

MRDI/2021-2022/330

25 November 2021

Global Brand Pvt. Ltd.
19/2, West Panthapath
Dhanmondi, Dhaka-1205

Attention: Md. Ruhul Amin

Subject: Supply order for 2 (two) Units Printer.

Dear Mr. Amin,

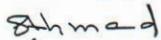
We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying two units printer equipment as per following details:

Sl	Items	Qty	Rate	Amount
1	HP LaserJet Pro M404dn Printer	2	25,465.00	50,930.00

You are requested to take necessary steps to supply 2(two) printers with required accessories complying with the following terms & conditions:

1. Global Brand Pvt. Ltd. will comply with all the terms & conditions of the submitted quotation to us on 11 November 2021.
2. Global Brand Pvt. Ltd. will supply the mentioned equipment in good condition within 01 December 2021.
3. Total cost will be Tk.50,930/- (Taka fifty thousand nine hundred thirty) only for two printer with required accessories.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 6 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 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. Global Brand Pvt. Ltd. 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)

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