

Employee Name - DINESH KAVAD
Employee Contact - 9033576013
Company Name - NOVARTIS HEALTHCARE PVT LTD
Date - 21-Sep-2025

Dear DINESH KAVAD,
With reference to your request number UID No 05092516361647. { 17-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	SURAT
Meeting Guest Count	20	Cvent No	HSNF328VPRH
Meeting Type	Business Dinner	Meeting Subject	f 2 f meeting
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

SURAT MARRIOTT HOTEL	108273
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HOTEL MEETING (MIN 0 pax guarantee)		SURAT MARRIOTT HOTEL			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	20.00	2700.00	486.00	3186.00	63720.00
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	4000.00	720.00	4720.00	4720.00
LCD MULTIMEDIA PROJECTOR	1.00	6000.00	1080.00	7080.00	7080.00
PORTABLE SCREEN	1.00	2000.00	360.00	2360.00	2360.00
SMALL PA SYSTEM	1.00	4000.00	720.00	4720.00	4720.00
NET TOTAL		84960.00			
AGENCY MANAGEMENT CHARGES		6797.00			
TOTAL BILLING		91757.00			
GST(18%)		16516.00			

TOTAL GROSS BILLING	108273.00
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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