

Employee Name - MEGHA KASHYAP

Employee Contact - 9643709903

Company Name - NOVARTIS HEALTHCARE PVT LTD

Date - 21-Sep-2025

Dear MEGHA KASHYAP,

With reference to your request number UID No 15092511432582. { 17-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	17-Sep-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	25	MEETING GUEST COUNT - NON VEG	0
MEETING VENUE	MAX HEALTHCARE SAKET	MEETING CITY	DELHI
MEETING SUBJECT	f 2 f meeting	SEATING STYLE	CLUSTER

PERCEPT	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	25	1400.00	70.00	1470.00	36750.00
BANQUET		0	0	0	0
NET TOTAL					36750.00
AGENCY MANAGEMENT CHARGES					2940.00
TOTAL BILLING					39690.00
GST(18%)					7144.00
TOTAL GROSS BILLING					46834.00

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