

Employee Name - ASHOK SHARMA
Employee Contact - 9053049555
Company Name - NOVARTIS HEALTHCARE PVT LTD
Date - 21-Sep-2025

Dear ASHOK SHARMA ,
With reference to your request number UID No 08092512529678. { 12-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	CHANDIGARH
Meeting Guest Count	16	Cvent No	GRNF38ZTTN9
Meeting Type	Business Dinner	Meeting Subject	Meeting with Dr Rajat Sharma
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

MUNJAL CATERING SERVICES	79250
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HOTEL MEETING (MIN 15 pax guarantee)		MUNJAL CATERING SERVICES			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	16.00	2200.00	396.00	2596.00	41536.00
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	3500.00	630.00	4130.00	4130.00
LCD MULTIMEDIA PROJECTOR	1.00	5000.00	900.00	5900.00	5900.00
PORTABLE SCREEN	1.00	1000.00	180.00	1180.00	1180.00
SMALL PA SYSTEM	1.00	6000.00	1080.00	7080.00	7080.00
NET TOTAL		62186.00			
AGENCY MANAGEMENT CHARGES		4975.00			
TOTAL BILLING		67161.00			

GST(18%)	12089.00
TOTAL GROSS BILLING	79250.00

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