

MRDI/2020-2021/127

25 August 2020

Jahedul Alam
Manager
Westren Blinds Ltd.
House # 44, (Ground Floor),
Road # 3, Block-G, Banasree, Rampura,
Dhaka-1219, Bangladesh

Subject: Supply order for Roller blinds Curtains

Dear Mr. Alam,


In reference to your quotation submitted to us on 16-08-2020, the MRDI procurement committee has selected your organization to supply the Roller blinds Curtains as per following details:

Item	Color Code	Quantity	Rate per sft.	Total Price (Tk.)
Roller blinds Curtains				
Exclusive Sun Screen Fabric 5%	DB- A 3003	482 sft.	125.00	60,250.00
Exclusive Curtains Block out Fabric 100%	DB- S 3003			

You are requested to take necessary steps to supply and set the mentioned materials in MRDI office complying with the following terms & conditions:

1. You will supply and set the Rollar blinds to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with in 31 August 2020.
2. Total amount of Tk. **60,250.00** (Sixty thousand two hundred fifty) will be paid for approximately 482 sft. Rollar blinds. If the actual quantity increased or decreased on fitting, payment will be made for actual quantity.
3. Payment will be made through A/C payee cheque/Bank transfer within 7 (seven) days of supplying and setting the Rollar Blinds. MRDI will deduct 5% VAT & 2% AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Western Blinds Ltd. If you 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 fitting.
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



শ্রীমান জাহেদ আলম
Received *Abdul*
25.08.2020

Management and Resources Development Initiative (MRDI)

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

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