

**Employee Name - KAUSHIK DAS**

**Employee Contact - 9435107536**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear KAUSHIK DAS,

With reference to your request number UID No 03092513491246. { 18-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	DIBRUGARH
Meeting Guest Count	11	Cvent No	FMNCD6JXHVV
Meeting Type	Business Dinner	Meeting Subject	novartis meeting
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

HOTEL TEA COUNTY	46467
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HOTEL MEETING (MIN 0 pax guarantee)		HOTEL TEA COUNTY			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	11.00	1900.00	342.00	2242.00	24662.00
BANQUET		5000.00	900.00	5900.00	5900.00
LEASE LINE INTERNET	1.00	5000.00	900.00	5900.00	5900.00
NET TOTAL		36462.00			
AGENCY MANAGEMENT CHARGES		2917.00			
TOTAL BILLING		39379.00			
GST(18%)		7088.00			
TOTAL GROSS BILLING		46467.00			

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