

**Employee Name - SEEMA MITTAL**

**Employee Contact - 9717356793**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 23-Apr-2026**

Dear SEEMA MITTAL,

With reference to your request number UID No 17042611157285. { 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	20	MEETING GUEST COUNT - NON VEG	0
MEETING VENUE	Sharda Hospital	MEETING CITY	NOIDA
MEETING SUBJECT	f2f meeting	SEATING STYLE	CLUSTER

**Note:** The minimum guarantee guest count is **15**.

MAXWELL HOTELS PRIVATE LIMITED	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	20	1300.00	65.00	1365.00	27300.00
BANQUET		0	0	0	0
NET TOTAL					27300.00
AGENCY MANAGEMENT CHARGES					2184.00
TOTAL BILLING					29484.00
GST(18%)					5307.00
TOTAL GROSS BILLING					34791.00

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