

**Employee Name - SATHISH KUMAR SRINIVASAN**

**Employee Contact - 9840411013**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear SATHISH KUMAR SRINIVASAN,

With reference to your request number UID No 20082516082705. { 25-Aug-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	25-Aug-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	30
MEETING VENUE	APOLLO HOSPITAL CHENNAI	MEETING CITY	CHENNAI
MEETING SUBJECT	PROMO MEETING	SEATING STYLE	CLUSTER

SRI KARPAGA VINAYAGAR CATERERS	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	30	850.00	42.50	892.00	26775.00
BANQUET		0	0	0	0
LAPTOP WITH MOUSE	1	3500.00	630	4130	4130.00
LCD MULTIMEDIA PROJECTOR	1	4000.00	720	4720	4720.00
NET TOTAL					35625.00
AGENCY MANAGEMENT CHARGES					2850.00
TOTAL BILLING					38475.00
GST(18%)					6926.00
TOTAL GROSS BILLING					45401.00

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