

**Employee Name - AISWARYA BAIJU**

**Employee Contact - 8531831548**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear AISWARYA BAIJU,

With reference to your request number UID No 04092512594948. { 10-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	10-Sep-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	23
MEETING VENUE	AMRITA INSTITUTE OF MEDICAL SCIENCES KOCHI	MEETING CITY	COCHIN
MEETING SUBJECT	NOVARTIS MEETING	SEATING STYLE	CLUSTER

PARAGON RESTAURANT AND CATERING	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	23	650.00	32.50	682.00	15698.00
BANQUET		0	0	0	0
NET TOTAL					15698.00
AGENCY MANAGEMENT CHARGES					1256.00
TOTAL BILLING					16954.00
GST(18%)					3052.00
TOTAL GROSS BILLING					20006.00

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