

MRDI/2018-2019/094

14 August 2018

Golam Mostofa Kiron
Proprietor, Transparent
189 Bir Uttam CR Datta Road (3rd floor)
Hatirpool, Dhaka-1205.

Subject: Work order for Production & supplying of Flyer on Investigative Journalism Partnership

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization to supply the **Flyer** on Investigative Journalism Partnership under the project "Improving Qualitative Journalism in Bangladesh" supported by FOJO Media Institute, Linnaeus University Sweden. You are requested to supply the Flyers fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs required for the production of flyer. MRDI will provide you the matters and other designed materials for the production.
2. You will supply the materials in MRDI office within 30 August 2018, before 5.00 PM.
3. The total payment will be **Tk. 56,000.00** (Fifty six thousand) only for the production & supplying of flyers including VAT as per following details:

| Sl. | Particular | Quantity | Price in BDT |
|-----|---|----------|--------------|
| 1. | DTP Design & Production of Flyer: DTP design & layout, Flyer Size: 12.5 inch x 8.5 inch 1 Page with 3 fold, 4 color print on 300gm Art Card Mat & spot lamination | 2,000 | 56,000.00 |

4. VAT and Tax as admissible will be deducted at source as per Govt. rules.
5. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill.
6. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the production quality is not satisfactory. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.

Thanking you,



Md. Abdul Gofur
Manager, Finance


transparent
Proprietor
14/8/2018