

MRDI/2023-2024/246

01 January 2024

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 Chair.**

Dear Mr. Shawon,

In reference to your scheduled price offer NFL/CP/MRDI/12/2023 dated 31.12.2023, We are selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Office Chair (Revolving) Navana Model # FCN-9016 FM BK. Color # Black Mash Fabric	01	9,675	9,675.00
	Total			9,675.00
	Less Discount 10%			967.00
	Payable amount			8,708.00

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 Chair to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 on 08 January 2024.
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,

DocuSigned by:



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Tahmina Ferdowsy
Senior Accounts Officer

DocuSigned by:



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Accepted by: **Md. Shawon Shaik**
Date: 01 January 2024

Child Protection Code of Conduct

I, **Md. Shawon Shaik, Executive Corporate Sales of Navana Furniture Ltd**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I **must**:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children.
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used

- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: 
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Date: 01 January 2024