

MRDI/2019-2020/609

16 March 2020

**Md. Shawon Shaik**  
 Junior Executive Corporate Sales  
 Navana Furniture  
 58/11-A, 20 Sheikh Russel Square  
 Panthapath, Dhaka-1205

Subject: Supply order for Navana Furniture

Dear Mr. Shawon,

In reference to your scheduled price offer NFL/CP/MRDI/03/2020 dated 15-03-2020, the MRDI procurement committee has selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Senior Level Table (Navana Model # FTL-0579 AB.BK) Size: L 1600 x 800 x 750 mm, Color: Alabno Black	2	10,490/-	20,980.00
2.	Senior Level Book Shelf (Navana Model # HSM-0381 AB.BK), Size: L 800 x 400 x 1800 mm, Color: AB BK	1	10,490/-	10,490.00
3.	Senior Level Room Fixed Chair Navana Model # FCV-2213 LR Black, Color: All Black	2	5,345/-	10,690.00
<b>Total</b>				<b>42,160.00</b>

You are requested to take necessary steps to supply the mentioned Furniture complying with the following terms & conditions:

1. Navana Furniture will supply the Furniture to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with in 25 March 2020.
2. Navana Furniture will comply all the terms and conditions of their price offer.
3. Payment will be made through A/C payee cheque/Bank transfer within 7 (seven) days after supplying the furniture and submission of Bill. MRDI will deduct VAT & 2% AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Navana Furniture. If you provide Mushak 6.3, no vat will be deducted at source.
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 conditioned.

Thanking you,



Md. Abdul Gofur  
 Manager, Finance

**Management and Resources Development Initiative (MRDI)**

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207

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