



MRDI/2019-2020/383

19 December 2019

**Md. Shawon Shaik**

Junior Executive, Corporate Sales  
Navana Furniture  
58/11-A Sheikh Russel Square,  
Panthapath, Dhaka-1205.

Subject: Work order for supply Table and Chair.

Dear Mr. Shaik,

I am pleased to inform you that the MRDI procurement committee selected your organization for purchase 1-unit Table and 5 units Chair. We are requesting to supply Table and Chair complying with your quotation submitted to us on 19.12.2019.

Sl.	Particular	Quantity	Rate	Amount
1.	<b>Conference Table</b> Modal-FCM-6903 MDF, Mahogne Wood Colour-Walnut Size 2400x1200x750 mm	1	40,415.00	40,415.00
2	<b>Visitor Chair</b> Model: FCV-2213 Rexine	5	5,345.00	26,725.00
<b>Total</b>				<b>67,140.00</b>

1. The total payment will be Tk. 67,140.00 (Sixty seven thousand one hundred forty) only including VAT. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
2. VAT and Tax as admissible will be deducted at source.
3. You will supply Table and Chair in MRDI office within 24 December 2019 within 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
5. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,

Samsun Nahar  
Deputy Manager, Finance



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19.12.19

Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmrdi@yahoo.com, Web : www.mrdibd.org