

SPOTLIGHT EVENTS

Gurugram | GSTIN 06ABCDE1234F1Z5 (sample)

QUOTATION

QUOTATION NO. QT/2026-27/014	DATE 01 Oct 2026	VALID TILL 16 Oct 2026
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Bill To

Admin Team

Orbit Software Pvt. Ltd., Gurugram

Subject: Annual day event at banquet hall, 6 pm to 10 pm

#	Item	Qty	Unit	Rate (Rs.)	GST	Amount (Rs.)
1	Event concept, planning, vendor management and on-site coordination	1	Job	25,000.00	18%	25,000.00
2	Stage 24 x 16 ft, 2 ft high, with printed backdrop	1	Set	38,000.00	18%	38,000.00
3	Sound system 2 kW with 2 cordless mics and operator	1	Day	18,000.00	18%	18,000.00
4	LED wall, P3.9 indoor, 12 x 8 ft	96	Sq ft	140.00	18%	13,440.00
5	Stage lighting: par cans and 4 moving heads with operator	1	Set	15,000.00	18%	15,000.00
6	Anchor for 3 hours (English and Hindi)	1	Nos	20,000.00	18%	20,000.00
7	Registration desk with 2 hostesses	1	Day	6,000.00	18%	6,000.00
8	Photography and videography with edited highlights	1	Day	22,000.00	18%	22,000.00
9	Decor: entrance arch, stage flowers and table centrepieces	1	Lot	18,000.00	18%	18,000.00

Taxable value	1,75,440.00
GST @ 18%	31,579.20
Grand Total	Rs. 2,07,019.00

Terms & Conditions

- Venue, food and beverages booked by client directly.
- 50% advance on confirmation, 40% two days before, 10% after event.
- Overtime beyond 10 pm as per venue and vendor charges.
- Vendor advances are non-refundable on cancellation within 7 days.

For Spotlight Events



Authorised signatory

Bank / UPI (sample)

Sample Bank, A/c 000123456789, IFSC SAMP0001234
UPI: spotlightevents@upi



Scan to Pay (sample)

Sample for reference. GSTIN, bank and UPI details are made up. Confirm GST rates with your accountant.