

29 September 2018

Smart Technologies (BD) Ltd.
 Yakub South Centre (2nd & 3rd floor)
 156 (new) Mirpur Road, Lake Circus
 Kalabagan, Dhanmondi, Dhaka-1205

Attention: Modammad Azharul Islam

 Subject: Supply order for 2 (Two) Unit HP Desktop Computer

Dear Mr. Islam,

We are pleased to inform you that the MRDI procurement committee has selected your organisation to supply 2 (two) unit Desktop computer as per following details:

Item	Specification
Brand	HP
Model	HP ProDesk 400 G4 MT 7 th Gen i3
Processor	Intel® Core™ i3 (3 MB cache, 3.7 GHz)
RAM	4 GB 2133 MHz DDR4 Up to 32 GB
Hard Disk	1 TB 7200 RPM SATA 3.5
OS	Free DOS (Windows 10)
Mother Board	Intel H270 Express Chipset
Monitor	HP 18.5" LED Monitor
Graphics	Intel HD Graphics
Audio	HD audio with Realtek ALC221 codec
Optical Drive	SATA 16X Super Multi DVD
Networking	Integrated Realtek GbE
Mouse	HP USB Mouse with a mouse pad
Keyboard	USB Keyboard

You are requested to take necessary steps to supply the Desktop PC with required accessories complying with the following terms & conditions:

- Smart Technologies (BD) Ltd. will comply with all the terms & conditions of the submitted quotation to us. Requested to check before packing the computer with the specifications mentioned in the work order.
- Smart Technologies (BD) Ltd. will supply & install the Desktop in good condition within 03 working days in receipt of the supply order.
- Total cost will be Tk. **77,542/-** (Taka Seventy seven thousand five hundred) only for two Desktop computer with required accessories.

4. MRDI will make payment through A/C payee cheque/Bank transfer within 5 working days after the delivery.
5. MRDI will not be responsible for any damage arising/occurring on carrying, delivery and installation.
6. MRDI will deduct VAT and Tax on the invoice amount and deposit to Government treasury account at the applicable rate.
7. 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 desktop is not in good conditioned.

Thanking you,



Md. Abdul Gofur
Manager, Finance.