

Employee Name - PRASANTA DAS

Employee Contact - 9830585725

Company Name - NOVARTIS HEALTHCARE PVT LTD

Date - 21-Sep-2025

Dear PRASANTA DAS,

With reference to your request number UID No 12092510413451. { 19-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	19-Sep-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	30
MEETING VENUE	CESC EASTERN BUILDING	MEETING CITY	KOLKATA
MEETING SUBJECT	NOVARTIS MEETING	SEATING STYLE	CLUSTER

GLOBAL FOODS	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	30	1000.00	180.00	1180.00	35400.00
BANQUET		0	0	0	0
NET TOTAL		35400.00			
AGENCY MANAGEMENT CHARGES		2832.00			
TOTAL BILLING		38232.00			
GST(18%)		6882.00			
TOTAL GROSS BILLING		45114.00			

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