

MRDI/2020-2021/102

12 August 2020

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 our discussion with you and price list of Navana Furniture Ltd., the MRDI procurement committee has selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (Tk.)
01.	Working Table (for eight persons) (Navana Model # SPL FWS01814 Made by MS structure, Top Laminated board & front glass) Size: L 4800 x 1200 x 750 mm, Color: Alabno Black	2	24,896/-	49,792.00
02.	Working Table (for four persons) (Navana Model # SPL AB.BK) Size: L 2100 x 600 x 750 mm, Color: Alabno Black	2	16,800/-	33,600.00
03.	Fixed Chair Navana Model # FCV-2213 LR Black, Color: All Black	12	5,345/-	64,140.00
04.	Drawer (Navana Model # FDZ-0611 AB BK, Color: AB BK)	12	5,660/-	67,920.00
05.	Bookshelf (Navana Model # HSM-0381 AB BK, Size: L 800 x 400 x 1800 mm, Color: AB BK)	04	10,490/-	41,960.00
	Total			257,412.00
	Less: Discount @ 10%			25,741.00
	Net Price (Two lac thirty one thousand six hundred seventy one only)			231,671.00

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 29 August 2020.
2. Navana Furniture will ensure one year warranty for manufacturing fault.
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 2% AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Navana Furniture. If Navana furniture 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,


Md. Abdul Gofur
 Manager, Finance
