

MRDI/2020-2021/522

18 March 2021

Md. Shawon Shaik
Junior Executive Corporate Sales
Navana Furniture
58/11-A, 20 Sheikh Russel Square
Panthapath, Dhaka-1205

Subject: Supply order for Navana Furniture

Dear Mr. Shawon,

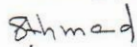
In reference to your scheduled price offer NFL/QT/CP/MRDI/03/2021 dated 02-03-2021, the MRDI procurement committee has selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Conference Table Model # Spl-MDF Size # L-4800 x D-1800 x H-750mm Clolr # Walnut	1	1,72,000/-	1,72,000.00
2.	Fixed Chair Model # FCV 9016MF Clolr # Black	15	5,913/-	88,695.00
	Total			2,60,695.00
	Less Discount 16%			41,711.00
	Payable amount			2,18,984.00

You are requested to take necessary steps to supply the mentioned Furniture complying with the following terms & conditions:

1. Navana Furniture will supply the Furniture to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with in 28 March 2021.
2. Navana Furniture will comply all the terms and conditions of their price offer.
3. Payment will be made through A/C payee cheque/Bank transfer within 7 (seven) days after supplying the furniture and submission of Bill. MRDI will deduct VAT & 2% AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Navana Furniture. 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.

Thanking you,



Sk. Shaniaz Ahmed
Deputy Manager, Accounts


Md. Shawon Shaik

Management and Resources Development Initiative (MRDI)

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

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