

October 05, 2017

**Mr. RAJIB AHMED**

Deputy Manager, Event & Logistics

Bangladesh Association of Software and Information Services (BASIS)

BDBL Bhaban (5th Floor), 12 Kawran Bazar, Dhaka -1215

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Dear Mr. Rajib Ahmed,

Warm greetings to you from **INNOTEL** – Luxury Business Hotel in Banani

We would like to take this opportunity to express our sincere thanks and gratitude to you and your esteemed organization for patronizing **INNOTEL** - Business Boutique Hotel in Banani since its inception. We would like to express our sincere appreciation & gratitude for your continuous and valued support and look forward to work with you.

Based on your patronage and support and the future business potentialities, we would like to offer the following Preferred Corporate Rate to facilitate you and your upcoming guests at **INNOTEL** - Business Boutique Hotel in Banani, Dhaka. **Which are complemented unique service and artistic presentation and warm Hospitality.**

Room Rates along with other features are given below to accommodate your guest at our hotel.

Room Categories	Usual Rates 2017	CORPORATE RATES FOR 2017 BASIS
Standard Room Single – 120 SQFT	US\$ 120++ Per Night	US\$ 65++ Per Night
Deluxe Room Single/Couple – 220 SQFT	US\$ 160++ Per Night	US\$ 75++ Per Night
remium Room Single/Twin -360 SQFT.	US\$ 220++ Per Night	US\$ 99++ Per Night

The above rates are subject to 10% Service Charge and 15% VAT and will remain valid till December 31,2017. If for any reason the Government Duty structure and Dollar conversion rate changes, the new structure will be applicable with the above quoted rates. Our Dollar conversion Rate is: US\$1=Tk.82.00

**The rates quote above includes the following facilities:**

- Complimentary Buffet breakfast per room per night at Casa Greek Restaurant (1<sup>st</sup> Floor).
- Complimentary Tea/coffee making facilities in the room.
- Complimentary Use of High-speed internet (Wi-Fi) in room.
- Complimentary Two bottle of mineral water per day (0.5 liter)
- Complimentary Daily local Newspaper.
- Complimentary one pick up from airport on Hotel shuttle bus.
- Complimentary Welcome Drinks upon arrival.
- Complimentary one Deluxe/ premium Fruit basket upon arrival.
- Complimentary Use of Health Club (Modern Gymnasium, Steam & Sauna on 10<sup>th</sup> Floor).

- Complimentary Express Check-in & check-out facilities.
- 20% Discount on all services in Spa on Level 10(Opening Soon).
- 25% Discount on Limousine Services.
- 25% Discount on all services in Business Centre.
- Complimentary Shoe Shine.
- Complimentary Local telephone calls email & internet services facilities.
- Late Check Out till 04:00 pm (Depends on availability).

**CONFERENCE/MEETING & BANQUETING FACILITIES:**

Function Room	Location	Measurement (SFT)	Theatre Style	Class Room	U-shape	Banquet	Cocktail Reception
<b>ROK HALL</b>	<b>LEVEL-2</b>	<b>1700</b>	<b>150</b>	<b>80</b>	<b>60</b>	<b>120</b>	<b>150</b>
<b>Board Room</b>	<b>Level -10</b>	<b>600</b>	<b>40</b>	<b>30</b>	<b>25</b>	<b>30</b>	<b>40</b>

**Note:** This rate will be valid from today till 31st December 2017 and only applicable BASIS. Prior reservation is highly appreciated able to enjoy the mentioned facilities. **As this is a very special offer only to your Company, please keep this strictly confidential.**

**General Terms and Conditions:**

- Standard Check-In time is 1400 hours and check out time is 1200 hours.
  - ✓ Late checkout up to 1400 hours complimentary (Depends on availability)
  - ✓ 100% full charge for early check in before 1000 hours.
  - ✓ 50% additional charge for late checkout after 1400 hours (subject to availability)
  - ✓ 100% full charge for late checkout after 1800 hours (subject to availability).
- All the booking request must be communicated to the hotel in writing (either by letter, facsimile or email).
- The Preferred Corporate Client will make an advance reservation with the hotel and the hotel will confirm the reservation subject to availability. If for any reason, the requested room category is not available, the hotel will offer alternative category of rooms and the rate will be applicable for that category of room.
- The hotel will send reservation confirmation to the client upon receipt of reservation request in writing.
- During Check-In time, credit card pre authorization will be taken by the Front Office of the respective guest. In case of cash payment, full cash payment must be made during Check-In time. All the guests will settle the bill by cash or credit cards during the time of Check-Out unless we have credit arrangement with the client. Clients having credit arrangement with the hotel must communicate the payment instructions in writing at least 24 hours prior to guest arrival.

- The hotel strongly recommends that all the reservations should be guaranteed by credit cards. If the hotel and the preferred client have a credit arrangement, a letter signed by an authorized person of the preferred client will serve the purpose of guarantee.
- This is an offer letter and does not automatically extend credit facility. INNOTEL reserves all rights to make any changes without any prior notice.

**Cancellation Policy:**

One night's room charge will be applicable for No Shows/Cancel unless hotel receives cancellation notice in writing 48 hours before the guest arrival by the guest or the organization concerned.

**Early Departure Policy:**

In case of early departure additional one night will be charged.

**After reviewing the Preferred Corporate Agreement of 2017, please sign in token of your acceptance of the above rates and general terms and conditions. Please send one set to us for our record.**

I look forward to have a mutually beneficial business relationship in the days ahead. I would be very happy to assist you on your further requirements.

Thanking you,

**Yours sincerely,**

Mohammad Monir Hossen  
Manager-Sales & Marketing  
**INNOTEL BANANI, DHAKA, BANGLADESH**

**A simple hotel, simple surprise** - at the best business hotel in Banani. *Innotel is an international standard Business hotel with 42 rooms, 02 restaurants, 02 meeting rooms, Modern GYMNASIUM, STEAM & SAUNA, SPA(opening Soon) and Signature bath amenities, world class furniture and services that include a **Heavenly bed** with other facilities.* [www.innotelbatonrouge.com](http://www.innotelbatonrouge.com)

**INNOTEL**

**BASIS**

Name : Mohammad Monir Hossen  
Title : Manager-Sales & Marketing  
Signature:

Name :  
Title :  
Signature :

Date: 5 October 2017

Company stamp: