

MRDI/2021-2022/633

2 April 2022

**Star Tech & Engineering Ltd.**  
 Kusholi Bhaban (6th floor),  
 238/1, Taltola, Agargaon, Dhaka

Subject: Supply order for Laptop computer, Hard Disk, Printer and Scanner

Dear Mr. Alam

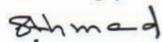
We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the Laptop computer, Hard Disk, Printer and Scanner as per following details:

Sl	Items	Qty	Rate	Amount
1	Asus ZenBook 14 Flip OLED UP5401EA Core i7 11th Gen 14" 2.8K OLED Touch Laptop	1	1,43,391.00	1,43,391.00
2	ASUS Vivo Book 14 K413EA-EB1755T 11TH Gen Core i5 Laptop	9	73,091.22	6,57,821.00
3	Transcend Store Jet 25M3 4TB USB 3.1 Portable Hard Disk	1	12,130.00	12,130.00
4	Transcend J25M3 2TB USB 3.1 Portable Hard Disk	2	7,413.00	14,826.00
5	HP LaserJet Pro M404dn Printer	1	22,808.00	22,808.00
6	HP Scan Jet Pro 2500F1 Flatbed and Sheet Fed Scanner	1	28,511.00	28,511.00
	<b>TOTAL</b>			<b>8,79,487.00</b>

You are requested to take necessary steps to supply Laptop computer, Hard Disk, Printer and Scanner with required accessories complying with the following terms & conditions:

1. Star Tech & Engineering Ltd. will comply with all the terms & conditions of the submitted quotation to us dated 29 March 2022. Requested to check before packing all items with the specifications mentioned in the work order.
2. Star Tech & Engineering Ltd. will supply the mentioned equipment in good condition within 7 April 2022.
3. Total cost will be Tk.8,79,487/- (Taka eight Lac seventy nine thousand four hundred eighty seven) only for 10 Laptop computer, 3 Hard Disk, 1 Printer and 1 Scanner with required accessories.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 7 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.
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 computer, Hard Disk, Printer and Scanner is not in good conditioned.
7. Star Tech & Engineering 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