

**Employee Name - BHABEN SAIKIA**

**Employee Contact - 9859110299**

**Company Name - NOVARTIS HEALTHCARE PVT LTD**

**Date - 21-Sep-2025**

Dear BHABEN SAIKIA,

With reference to your request number UID No 04092514283921. { 06-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	KOLKATA
Meeting Guest Count	1	Cvent No	HRNLSF6YVSD
Meeting Type	Business Lunch	Meeting Subject	room booking
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

HYATT REGENCY KOLKATA	24813
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HOTEL MEETING (MIN 0 pax guarantee)		HYATT REGENCY KOLKATA			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS LUNCH	1.00	16500.00	2970.00	19470.00	19470.00
BANQUET		0.00	0.00	0.00	0.00
Faculty 1.00 ACCOMMODATION	1.00	0.00	0.00	0.00	0.00
NET TOTAL		19470.00			
AGENCY MANAGEMENT CHARGES		1558.00			
TOTAL BILLING		21028.00			
GST(18%)		3785.00			
TOTAL GROSS BILLING		24813.00			

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