

**Employee Name - JASINGFA BURAGOHAIN**

**Employee Contact - 9859024674**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear JASINGFA BURAGOHAIN,

With reference to your request number UID No 01092517311685. { 12-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	12-Sep-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	35
MEETING VENUE	MANIPAL HOSPITALS DHAKURIA	MEETING CITY	KOLKATA
MEETING SUBJECT	NOVARTIS MEETING	SEATING STYLE	CLUSTER

BUSINESS EDGE	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	35	1250.00	225.00	1475.00	51625.00
BANQUET		21000	3780	24780	24780
NET TOTAL		76405.00			
AGENCY MANAGEMENT CHARGES		6112.00			
TOTAL BILLING		82517.00			
GST(18%)		14853.00			
TOTAL GROSS BILLING		97370.00			

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