

MRDI/2020-2021/662

20

22 May 2021

Mr. Imran  
Dhaka Leather Export  
93/4 (2<sup>nd</sup> floor), Zigatola  
Tinmazar, Dhaka-1209

Subject: Supply order for Leather official folder cover

Dear Mr. Imran,

In reference to your price offer, we are selected your organization to supply the following leather official folder cover.

Sl.	Particular	Quantity	Unit Rate	Total Price (BDT)
1.	Leather official folder cover	18	1,550/-	27,900.00
	Payable amount			27,900.00

You are requested to take necessary steps to supply the mentioned leather official folder cover complying with the following terms & conditions:

1. Dhaka Leather Export will supply the leather official folder cover to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with in 24 May 2021.
2. Dhaka Leather Export will comply all the terms and conditions of their price offer.
3. Total Tk. 27,900/- (Twenty seven thousand nine hundred) only.
4. Payment will be made through A/C payee cheque/Bank transfer within 7 (seven) days after supplying the leather official folder cover and submission of Bill.
5. MRDI will not be responsible for any damage occurring while carrying, delivery.
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 products are not in good conditioned.
7. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

