

MRDI/2023-2024/249

03 January 2024

**Wahid Murad Shetol**

Senior Executive, Corporate Sales.  
Star Tech & Engineering Ltd.  
Kusholi Bhaban, 6th Floor,  
238/1, Begum Rokeya Sharanee, Dhaka  
Email: shetol@startech.com.bd, r.amin@stel.com.bd

**Subject: Supply order for printer.**

Dear Mr. Shetol,


We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 1 (One) unit printer as per following details:

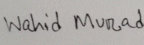
Sl.	Items	Qty	Rate	Amount
1	Printer HP LaserJet Pro 4003dn Single Function Mono Laser Printer	1	27,500	27,500.00
<b>TOTAL (Excluding VAT &amp; Tax)</b>				<b>27,500.00</b>

You are requested to take necessary steps to supply 1 (One) unit printer complying with the following terms & conditions:

- Star Tech & Engineering Ltd. will comply with all the terms & conditions and request to check before packing the item with the specifications mentioned in the work order.
- Star Tech & Engineering Ltd. will supply the mentioned **printer** in good condition at the MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 on 08 January 2024.
- Total cost will be **Tk.27,500/- (Taka Twenty seven thousand five hundred) only** excluding VAT and Tax only for 1 (One) unit printer.
- MRDI will make payment through A/C payee cheque/Bank transfer within 7 working days after the delivery and receiving the bill & necessary document. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
- 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 printer is not in good condition.
- Star Tech & Engineering Ltd. will be required to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

DocuSigned by:  
  
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**Tahmina Ferdowsy**  
 Senior Accounts Officer

DocuSigned by:  
  
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 Accepted by: **Wahid Murad Shetol**  
 Date: 04 January 2024

Star Tech Engineering Ltd.