

**Employee Name - ARPIT GUPTA**

**Employee Contact - 9015387448**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 23-Apr-2026**

Dear ARPIT GUPTA,

With reference to your request number UID No 04032517159602. { 08-Mar-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	08-Mar-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	12	MEETING GUEST COUNT - NON VEG	13
MEETING VENUE	APOLLO HOSPITAL, JASOLA	MEETING CITY	DELHI
MEETING SUBJECT	Promotional speaker program	SEATING STYLE	CLUSTER

ZOMATO LIMITED	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	25	800.00	40.00	840.00	21000.00
BANQUET		0	0	0	0
LCD MULTIMEDIA PROJECTOR	1	1500.00	270	1770	1770.00
PORTABLE SCREEN	1	1000.00	180	1180	1180.00
NET TOTAL					23950.00
AGENCY MANAGEMENT CHARGES					1916.00
TOTAL BILLING					25866.00
GST(18%)					4656.00
TOTAL GROSS BILLING					30522.00

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