



MRDI/2022-2023/301

02 May 2023

Md. Saddam Hosain Sumon
Assistant Manager-Corporate Sales Consultant
Global Brand Private Ltd.
19/2, West Panthapath,
Dhanmondi, Dhaka-1205.
Email: saddam.hosain@globalbrand.com.bd

Subject: Supply order for 1 (One) unit computer monitor

Dear concern,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 1 (One) unit computer monitor as per following details:

Sl.	Items	Qty	Rate	Amount
1	ASUS VA27EQSB 27 Inch FHD IPS Eye Care Monitor	1	26,805	26,805.00
		VAT	7.5%	2,010.00
	TOTAL (Including VAT & Tax)			28,815.00

You are requested to take necessary steps to supply 1 (One) unit computer monitor complying with the following terms & conditions:

1. Global Brand Private Ltd. will comply with all the terms & conditions of the submitted quotation no. Ref. GBPL/HO/MRDI/29042023/1001 to us dated 29 April 2023. Requested to check before packing the item with the specifications mentioned in the work order.
2. Global Brand Private Ltd. will supply the mentioned equipment in good condition within 03 May 2023.
3. Total cost will be Tk.28,815/- (Taka Twenty eight thousand eight hundred fifteen) only for 1 unit computer monitor.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 5 working days after the delivery. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
5. MRDI will deduct Tax on the invoice amount and deposit to Government treasury account at the applicable rate and you will provide musuk 6.3 for VAT.
6. 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 laptop, desktop computer with UPS and printer are not in good condition.
7. Global Brand Private Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

Tahmina Ferdowsy
Senior Accounts Officer
MRDI