

MRDI/2021-2022/318

20 November 2021

Gazi Md. Moniruzzaman
Executive Corporate Sales
Electro Mart Ltd.
33 South Avenue, Gulshan-1
Dhaka-1212

Subject: Supply order for 1.5 ton, 2 units & 2 ton, 1 unit Air Conditioner

Dear Mr. Moniruzzaman,

In reference to your quotation no-11/21-003049 dated 10-11-2021, the MRDI procurement committee has selected your organization to supply the following Air Conditioner:

Sl.	Particular	Quantity	Price (BDT)
	GREE BRAND AIR CONDITIONER		
1.	1.5 ton, GS-18LM410-Split wall (18000BTU)	2 set	1,18,572.50
2.	2 ton, GS-24NFA410-Split wall (24000BTU)	1 set	70,950.00
	Warranty: Compressor-5 Years, Spare parts-1 year		
	After Sales Service-1 Year		
	TOTAL		1,89,522.50

You are requested to take necessary steps to supply and install the mentioned Air Conditioner complying with the following terms & conditions:

1. Electro Mart Ltd. will supply and install the Air Conditioner to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with on 25 November 2021.
2. Electro Mart Ltd. Will comply all the terms and conditions of their quotation.
3. Payment will be made through A/C payee cheque/Bank transfer within 7 (seven) days after supplying and installation of the Air Conditioner and submission of Bill. MRDI will deduct VAT & AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Electro Mart Ltd. If you provide Mushak 6.3, no vat will be deducted at source.
4. MRDI will not be responsible for any damage occurring while carrying, delivery and installation.
5. MRDI will have the right to reject the supply order if the specification, terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the products are not in good conditioned.
6. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

Shahmad

Sk. Shaniaz Ahmed
Deputy Manager, Accounts

Received
Monir

Management and Resources Development Initiative (MRDI)

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

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