

**Employee Name - ANAND CHAUHAN**

**Employee Contact - 8154061612**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear ANAND CHAUHAN,

With reference to your request number UID No 02092518119267. { 11-Dec-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	11-Dec-2025	DELIVERY TIME	16:00:00
MEETING GUEST COUNT - VEG	40	MEETING GUEST COUNT - NON VEG	0
MEETING VENUE	ZYDUS HOSPITAL	MEETING CITY	AHMEDABAD
MEETING SUBJECT	f2f meeting	SEATING STYLE	CLUSTER

**Note:** The minimum guarantee guest count is **36**.

PERCEPT	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS HI-TEA - FOOD	40	700.00	35.00	735.00	29400.00
BANQUET		0	0	0	0
NET TOTAL					29400.00
AGENCY MANAGEMENT CHARGES					2352.00
TOTAL BILLING					31752.00
GST(18%)					5715.00
TOTAL GROSS BILLING					37467.00

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