

**Employee Name - VAISAKH ML**

**Employee Contact - 9847488644**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 23-Apr-2026**

Dear VAISAKH ML,

With reference to your request number UID No 06042614165855. { 23-Apr-2026 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	23-Apr-2026	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	22
MEETING VENUE	ST. GREGORIOS MEDICAL MISSION HOSPITAL	MEETING CITY	THIRUVALLA
MEETING SUBJECT	Novartis Initiated meeting at St Gregorius ,Parumala	SEATING STYLE	CLUSTER

ST GREGORIOS MEDICAL MISSION HOSPITAL	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	22	550.00	27.50	578.00	12705.00
BANQUET		0	0	0	0
NET TOTAL					12705.00
AGENCY MANAGEMENT CHARGES					1016.00
TOTAL BILLING					13721.00
GST(18%)					2470.00
TOTAL GROSS BILLING					16191.00

Kindly note that the quotation provided is for budgetary purposes only. The final invoice will be based on actual consumption and the confirmed guest count.

In the meantime, we request you to please do update the Shopping cart OR Purchase Order No on Hotel-Meeting Requisition Request.

Should you have any questions or need further clarification, please feel free to reach out **Mr Sanchit 9930902119 / Ms Priyanka 9096860622** , will be happy to assist for any further queries.

Thank you for your continuous support and cooperation