

MRDI/2021-2022/325

22 November 2021

Global Brand Pvt. Ltd.
19/2, West Panthapath
Dhanmondi, Dhaka-1205
Attention: Md. Ruhul Amin

Subject: Supply order for 2 (Two) Units Laptop.

Dear Mr. Amin,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 2 units Laptop as per following details:

Sl	Items	Qty	Rate	Amount
1	Asus-UX435EA-1135G7-11th Gen Core i5	1	1,13,814.00	1,13,814.00
2	Asus-VIVOBOK X515EA-1115G4, -11th Gen Core i3	1	52,512.00	52,512.00
	TOTAL			1,66,326.00

You are requested to take necessary steps to supply 2 (two) units Laptop with required accessories complying with the following terms & conditions:

1. Global Brand Pvt. Ltd. will comply with all the terms & conditions of the submitted quotation to us dated 11 November 2021. Requested to check before packing all items with the specifications mentioned in the work order.
2. Global Brand Pvt. Ltd. will supply the mentioned equipment in good condition within 28 November 2021.
3. Total cost will be Tk.1,66,326/- (Taka One Lac sixty six thousand three hundred twenty six) only for two Laptop with required accessories.
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.
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 desktop is not in good conditioned.
7. Global Brand Pvt. Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you

Shaniah Ahmed

Sk. Shaniah Ahmed
Deputy Manager, Accounts
Cell # 01819 472479



Management and Resources Development Initiative (MRDI)

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

Tel : +88 02 48117412 +88 02 48120879, E-mail : info@mrdibd.org, Web : www.mrdibd.org