

MRDI/2020-2021/524

21 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 Desktop Computer, 1 (One) unit Laptop & 1 (One) unit UPS

Dear Mr. Kowshik,

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

**Desktop Computers (1 Units):**

Item	Specification
Brand	Dell
Model	Dell VOSTRO 3888 MT
Processor	10th Gen Intel Core i3-10100 (6MB Cache, 3.60 GHz Up To 4.20GHz)
RAM	8GB DDR4
Hard Disk	1TB 7200 RPM 3.5" SATA Hard Drive + 128 GB SATA SSD
OS	Free DOS
Mother Board	Intel B460
Monitor	18.5"
Graphics	Intel UHD Graphics 630
Optical Drive	DVD+/-RW Drive
Networking & amp; wireless Connectivity	Yes
Mouse & Keyboard	Dell USB Mouse Dell USB Business Keyboard

**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@mrdibd.org, Web : www.mrdibd.org

**Laptop Computer (01 Unit):**

Item	Specification
Brand	Dell
Model	Vostro 14-3401
Processor	10th Generation Intel Core™ i3-1005G1 (4MB Cache, 1.20 GHz Up to 3.4 GHz)
RAM	8GB DDR4 3200MHz
Hard Disk	1TB HDD + 128GB SSD
Display	14" HD (1366 x 768) Antiglare
Graphics	Intel UHD Graphics
Optical Drive	No
Networking	Ethernet RG-45 802.11ac 1x1 WiFi and Bluetooth
Color	Black

**UPS: (01 Unit):**

Item	Specification
Brand	MaxGreen
Capacity	650VA

You are requested to take necessary steps to supply **1(One) Units Desktop Computer, 01 (One) unit Laptop & 01 (One) unit UPS** with required accessories complying with the following terms & conditions:

1. Star Tech & Engineering Ltd. will comply with all the terms & conditions of the submitted quotations. They will also comply the issues of discussion with the procurement committee. Requested to ensure the specifications & accessories of the mentioned products with the work order before packing.
2. Star Tech & Engineering Ltd. will supply the mentioned equipment in good condition within 25 March 2021.
3. Total cost will be **Tk. 93,900/-** (Taka Ninety three thousand nine hundred) only excluding tax for one Desktop, one Laptop and one UPS 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 deposit applicable Tax to Government treasury account on the invoice amount.

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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 desktop 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

*Aktarun Naher*

**Aktarun Naher**  
Deputy Manager, Programme  
Cell # 01552301372

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