



MRDI/2022-2023/198

22 January 2023

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Senior Executive, Corporate Sales.
Star Tech & Engineering Ltd.
Kusholi Bhaban, 6th Floor,
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Dhaka
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Subject: Supply order for 1 (One) unit laptop, 3 (Three) units desktop computer with UPS and 1 (One) unit printer

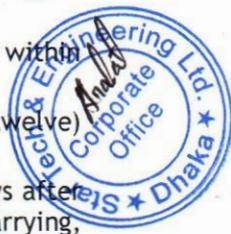
Dear concern,

We are pleased to inform you that the MRDI procurement committee has selected your organization for supplying the 1 (One) unit laptop, 3 (Three) units desktop computer with UPS and 1 (One) unit printer as per following details:

Sl.	Items	Qty	Rate	Amount
1	Asus Expert Book B3 Flip B3402FEA Core i5 14-inch 360° FHD Touch Laptop	1	84,536	84,536.00
2	Dell Vostro 3910 MT Intel Core i3 12100 8GB RAM 1TB HDD Black Mid Tower Brand PC with HP EX900 M.2 120GB PCIe NVMe Internal SSD and APOLLO 650VA 300W UPS	3	69,072	207,216.00
3	HP LaserJet Pro M404dn Printer	1	31,960	31,960.00
	TOTAL			323,712.00

You are requested to take necessary steps to supply 1 (One) unit laptop, 3 (Three) units desktop computer with UPS and 1 (One) unit printer 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 no. STEL-23002 to us dated 18 January 2023. 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 25 January 2023.
3. Total cost will be Tk.323,712/- (Taka Three Lac twenty three thousand seven hundred twelve) only for 1 laptop, 3 desktop computer with UPS and 1 printer with required accessories.
4. MRDI will make payment through A/C payee cheque/Bank transfer within 5 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 and you will provide musuk 6.3 for VAT.





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, desktop computer with UPS and printer are not in good conditioned.
7. Star Tech & Engineering Ltd. will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.
8. Please provide your company's bank details information in the submitted invoice for payment.

Thanking you,

Tahmina Ferdowsy
Senior Accounts Officer
MRDI