

20<sup>th</sup> August, 2024

Dr. Zahid Majeed  
Director International Collaboration & Exchange  
Director, Academic Planning and Course Production  
Room-G.17, Block-ICT,  
Allama Iqbal Open University  
Islamabad, Pakistan.  
Office: 0092 51 9057294 051 9057802  
Cell: 0092 321 6840501  
[zahid\\_majeed@aiou.edu.pk](mailto:zahid_majeed@aiou.edu.pk)

**Subject:** Proposal Letter

Dear Mr. Zahid,

Greetings from Islamabad Ramada Hotel!

As per your request and keep our long-term business relationship. We express our sincere gratitude for the valuable patronage that you have extended towards the Islamabad Ramada Hotel. It is our endeavor to provide our valuable guests with facilities of immaculate standard, which they so rightly expect from the Islamabad

Ramada Hotel. Our efforts are to develop, maintain and further improve upon the rapport with your organization.

ROOM RATES (Bed & Breakfast basis only)

Deluxe Single Room : Rs. 30,000.00 plus tax of 20.75%  
Deluxe Double Room : Rs. 33,000.00 plus tax of 20.75%

Check-in: 14<sup>th</sup> October, 2024  
Check-out: 18<sup>th</sup> October, 2024

Number of rooms: 50 (Deluxe Rooms)

Buffet Lunch @ 3800 plus tax (each person)  
Buffet Dinner @ 4800 plus tax (each person)

The above rates are inclusive of the following complimentary facilities:

- Complimentary Airport Pick & Drop, subject to prior flight details.
- Welcome Drinks at the time of check-in.
- Buffet Breakfast at Maira Coffee Shop.
- Complimentary 02 small mineral water per room per day.
- Complimentary Tea/Coffee maker in all rooms.
- Complimentary use of Gym and Swimming Pool.
- Electronic Safe Deposit Box in room.
- High speed Wi-Fi broad band Internet facility for in – house guest.
- 02 piece pressing male & 03 piece for female per person per day (Complimentary)

CANCELLATION /NO SHOW POLICY

Please confirm the guaranteed rooms 3 days before the reservation date. In case of any no-show and late cancellations, Room rent for the guaranteed number of rooms and nights will be charged in any case as per the hotel policy.

Due to high demand period all meeting/ conference bookings are required to serve cancellation notice at least 15 days prior to arrival date in order to avoid any cancellation charges. 50% cancellation charges of total amount shall be applied if the booking is cancelled within 14 days prior to arrival and 100% charge of total amount shall be applied if the booking is cancelled within 08 days for the total number of rooms booked for total nights.

CHECK IN / CHECK OUT TIME: Hotel Check in time is after 14:00 hours and in case of early arrivals it's suggested to book rooms from previous night to guarantee the early check-in.

Hotel Check-Out time is before 1200 hours and in case of late check-out 50% charges shall be applied till 1600 hours and 100% charges shall be applicable afterwards.

IMPORTANT TERMS & CONDITIONS: Above room rates are quoted on a per room per night basis and are subject to Government applicable taxes, subject to change with government order.

Mode of Payment: Cash Advance

CREDIT POLICY: All payments related to event booking shall be required in advance to guarantee the booking. Hotel's credit facility is available only for those company's which are enlisted through Bank Guarantee with our Credit Department.

Once again, we would like to express the great value of patronage shown by your organization and assure you the preferred treatment to your guests

We look forward to a cordial and mutually beneficial business relationship in future.

Shahzad Ahmad

Senior Sales Manager



[asm1@ramadaislamabad.com](mailto:asm1@ramadaislamabad.com)

+92 300 835 7238

Narendar Javed

Director Sales & Marketing



[sm@ramadaislamabad.com](mailto:sm@ramadaislamabad.com)

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Accepted by: Mr. Zahid

1 Club Road, Islamabad.

Phone: 051-2875199

Fax: 051-2875099

Email: [asm1@ramadaislamabad.com](mailto:asm1@ramadaislamabad.com)

Website: [www.ramadaislamabad.com](http://www.ramadaislamabad.com)