

MRDI/2020-2021/498

1 March 2021

Star Tech & Engineering Ltd.
Kusholi Bhaban (6th floor),
238/1, Begum Rokeya Sharanee, Dhaka
Attention: Mohammad Kowshik Ahead

Subject: Supply order for 1 (One) Unit Printer.

Dear Mr. Ahead,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying one unit printer equipment as per following details:

Product description

HP LaserJet Pro M404dn Printer (GENUINE): Single Function Mono Laser
Print speed: Black (A4, normal): Up to 38 ppm; Black (letter, normal): Up to 40 ppm; Black (A4, duplex): Up to 31 ipm; Black (letter, duplex): Up to 33 ipm, Auto duplex printing; 2 paper trays
Resolution: 1200 x 1200 dpi, Processor Speed: 1200 MHz
TONER: HP 59A (3,000 pages), HP 76A (3,000 pages)

You are requested to take necessary steps to supply **1(One) printer** with required accessories complying with the following terms & conditions:

1. Star Tech & Engineering Ltd. will comply with all the terms & conditions of the submitted quotation to us on 16 February 2021.
2. Star Tech & Engineering Ltd. will supply the mentioned equipment in good condition within 8 March 2021.
3. Total cost will be **Tk.15,810/-** (Taka fifteen thousand eight hundred ten) only for one printer with required accessories.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 5 working days after the delivery.
5. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
6. MRDI will deduct VAT and Tax on the invoice amount and deposit to Government treasury account at the applicable rate.
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 printer is not in good conditioned.
8. Star Tech & Engineering Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you

Shaniaz Ahmed

Sk. Shaniaz Ahmed
Deputy Manager, Accounts
Cell # 01819 472479