



MRDI/2020-2021/499

1 March 2021

Md. Mostafizur Rahman
Deputy Manager EID
International Office Machines Ltd (IOM)
mostafizur.rahman@iomltd.com

Subject: **Supply order for TOSHIBA e-STUDIO 2518A photocopier machine**

Dear Mr. Rahman,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the above mentioned photocopier machine as per following details:

Product description
TOSHIBA e-STUDIO 2518A
Printing/Copying process: Indirect Electrostatic Photographic Method/OPC/LED Printing/ Heat Roller Fusing; Paper input capacity 2 x 550 sheets (Cassettes), 1 x 100 sheets (Bypass); Multiple copying: Up to 999 copies; Paper size: A3-B5 (Drawer), A3-A5R (Bypass); Memory: 2GB Storage: 320GB; Warm-up time: 20 seconds

You are requested to take necessary steps to supply one unit **TOSHIBA e-STUDIO 2518A** with required accessories complying with the following terms & conditions:

1. International Office Machines Ltd. will comply with all the terms & conditions of the submitted quotation to us on 17 February 2021.
2. IOM will supply and install the mentioned equipment in good condition within 8 March 2021.
3. Total price will be **Tk. 193,500/-** (Taka One lac ninety three thousand five hundred) only for the photocopier machine 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 photocopier is not in good conditioned.
8. IOM will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you

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



Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207
Tel : +88 02 48117412, +88 02 48120879, E-mail : info@mrdivd.org, Web : www.mrdibd.org