

**Employee Name - SOUMYAJIT KAR**

**Employee Contact - 9434462022**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear SOUMYAJIT KAR,

With reference to your request number UID No 08092509338879. { 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	32
MEETING VENUE	MANIPAL HOSPITAL BROADWAY	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	32	1250.00	225.00	1475.00	47200.00
BANQUET		8500	1530	10030	10030
NET TOTAL		57230.00			
AGENCY MANAGEMENT CHARGES		4578.00			
TOTAL BILLING		61808.00			
GST(18%)		11125.00			
TOTAL GROSS BILLING		72933.00			

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