



# ORSI GUEST HOUSE

Comfortable • Clean • Convenient

89 Purba Diganta, Kalikapur, Kolkata 700075, India

☎ 09123764073 (Call / WhatsApp) | ✉ orsi.guesthouse@gmail.com

## Booking Procedure

1. Guests should submit the Booking Form with the required details.
2. Booking is confirmed only after the Guest House verifies the request and confirms availability.
3. After submitting the booking form, payment should be made using the official payment QR provided by ORSI Guest House.
4. After payment, submit the Payment Form with the transaction/reference details and payment proof.
5. Booking confirmation will be communicated after verification of the application and payment.
6. Applications are intended to be confirmed within 24 hours, subject to availability and verification.

## Room Facilities & Rates

| Room Type                | Bed / Description                    | Facilities                                                         | Rate per Day |
|--------------------------|--------------------------------------|--------------------------------------------------------------------|--------------|
| Room 1 – Two Single Beds | Two single beds                      | Wi-Fi, AC facility, comfortable room                               | ₹1,600/-     |
| Room 2 – Queen Bed       | One queen bed                        | Wi-Fi, AC facility, comfortable room                               | ₹1,200/-     |
| Full Floor               | Two bedrooms + spacious drawing room | Suitable for sitting, relaxing, meetings & common guest use; Wi-Fi | ₹2,800/-     |

**Note:** Rates are per day and are subject to room availability and applicable booking conditions.

## Booking Form

**Booking Form Link:** <https://forms.gle/Mirp5psQdy98r7DP7>

(Use the official ORSI Guest House booking form link.)

## Payment Form

**Payment Form Link:** <https://forms.gle/a7jCbNuGFnEWU1SU9>

(Use this form to submit payment/reference details and proof.)

## Rules & Regulations

### 1. Fixed Check-in and Check-out Timings

- Check-in Time: 12:00 PM (Noon)
- Check-out Time: 10:00 AM

- The above check-in and check-out timings are fixed and must be followed by all guests.
2. Guests must provide Aadhaar ID for valid identification and accurate contact information as required by the Guest House.
  3. Only the number of guests declared in the booking/application may stay in the allotted room unless prior permission is obtained.
  4. Guests must maintain cleanliness and take reasonable care of room furniture, fittings, electrical equipment and other property.
  5. Any damage, loss or breakage caused by a guest may be recoverable from the guest as per the Guest House policy.
  6. Smoking is not permitted inside rooms or in restricted areas of the premises.
  7. Guests should maintain peace and avoid loud music, disturbance or any activity that cause inconvenience to other guests or staff.
  8. Use of the premises for unlawful, hazardous or unauthorized activities is strictly prohibited.
  9. Visitors/extra guests may be permitted only with prior approval of the Guest House management.
  10. Guests should not shift furniture, fixtures or equipment between rooms without permission.
  11. Children and personal belongings remain the responsibility of the accompanying guest.
  12. Payment/refund/cancellation matters will be handled according to the booking terms communicated at the time of confirmation.
  13. The Guest House management reserves the right to refuse or cancel a booking where the guest's identity or payment does not comply with the applicable rules.
  14. Guests are requested to follow staff instructions relating to safety, security and emergency procedures.

### **Payment by Bank Transfer**

A/c. Name : **Operational Research Society of India**

A/c. Number: 462254450

Name of the Bank: Indian Bank

Branch: Ekdalia (Gariahat), Kolkata

IFS Code: IDIB000G005

**OR**

### **Payment by QR Code**

**SCAN & PAY**



UPI ID : 8101697371@indianbk

**Important: Please verify the recipient/account name before making payment**

**Thank you for choosing ORSI Guest House**