



MRDI/2022-2023/340

12 June 2023

**Md. Saddam Hosain Sumon**  
 Assistant Manager-Corporate Sales Consultant  
 Global Brand Private Ltd.  
 19/2, West Panthapath,  
 Dhanmondi, Dhaka-1205.  
 Email: saddam.hosain@globalbrand.com.bd

**Subject: Supply order for 1 (One) unit laptop**

Dear concern,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 1 (One) unit Laptop as per following details:

Sl.	Items	Qty	Rate	Amount
1	ASUS ZenBook 14 UM425UA-KI326W Ryzen 5 5500U 14" FHD Laptop Color: PINE GREY	1	100,000	100,000.00
		VAT	7.5%	7,500.00
	<b>Total (Including VAT &amp; Tax)</b>			<b>107,500.00</b>

You are requested to take necessary steps to supply 1 (One) unit laptop complying with the following terms & conditions:

1. Global Brand Private Ltd. will comply with all the terms & conditions of the submitted quotation no. Ref. GBPL/HO/MRDI/08062023/1001 to us dated 08 June 2023. Requested to check before packing the item with the specifications mentioned in the work order.
2. Global Brand Private Ltd. will supply the mentioned laptop in good condition within 15 June 2023.
3. Total cost will be Tk.107,500/- (Taka One lac seven thousand five hundred) only for 1 unit laptop.
4. MRDI will make payment through Bank transfer within 5 working days after the delivery. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
5. MRDI will deduct Tax on the invoice amount and deposit to Government treasury account at the applicable rate and you will provide musuk 6.3 for VAT.
6. 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 laptop, desktop computer with UPS and printer are not in good condition.
7. Global Brand Private Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

**Tahmina Ferdowsy**  
 Senior Accounts Officer  
 MRDI

*Received with Thanks*

*Saddam Hosain*

