

MRDI/2020-2021/659

19

18 May 2021

**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,

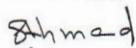
In reference to your scheduled price offer NF/QT/CP/MRDI/04/2021 dated 18-05-2021, We are selected your organization to supply the following Furniture:

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Office Sofa (Double) Model # FSD-3203 Clor # Black	02	9,879/-	19,758.00
	Less Discount 10%			1,976.00
	<b>Payable amount</b>			<b>17,782.00</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 23 May 2021.
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.
6. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



**Sk. Shaniyah Ahmed**  
Deputy Manager, Accounts

**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