

MRDI/2017-2018/386

08 January 2018

Rajib Un Nabi Rabin
Proprietor, Image Rain
House # 75/A/4 (1st Floor), Indira Road
Zinia Villa, Farmgate, Dhaka

Subject: Work order for providing laptops on Rental Basis

Dear Mr. Rabin,

I am pleased to inform you that the MRDI procurement committee has accepted your quotation submitted to us on 06.01.2018 in response to our letter no. MRDI/2017-2018/369(3) dated 31.12.2017. We are requesting you to provide laptops on rental basis complying with the following terms & conditions:

1. You will provide MRDI the laptop rental as per requirement. MRDI will inform you the quantity & required date over telephone.
2. Any of MRDI representatives (s) will receive the Laptops from your office/location in good condition. Before delivering, you will allow our IT experts to inspect & check the laptops.
3. The following software & systems must be installed in all the laptops:
Operating System- Windows 7/10, Microsoft Office 2017 or above, Bijoy 2003/Bayanno, Mozilla firefox, Adobe Reader/Writer (Version 6), Photoshop and Illustrator (Version 8 and above), ACDsee viewer, Nero DVD/CD burner, DVD Player (Preferred Power DVD), Windows Media Player (Version- Latest), Any Anti-Virus but working and updated and others as seen while on inspection.
4. In all the laptops, you will ensure availability of LAN and Wireless devices are in working condition.
5. The rent per day per laptop will be Tk. 1,575/- (Taka one thousand five hundred seventy five) only including VAT. Payment will be made through A/C payee cheque/Bank transfer after admissible deduction of VAT & Tax at source.
6. MRDI will have the right to reject the Rental order if the specification, terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the laptops are not good conditioned or the supporting facilities are not available.

Thanking you,



Md. Abdul Gofur
Manager, Finance

Received by
Image Rain


Proprietor

8.01.2018

Management and Resources Development Initiative (MRDI)

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