

MRDI/2024-2025/285

23 February 2025

Gazi Md. Moniruzzaman

Sr. Asst. Manager-Corporate Sales
Electro Mart Limited
Noor Holdings, 33, South Avenue,
Level 07, Gulshan-1 Circle, Dhaka-1212
Email: corporatesales6@tiil.com.bd

Subject: Supply order for 3 units of 1.5-ton Air conditioner.**Dear Mr. Moniruzzaman,**

Greetings from MRDI!

In reference to your quotation no-02/25/000682 dated 20 February 2025, the MRDI procurement committee has selected your organization to supply the following Air Conditioner:

Sl.	Particular	Quantity	Unit price	Price (BDT)
	GREE BRAND AIR CONDITIONER			
1.	GS-18XPUV32-Gree Pular Split Type Air Conditioner (Inverter-1.5 Ton)	3 units	74,150.00	222,450.00
	Installation charge	3 unit	6,000.00	18,000.00
	Total (including VAT & Tax with installation charge)			240,450.00

You are requested to take necessary steps to supply and install the Air Conditioner mentioned complying with the following terms & conditions:

1. Total bill will be Tk. **240,450/- (Two lac forty thousand four hundred fifty taka)** only including VAT & Tax with installation charge.
2. Electro Mart Ltd. will supply and install the Air Conditioner to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with on **06 March 2025**.
3. Electro Mart Ltd. will comply with all the terms and conditions of their quotation.
4. Payment will be made through A/C payee cheque/Bank transfer within 10 (Ten) days after supplying and installation of the Air Conditioner and submission of Bill.
5. MRDI will deduct VAT & AIT at source and deposit to Govt. treasury. A copy of the treasury challan will be provided to Electro Mart Ltd. If you provide Mushak 6.3, no vat will be deducted at source.
6. MRDI will not be responsible for any damage occurring while carrying, delivery and installation.
7. 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.
8. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.
9. We request Electro Mart Ltd. submit two separate challan and bills to us for 2 units of AC and for 1 unit of AC.

Thanking you,



Sk. Shaniaz Ahmed
Deputy Manager, Accounts


Accepted by: **Gazi Md. Moniruzzaman**

Date: 23 February 2025

Child Protection Code of Conduct

I, **Gazi Md. Moniruzzaman, Sr. Asst. Manager-Corporate Sales, Electro Mart Limited**, 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:



Date: 23 February 2025