop for virtually any meal, part of the day specially targeted at the 'On the go' traveler. 24 hours service, complimentary coffee and pastries.

'Spa Oasis', one of the largest in the region, equipped with 8 spacious treatment rooms, is a place where guests can choose from array of personalized treatments and therapies to rejuvenate one's mind, body and soul. Spa oasis also offers our guests various recreation activities like state of the art gymnasium, yoga session, swimming pool and many more.

Corporate Rates for 'Sashastra Seema Bal (SSB)'

Preferred Corporate Tariff is valid from the date of acceptance (But no later than 10 days from the date of the letter) until 31st December'17 or until further notice.

Room Type (Room Size)	Preferential Tariff	
	Single	Double
Grand Premium (430 Sq. ft)	4950	5950
Club Room (450 Sq. ft)	8250	9250
Business Suite (495 Sq. ft)	On Request	On Request
Executive Suite (950 Sq. ft)	On Request	On Request
Deluxe Suite (1200 Sq. ft)	On Request	On Request
Presidential Suite (2150 Sq. ft)	On Request	On Request
Serviced Apartment (1000 Sq. Ft)	On Request	On Request

**** Please note we will not charge luxury/service tax as we have received tax exemption letter from SSB valid till 31st December'17.**

Facilities & Benefits:- Grand Premium Room & Deluxe Room:

- Complimentary Buffet Breakfast at the Coffee Shop
- Buffet Lunch/Dinner at the Coffee Shop as per the mentioned rate
- Complimentary Wi Fi in the room
- Complimentary two mineral water bottles in the room, replenished daily.
- Complimentary fruit platter on arrival and on request the subsequent days.
- In room tea/coffee maker.
- In room electronic safe.
- Unlimited usage of 'Spa Oasis' standard facilities Includes: Sauna, Steam, Jacuzzi, Swimming Pool and Gym. (Spa therapies at additional charges)



Grand Club Rooms & Suite Includes:-

- **Complimentary Both Way Airport transfer with the Club Room & Suite.**
- **2 pieces of laundry**
- A choice of complimentary continental breakfast served in the exclusive Grand Club Lounge or full open buffet breakfast at the coffee shop, applicable with both the categories of Room.
- **Pre-registration, express check-in/check-out & Grand Club concierge Service.**
- Choice of newspaper and magazines.
- Complimentary access to the Grand Club Lounge.
- 24 hrs Tea / coffee service at the Grand Club Lounge.
- Complimentary use of the Grand Club Boardroom up to 2 hrs per stay (subject to availability).
- Complimentary cocktails & hors d'oeuvres at The Grand Club Lounge from 1800 hrs till 2000 hrs.

Terms and Conditions

- Rates, terms and conditions in this contract here under super cede and replace all rates, terms & conditions that may have been communicated prior.
- As per the present government regulations 'The Grand' levies 15% luxury taxes on the rack rates, Additional 8.5% Service Tax and a meal VAT is equivalent to 0.625% on applicable rate. In case of any change of taxation by the government the same would be applicable.
- These special rates are valid only for individual bookings to a maximum of 10 rooms and do not apply to a group movement (11 rooms and above). In case of group bookings kindly get in touch with your relationship manager.
- A guaranteed reservation may be cancelled up to 48 hours prior to arrival date. In case of cancellation and amendment (postponement) of the reservation less than 48 hours prior to arrival at the hotel, the hotel will charge a one night room retention fee.
- A maximum occupancy of three is permissible per room at an additional charge of INR 2000/- plus taxes (above double occupancy rate).
- We do not accept personal or company cheques for payment nor do we undertake any third party billing.
- Cheques for billing are not acceptable unless approved and deposited with hotel accounts a minimum of 15 days prior to arrival.
- Confirmation of room category is subject to the availability at the time of making reservation.
- We reserve the right to request for company identification or business card from the guest upon check in and may apply the best available rate for the day if valid proof is not available.
- In the rarest of the occasions the best available rates or the hotel website rates could be lower than your preferred rates. In these occasions you are free to book the room on the best available rates

Long Stay Bookings

- As per the guaranteed booking for the long stay guest (10 days & above), the long stay rate would be applied from the date of the check in. In case the guest departs early (before the 10th night stay) the stay duration would not qualify to avail the special long stay room charges and various discounts, thus the rate would be changed at the time of the departure to the normal stay preferential tariff which would be INR 1,000 higher than the long stay rate and all discounts would be waived off.
- Only a continuous stay of 10 nights and above stay would qualify for the special long stay room charges and other benefits. In case the guest departs in between and returns back again, the long stay rates and benefits would not apply even if the room nights totals to 10+ nights.

- In case of non-acceptance of this offer within 10 days from the date of issuance, it would be considered void. Kindly send us the scanned copy of the acceptance at the e-mail address : reservation@thegrandnewdelhi.com with a copy to the Relationship Manager's Email Id: room.sales11@thegrandnewdelhi.com
- "With effect from 01st June 2016, if payment consideration (or any part of it) is received in cash for provision of any services exceeding Rs.2 lacs, TCS @1% will be applicable on that particular bill and it is calculated @ 1% on the total bill amount inclusive of taxes."

Reservation Guidelines

- Check-in / Check out Time is 1200hrs
 - Early Check-in (Check in before 1200 hrs)
 - Before 0600 hrs : 100% of Room Rates.
 - Between 0600hrs and 0900hrs : 50% of the Room Rates.
 - Between 0900 hrs and 1200hrs : At no additional charges.
(Subject to availability)
 - Late Check-out (Check out after 1200 hrs)
 - Late Check-out till 1400hrs : No additional charges
(Subject to availability)
 - Check out between 1400 hrs & 1800 hrs: 50% of Room Rates
 - Check out after 1800 hrs : 100% of Room

A reservation from check-in prior to 0600 hrs is held from the previous evening and is charged for the previous evening.

- All confirmed reservations must be guaranteed at the time of reservation.
- To guarantee a reservation the hotel will require :-
 - i) A credit card guarantee or
 - ii) One night's deposit (Inclusive of taxes) in cash or
 - iii) Applicable only for credit approved companies: -
The undertaking on the company's letter head that in case of a no-show, late cancellation / amendment the retention bills would be paid by the company with-in 7 days from the receipt of the retention bills. This undertaking needs to be duly signed by an authorized signatory.
- All non-guaranteed reservations will be waitlisted and automatically released after 48 hours of making the reservation or 48 hours prior to the check-in date whichever is having longer lead time to the check-in date.
- Should the guest with a guaranteed reservation not arrive on the scheduled date of arrival, a one-night room charge will be levied as no-show charge. Room in this case will be held till 1400hrs of the following day and then released for resale. If the guest arrives after 1400 hrs on the following day the room and the room category would be subject to availability.
- In case of an early departure, the hotel reserves the right to charge retention for the entire duration of the stay as per the guaranteed reservation.
- 'The Grand's reservation team' would be happy to assist you at :
 - Phone (Board Lines) : 91 11 26771234
 - Phone (Direct) : 91 11 26705313 / 26705504 / 26705514
 - E-mail id : reservation@thegrandnewdelhi.com
 - Fax : 91 11 26705509

To ensure a smooth progression of the above program, all rate contracts previously issued will not be applicable as of from the date of acceptance. May we request this communication to be shared with all relevant departments concerned in your organization.

Invoicing Details

All invoices must be settled either by cash or by an approved Travelers Cheque / Credit Card before departure.

The Grand New Delhi GDS Booking Codes:

GDS	CODE
AMADEUS	1A DELGND
WORLDSPAN	1P 43127
SABRE/ABACUS	AA 56517
APOLLO/GALILEO	UA 61559
Utell CRS Property Code	UI 043127

Looking forward to a 'Grand' association.

Chandram Chakraborty
Senior Sales Manager
Mobile: +91 9560284285
Email Id: room.sales11@thegrandnewdelhi.com

Amit Razdan
Director of Sales & Marketing

Rajat Sethi
General Manager

RECORD OF ACCEPTANCE

NAME : Mr. Sanjeev Sharma (Dy. Inspector General)

COMPANY : Sashtra Seema Bal (SSB)

SIGNATURE :

DATE :

उपमहानिरीक्षक (प्रशासन)
Deputy Inspector General (Admn)
प्रशासनिक, सशस्त्र सीमा बल (SSB)
Director (Admn) SSB (MIA)
Sashstra Seema Bal
New Delhi