

MRDI/2021-2022/701

24 April 2022

Gazi Md. Moniruzzaman
Executive Corporate Sales
Electro Mart Ltd.
33 South Avenue, Gulshan-1
Dhaka-1212

Subject: Supply order Air Conditioner(2 ton).

Dear Mr. Moniruzzaman,

In reference to your quotation no-04/22-001205 dated 20-04-2022, the MRDI procurement committee has selected your organization to supply the following Air Conditioner:

Sl.	Particular	Quantity	Price (BDT)
	GREE BRAND AIR CONDITIONER		
1.	2 ton, GSH-24PUV410, Split Type-Wall Mount-Inverter (24000BTU)	1 set	86,000.00
	Warranty: Compressor-10 Years, Spare parts-1 year		
	After Sales Service-1 Year		
	TOTAL		86,000.00

You are requested to take necessary steps to supply and install the mentioned Air Conditioner complying with the following terms & conditions:

1. Electro Mart Ltd. will supply and install the Air Conditioner to MRDI office at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 with on 25 April 2022.
2. Electro Mart Ltd. Will comply all the terms and conditions of their quotation.
3. Payment will be made through A/C payee cheque/Bank transfer within 10 (Ten) days after supplying and installation of the Air Conditioner and submission of Bill. MRDI will deduct VAT & AIT at source and deposit to Govt. treasury. The copy of treasury challan will be provided to Electro Mart Ltd. 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,

Shaniyah

Sk.Shaniyah Ahmed
Deputy Manager,Accounts