

Employee Name - AMAN PREET GILL

Employee Contact - 9711108774

Company Name - NOVARTIS HEALTHCARE PVT LTD

Date - 12-Jan-2026

Dear AMAN PREET GILL,

With reference to your request number UID No 30122511253363. { 09-Jan-2026 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

DELIVERY DATE	09-Jan-2026	DELIVERY TIME	13:00:00
MEETING GUEST COUNT - VEG	45	MEETING GUEST COUNT - NON VEG	0
MEETING VENUE	FORTIS MEMORIAL RESEARCH INSTITUTE	MEETING CITY	GURUGRAM
MEETING SUBJECT	ISP at Fortis Memorial Research Insitute	SEATING STYLE	CLUSTER

Note: The minimum guarantee guest count is **35**.

Compass India Food Services pvt ltd	GUEST COUNT / UNIT	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH BOX - FOOD	45	650.00	32.50	682.00	30712.00
BANQUET		0	0	0	0
NET TOTAL					30712.00
AGENCY MANAGEMENT CHARGES					2457.00
TOTAL BILLING					33169.00
GST(18%)					5970.00
TOTAL GROSS BILLING					39139.00

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