



**REGIONAL TRAINING CENTRE,  
PRINCIPAL DIRECTORATE DEFENCE ESTATES  
SOUTHERN COMMAND, MINISTRY OF DEFENCE,  
OPP ST IGNATIUS CHURCH, KIRKEE, PUNE-411003**

**Tele No. 020-25817510,**

**Email – rtcKirkee-dgde.gov.in**

**GUIDELINES FOR OUTSOURCING OF CAMPUS FACILITIES OF RTC, KIRKEE**

Reference: Agenda No. 08 of Twenty Third meeting of the Governing Council held on 24 May 2021.

1. **Outsourcing of campus facilities of RTC:** The campus of RTC shall be outsourced to: -
  - a) Government Organizations
  - b) NGOs
  - c) PSUs
  - d) Reputed Educational Institutions
  - e) Corporate Bodies
  - f) Any other organization as decided by the Governing Council from time to time.
2. The facilities shall be outsourced for the following purposes: -
  - a) For Organizing training programs for the staff / members
  - b) Workshops / Seminars / Conferences / Conclaves
  - c) Educational Courses
  - d) Technical Courses
  - e) Any other purpose as decided by the Governing Council from time to time.
3. **Rates approved by the Governing Council for conducting any of the above-mentioned purposes (to be reviewed after six months): -**

Sr. No.	Particulars	Charges per Day
	<b>AUDITORIUM/CLASS ROOMS</b>	
1	Conference Room/Auditorium	
	(Air-conditioned: Seating Capacity: 100)	15,000 /-
2	Class Room	
	(Air-conditioned: Seating Capacity: 40)	6,000 /-
3	P.A. System (For Class - Room/Auditorium and Board Room) –	500 /-

Sr. No.	Particulars	Charges per Day
	<b>EQUIPMENTS</b>	
4	L.C.D. Projector	500 /-
5	Lap Top/Computer	300 /-
6	Screen	300 /-
	<b>HOSTEL ROOMS</b>	
7	Hostel Rooms (per room of double bed) (exclusive of meals) on twin sharing basis	1200/-
8	Hostel Room (Single occupancy) (exclusive of meals)	800/-

**4. Terms and conditions for outsourcing of the campus of RTC are as follows: -**

- An advance amount for the booking will be charged @ 25% of the proposed services, while the application is received
- A refundable Security amount will have to be deposited @25% of the total charges leviable for the purpose the premises are booked. The balance booking charges (other than advance amount) shall have to be paid at least one day before the event or booking date along with security deposit amount.
- In case of damage or loss of any property, the cost will be recovered from the security deposit. The balance amount of security deposit shall be refunded within 07 days of the event.
- In case the damage or loss is more than the security deposit amount, then the remaining amount must be settled by the Organization / applicant within 03 days from the date of demand.
- Food charges and electricity charges are exclusive of the charges for occupancy as given in the table (point 03).
- The premises shall not be given for more than 05 (five) days for any purpose.
- There shall be a minimum gap of 02 (two) clear days between 02 different bookings.
- The security of the place and decorum of the RTC shall be maintained by the applicant / organization.
- The housekeeping services will be provided by the RTC.
- At least one photo ID card should be provided by the applicant organization in respect of participant who shall wear it while attending event and display on their body distinctly.
- Charges shall be levied for full day irrespective of the duration of such usage for a day or a period less than a day.
- Check-out time for the Hostel Rooms shall be 12:00 Noon.
- Breakfast / Lunch / Dinner / Tea etc. will be provided only through the caterer authorized by the RTC / Governing Council. The menu may have options for final selection by the organization / applicant.
- Care must be taken by the applicant / organization for the optimum utilization of water, electricity and other resources.

- Smoking, alcohol consumption and consumption of other intoxicants in the Campus shall be strictly prohibited. Breach of this conditions, shall be strictly dealt with and the Applicant Organization contract shall be terminated on immediate basis because of the same.
- No social functions / parties will be allowed inside & outside the building premises.
- No unauthorized guest(s) except the designated ones by the applicant organization shall be permitted to stay in the hostel.
- All electrical appliances like fans, light points, air-conditioners, geysers, etc. shall be switched off before leaving the hostel room.
- Risk and safety of valuables of participants shall be of the applicant organization. The RTC shall not be responsible for any loss.
- Vehicles of all kinds should be kept/ parked properly at the designated places.
- No special arrangements shall be made for drivers / attendants by the RTC. They should be accommodated outside the campus by the applicant organization.
- GST and other charges/taxes leviable are separately applicable.
- Electrical Charges (per day)
 

1. Conference hall	-- Rs.4000/-
2. Class room	-- Rs.1800/-
3. (a) Hostel room A/C	-- Rs.200/-
(b) Hostel room non A/C	-- Rs.50/-.
- Food Charges

1. Morning Tea	-- Rs. 15/-
2. Breakfast	-- Rs. 75/-, Rs.150/- (As per option selected)
3. Lunch	-- Rs. 150/-, Rs.300/- (As per option selected)
4. Evening Tea with biscuits	-- Rs. 25/-
5. Dinner	-- Rs. 150/-, Rs.300/- (As per option selected)
6. Mineral Water	-- Rs. 25/-
7. Others	-- As per actual price.

**5. Booking and Cancellation procedure for the outsourcing of the campus of RTC:**

- Booking / cancellation Forms are available at the office of RTC Manager and also on the official Website ([www.rtcsc.org.in](http://www.rtcsc.org.in)) of RTC Kirkee.
- Duly filled booking/cancellation forms shall be submitted at least 7 days in advance to RTC Manager or through email at [rtckirkee-dgde@gov.in](mailto:rtckirkee-dgde@gov.in)
- The booking is purely provisional and based on First-Cum-First Served basis.
- No telephonic bookings / cancellations will be entertained.
- Confirmation will be conveyed through e-mail or can be checked at the office of RTC Manager/website.
- Cancellations charges shall be levied by way of forfeiture of the booking amount @ 15% of the proposed services to be booked), in case cancellation is done by the applicant organization not earlier than 3 days in advance from the date of proposed use, failing which entire above amount will be forfeited.



**Executive Member  
Regional Training Centre, Kirkee  
(Pramod Kumar Singh)**