

MRDI/2019-2020/518

12 February 2020

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

Subject: Supply order for a 1.5 Ton Gree Brand Air Cooler

Dear Mr. Md. Moniruzzaman,

In reference to your quotation QT-02/20-000082 dated 05-02-2020, the MRDI procurement committee has selected your organization to supply the following Air cooler:

Sl.	Particular	Quantity	Price (BDT)
1.	GREE BRAND AIR CONDITIONER GHS-18FV/LMV410-Split Type (Inverter), 1.5 Ton Warranty: Compressor-3 Years, Spare parts-1 year After Sales Service-1 Year	1	71,153.00

You are requested to take necessary steps to supply and install the mentioned Air cooler 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 in 20 February 2020.
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 & 2% AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Electro Mart Ltd.
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,



Md. Abdul Gofur
Manager, Finance