

MRDI/2023-2024/226

14 December 2023

Aktar Hossain Ullas

Corporate Sales Consultant

Global Brand Private Ltd.

19/3, West Panthapath, (3rd floor) Dhanmondi,
Dhaka-1205, Bangladesh.

Email: aktar_ullash@globalbrand.com.bd

Subject: Supply order for 1 (One) unit Desktop PC, 1 (One) unit Monitor & 1 (One) unit UPS.

Dear concern,


We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 1 (One) unit Desktop PC, 1 (One) unit Monitor & 1 (One) unit UPS. as per following details:


Sl.	Items	Qty	Rate	Amount	
1	Desktop PC	Dell Vostro 3020T Core i3 13th Gen Desktop PC	1	66,870	66,870.00
2	Monitor	ASUS BE24EQK 23.8 Inch Full HD Business Monitor with Webcam	1	36,780	36,780.00
3	UPS	VERTIV ITON CX 1000VA	1	9,475	9,475.00
TOTAL (Including VAT & Tax)					113,125.00

You are requested to take necessary steps to supply 1 (One) unit Desktop PC, 1 (One) unit Monitor & 1 (One) unit UPS complying with the following terms & conditions:

1. Global Brand Private Ltd. will comply with all the terms & conditions of the submitted quotation no. Ref: GBPL.MRDI.07122023 to us dated 07 December 2023. Requested to check before packing the item with the specifications mentioned in the work order.
2. Global Brand Private Ltd. will supply the mentioned equipment in good condition at the MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 on 18 December 2023.
3. Total cost will be Tk. 113,125/- (**Taka One lac thirteen thousand one hundred twenty five**) only for 1 (One) unit Desktop PC, 1 (One) unit Monitor & 1 (One) unit UPS.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 7 working days after the delivery and receiving the bill. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
5. MRDI will deduct VAT and Tax on the invoice amount and deposit to Government treasury account at the applicable rate.
6. 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 PC, Monitor & UPS are not in good condition.
7. Global Brand Private Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

DocuSigned by:

 6851FC175ZA74DD
Tahmina Ferdowsy
 Senior Accounts Officer

DocuSigned by:

 E5A8BFF7E92D45C
Accepted by: Aktar Hossain Ullas
 Date: 17 December 2023

Global Brand Pvt. Ltd.