

MRDI/2023-2024/192

16 November 2023

**Md. Shawon Shaik**  
Executive Corporate Sales  
Navana Furniture Ltd.  
58/11-A, 20 Sheikh Russel Square  
Panthapath, Dhaka-1205.

Subject: Supply order for Navana Office Table.

Dear Mr. Shawon,

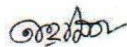
In reference to your scheduled price offer NFL/ CP/MRDI/11/2023 dated 16.11.2023, We are selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Office Table MS & LB Navana Model # FTM-0579 AB BK. Size # 1200 x 600 x 750 mm Color # AB BK	01	10,632	10,632.00
	Total			10,632.00
	Less Discount 10%			1,063.00
	Payable amount			9,569.00

You are requested to take necessary steps to supply the mentioned Furniture complying with the following terms & conditions:

1. Navana Furniture will supply the Navana Office Table to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 on 05 December 2023.
2. Navana Furniture will comply with all the terms and conditions of their price offer.
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 VAT & 3% AIT at source and deposit to the Govt. treasury. A copy of treasury challan will be provided to Navana Furniture. 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 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 condition.
6. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI

