

**Employee Name** - RAGHUNATH K  
**Employee Contact** - 8951458264  
**Company Name** - NOVARTIS INDIA LTD  
**Date** - 21-Sep-2025

Dear RAGHUNATH K,  
With reference to your request number UID No 10092514043867. { 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	BENGALURU
Meeting Guest Count	30	Cvent No	ZXN2D8T6QZ8
Meeting Type	Business Dinner	Meeting Subject	NOVARTIS MEETING
Meeting Seating Style	CLUSTER	Meeting Final Tax Invoice	Bill Value

FAIRFIELD BY MARRIOTT BENGALURU RAJAJINAGAR	96844
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HOTEL MEETING (MIN 0 pax guarantee)		FAIRFIELD BY MARRIOTT BENGALURU RAJAJINAGAR			
ELEMENTS	QUANTITY	PER PERSON UNIT COST	GST	TOTAL PER PERSON UNIT COST	TOTAL COST INCLUDING GST
BUSINESS DINNER	30.00	1600.00	288.00	1888.00	56640.00
BANQUET		0.00	0.00	0.00	0.00
COLLAR MIKE	1.00	1200.00	216.00	1416.00	1416.00
CORDLESS HAND MIKE	1.00	1200.00	216.00	1416.00	1416.00
LAPTOP WITH MOUSE	1.00	3500.00	630.00	4130.00	4130.00
LCD MULTIMEDIA PROJECTOR	1.00	4500.00	810.00	5310.00	5310.00
PORTABLE SCREEN	1.00	1000.00	180.00	1180.00	1180.00
SMALL PA SYSTEM	1.00	5000.00	900.00	5900.00	5900.00
NET TOTAL		75992.00			
AGENCY MANAGEMENT CHARGES		6079.00			
TOTAL BILLING		82071.00			

GST(18%)	14773.00
TOTAL GROSS BILLING	<b>96844.00</b>

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