

MRDI/2022-2023/312

11 May 2023

**Gazi Md. Moniruzzaman**  
Executive Corporate Sales  
Electro Mart Ltd.  
33 South Avenue, Gulshan-1  
Dhaka-1212

Subject: **Supply order for Air Conditioner (1 ton).**

Dear Mr. Moniruzzaman,

In reference to your quotation no-05/23/001093 dated 11-05-2023, the MRDI procurement committee has selected your organization to supply the following Air Conditioner:

Sl.	Particular	Quantity	Price (BDT)
	GREE BRAND AIR CONDITIONER		
1.	1 ton, GS-12XFV32 Inverter	1 set	51,480.00
	Installation charge		3,000.00
	<b>TOTAL</b>		<b>54,480.00</b>

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

1. 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 14 May 2023.
2. Electro Mart Ltd. will comply with all the terms and conditions of their quotation.
3. 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.
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,



**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI