

03 September 2018

**RYANS IT LTD.**  
123/5 BCS Computer City  
IDB Bhaban, Dhaka-1207

Attention: Md. Mazharul Islam

Subject: Supply order for 2 (Two) Unit HP Desktop Computer

Dear Mr. Islam,

We are pleased to inform you that the MRDI procurement committee has selected your organisation to supply Two unit Desktop computer as per following details:

Item	Specification
Brand	HP
Model	HP ProDesk 400 G4 MT 7th Gen i3
Processor	Intel® Core™ i3-7100 Processor (3M Cache, 3.90GHz)
RAM	4 GB 2133 MHz DDR4 Up to 32 GB
Hard Disk	1TB 7200RPM SATA
OS	Free DOS (Windows 10)
Mother Board	Intel H270 Express Chipset
Monitor	HP V194 18.5 Inch LED Monitor 08.020.39
Graphics	Integrated Intel HD 630 Graphics
Audio	HD audio with Realtek ALC221 codec
Optical Drive	SATA 16X Super Multi DVD
Networking	Integrated Realtek GbE
Mouse	HP USB Mouse with a mouse pad
Keyboard	HP USB Keyboard

You are requested to take necessary steps to supply the Desktop PC with required accessories complying with the following terms & conditions:

1. Ryans IT Ltd. will comply with all the terms & conditions of the submitted quotation to us. Requested to check before packing the computer with the specifications mentioned in the work order.
2. Ryans IT Ltd. will supply & install the Desktop in good condition within 03 working days in receipt of the supply order.
3. Total cost will be **Tk. 78,800/-** (Taka Seventy eight thousand eight hundred) only for two Desktop computer with required accessories.

4. MRDI will make payment through A/C payee cheque/Bank transfer against one computer on delivery and the remaining on 1<sup>st</sup> week of October 2018.
5. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
6. MRDI will deduct VAT and Tax on the invoice amount and deposit to Government treasury account at the applicable rate.
7. 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.

Thanking you,



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Md. Abdul Gofur  
Manager, Finance.