

MRDI/2023-2024/106

07 September 2023

**Gazi Md. Moniruzzaman**  
Sr. Asst. Manager, Corporate Sales  
Electro Mart Ltd.  
33 South Avenue, Gulshan-1  
Dhaka-1212.

Subject: **Supply order for Air Conditioner (2 ton).**

Dear Mr. Moniruzzaman,

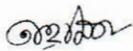
In reference to your quotation no-09/23/002509 dated 05-09-2023, the MRDI procurement committee has selected your organization to supply the following Air Conditioner:

Sl.	Particular	Quantity	Price (BDT)
	GREE BRAND AIR CONDITIONER		
1.	GS-24XPUV32 - Split Wall Type- Inverter (24000BTU) with installation charge (Including VAT)	1 set	92,005.00
	Warranty: Compressor-05 Years, Spare parts-1 year After Sales Service-1 Year		
	<b>TOTAL</b>		<b>92,005.00</b>

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 on 12 September 2023.
2. Electro Mart Ltd. will comply with all the terms and conditions of their quotation.
3. Payment will be made through A/C payee cheque/Bank transfer within 15 (Fifteen) 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. A copy of the 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 condition.
6. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI

Received  
  
07/09/2023