

**Employee Name** - MANISH SARAN SHARMA  
**Employee Contact** - 9329840004  
**Company Name** - NOVARTIS HEALTHCARE PVT LTD  
**Date** - 21-Sep-2025

Dear MANISH SARAN SHARMA,

With reference to your request number UID No 25082514009685. { 05-Sep-2025 }, we are pleased to provide a suitable quotation for your meeting request as per the elements detailed below:

Meeting Category	HOTEL MEETING	Meeting City	RAIPUR
Meeting Guest Count	20	Cvent No	LBNZDDNMDHN
Meeting Type	Business Dinner	Meeting Subject	Promotional event _ 05th Sept 2025 _ Hotel Sayaji ,Raipur ( C.G)
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

SAYAJI HOTELS RAIPUR	63911
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HOTEL MEETING (MIN 0 pax guarantee)		SAYAJI HOTELS RAIPUR			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	20.00	1500.00	270.00	1770.00	35400.00
BANQUET		0.00	0.00	0.00	0.00
COLLAR MIKE	1.00	1000.00	180.00	1180.00	1180.00
CORDLESS HAND MIKE	1.00	1000.00	180.00	1180.00	1180.00
LAPTOP WITH MOUSE	1.00	2500.00	450.00	2950.00	2950.00
LCD MULTIMEDIA PROJECTOR	1.00	3500.00	630.00	4130.00	4130.00
PORTABLE SCREEN	1.00	1000.00	180.00	1180.00	1180.00
SMALL PA SYSTEM	1.00	3500.00	630.00	4130.00	4130.00
NET TOTAL		50150.00			
AGENCY MANAGEMENT CHARGES		4012.00			
TOTAL BILLING		54162.00			

GST(18%)	9749.00
TOTAL GROSS BILLING	<b>63911.00</b>

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