

MRDI/2022-2023/349

20 June 2023

**Md. Golam Mostafa**Proprietor, Transparent  
189 Bir Uttam CR Datta Road (3rd floor),  
Dhaka-1205**Subject: Work order for providing laptops on Rental Basis**

Dear Mr. Mostafa,

This is to inform you that the MRDI has accepted your quotation submitted to us on 12.06.2023 in response to our letter no. MRDI/2022-2023/337(1) dated 07.06.2023. We are requesting you to provide laptops on rental basis complying with the following terms & conditions:

1. MRDI has selected your organization for providing laptop rental for the period from 20 June 2023 to 31 December 2024.
2. You will provide MRDI laptop rental as per requirement. MRDI will inform you of the quantity & required date over telephone.
3. Any of MRDI representatives (s) will receive the laptops from your office/location in good condition. Before delivering, you will allow our IT experts to inspect & check the laptops.
4. The following software & systems must be installed in all the laptops:
5. Operating System- MRDI prefers laptops with processor Core-i5 and above (with SSD). Windows 7/10, Microsoft Office 2016 or above, Bijoy 2003/Bayanno, Mozilla Firefox, Adobe Reader/Writer (Version 6), Zoom, Windows Media Player (Version- Latest), Any Anti-Virus but working and updated and others as seen while on inspection.
6. In all the laptops, you will ensure availability of LAN and Wireless devices are in working condition.
7. The rent per day per laptop will be Tk. 1,680/- (Taka one thousand six hundred eighty) including VAT only. Payment will be made through Bank transfer after admissible deduction of VAT & Tax at source.
8. MRDI will have the right to reject the Rental order if the specification, terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the laptops are not good conditioned, or the supporting facilities are not available.
9. Transparent will be required to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

Tahmina Ferdowsy  
Senior Accounts Officer  
MRDI

Received  
20/6/23

