



BGBS

MRDI/2018-2019/613

27 March, 2019

Md. Mazharul Islam
Ryans IT Limited
123/5 BCS Computer City
IDB Bhaban, Agargaon,
Dhaka-1207

Subject: Supply order for Laser Printer

Dear Mr. Islam,

We are pleased to inform you that our procurement committee has selected your organization to supply a Laser Printer as per following details:

Item	Specification
Brand	HP
Model	HP LaserJet Pro M12w Printer

You are requested to take necessary steps to supply the laser printer with required accessories complying with the following terms & conditions:

1. Ryans IT Limited will comply with all the terms & conditions of the submitted quotation to us on 14.03.2019.
2. Ryans IT Limited will supply & install the Laser printer in good condition within 03 working days in receipt of the supply order.
3. Total cost will be Tk. 8,700/- (Taka Eight thousand seven hundred) only for the printer with required accessories.
4. MRDI will not be responsible for any damage arising/occurring till carrying, delivery and installation.
5. Payment will be made through A/C payee cheque after delivery.
6. MRDI will deduct AIT on the invoice amount at the applicable rate and deposit to Govt. treasury.
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 Laptops & laser printer are not in good conditioned.

Thanking you,

(Md. Abdul Gofur)
Manager, Finance
Cell # 01716532641

Management and Resources Development Initiative (MRDI)

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