

**Employee Name - JOSEPH D'CRUZ**

**Employee Contact - 9847071146**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear JOSEPH D'CRUZ,

With reference to your request number UID No 16092508515314. { 20-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	20-Sep-2025	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	0	MEETING GUEST COUNT - NON VEG	22
MEETING VENUE	ASTER MEDCITY	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	22	450.00	22.50	472.00	10395.00
BANQUET		0	0	0	0
NET TOTAL					10395.00
AGENCY MANAGEMENT CHARGES					832.00
TOTAL BILLING					11227.00
GST(18%)					2021.00
TOTAL GROSS BILLING					13248.00

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