



# বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট (ব্লাস্ট) Bangladesh Legal Aid and Services Trust (BLAST)

## Purchase Order FOR [Laptop]

Purchase Order No.: BLAST/Proc/1374/1121

Date: 25, November, 2021

### Daffodil Computers

Head Office: 64/3, Lake Circus, Kalabagan (2nd – 5th floor)  
Mirpur Road, Dhaka-1205.

**Purchase Order Value: BDT 1,758,600**

**Taka in words: Seventeen Lac Fifty Eight Thousand Six Hundred Taka.**

**Completion date of delivery: 19<sup>th</sup> December, 2021**

**Delivery Place: BLAST Head Office, YMCA Development Center | 1/1 Pioneer Road (3<sup>rd</sup> Floor) | Kakrail | Dhaka-1000**

**Contact Person: A.K.M. Sayedur Rahman (IT Manager), IT. Phone: 01717570886**

#### Delivery terms:

- The items shall be supplied as per the instructions and supervision of BLAST within the above completion date. Failure to supply the items within the completion date is a breach of contract.
- VAT/Taxes, as applicable, shall be deducted at source as per law;
- Payment shall be made after satisfactory completion of supply and certification of Concerned Authority.
- Goods shall be delivered as per approved specification.

Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.

Sl. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
1	Laptop (Brand HP, Model 14S-dq2088wm) Core-i5, 11th Gen, Ram-8GB, SSD-500GB, Windows-10 Pro Original, Display-14 inch); Warranty: 2 years	Nos	3	82,900	248,700
2	Laptop (Brand HP, Model 14S-dq2088wm) Core-i5, 11th Gen, Ram-8GB, SSD-500GB, Windows-10 Original, Display-14 inch); Warranty: 2 years	Nos	21	71,900	1,509,900
<b>Total Amount (BDT)</b>					<b>1,758,600.00</b>

Thanking you,

By the approval of authority,

**Mohammad Iqbal Mahamud**

Deputy Director, HR and Administration, BLAST

Seal & Signature of the Supplier

Date:





**Terms and Conditions**  
**for**  
**[Laptop]**


1. Terms and Conditions contained herein shall be binding upon both the Purchaser and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BLAST.
3. The Supplier shall have to complete the delivery in all respects within [20 days] days of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Purchaser delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Purchaser on justifiable grounds duly recorded. Apart from that, the **Liquidated Damage** shall be calculated at **0.5% per week** or part thereof for delays from mentioned delivery date until actual delivery, up to a maximum deduction of 5% from the contract price
5. Performance security may not be required.
6. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Purchaser or his/her authorized representative.
7. The Purchaser shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
8. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Purchaser may reject the supplies by giving due notice to the Supplier, with reasons.
9. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid in A/C payee cheque after submission and acceptance of the Delivery Challan.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
12. The Supplier shall keep the Purchaser harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Purchaser or any third party while delivering the Goods and related services.
13. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.

*M. M. M.*



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Bangladesh Legal Aid and Services Trust (BLAST)

14. Quantity may change based on circumstances by the purchaser, vendor is not allowed to change any of quoted unit price due to changing of quantity.
15. No modification to Scope of Supply and no Variations to the quantities ordered as per purchase order shall be permissible under any circumstances by the supplier.
16. The Purchaser contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.
17. The Purchaser may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
  - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
  - b. in the judgement of the Purchaser, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
  - c. fails to perform any other obligation(s) under the Contract.
18. The Purchaser and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
19. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

<b>For the Purchaser:</b>  Md. Iqbal Mahamud, Deputy Director, HR and Administration Date: 25, November, 2021	<b>For the Supplier:</b>  Signature of the Supplier with name Designation Date
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