

Employee Name - SATABDI MUKHERJEE
Employee Contact - 9674250454
Company Name - NOVARTIS HEALTHCARE PVT LTD
Date - 21-Sep-2025

Dear SATABDI MUKHERJEE,

With reference to your request number UID No 10092513313609. { 19-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	30	Cvent No	FVNM2SVVXVK
Meeting Type	Business Dinner	Meeting Subject	NOVARTIS MEETING
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

VIVANTA KOLKATA EM BYPASS	131432
---------------------------	--------

HOTEL MEETING (MIN 0 pax guarantee)		VIVANTA KOLKATA EM BYPASS			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	30.00	2600.00	468.00	3068.00	92040.00
BANQUET		0.00	0.00	0.00	0.00
COLLAR MIKE	1.00	700.00	126.00	826.00	826.00
CORDLESS HAND MIKE	1.00	700.00	126.00	826.00	826.00
LAPTOP WITH MOUSE	1.00	1500.00	270.00	1770.00	1770.00
LCD MULTIMEDIA PROJECTOR	1.00	3500.00	630.00	4130.00	4130.00
PORTABLE SCREEN	1.00	500.00	90.00	590.00	590.00
SMALL PA SYSTEM	1.00	2500.00	450.00	2950.00	2950.00
NET TOTAL		103132.00			
AGENCY MANAGEMENT CHARGES		8251.00			
TOTAL BILLING		111383.00			
GST(18%)		20049.00			

TOTAL GROSS BILLING	131432.00
---------------------	-----------

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