

MRDI/2022-2023/265

29 March 2023

Abdul Hai
Proprietor, PrinTech
31 Babupura, Katabon, Nilkhet,
New Market, Dhaka-1205.

Subject: Work order for production of Gender Content Analysis Report.

Dear Mr. Hai,

This is to inform you that MRDI has selected your firm to produce and supply 300 copies of Gender Content Analysis Report as per your quotation submitted on 13 March 2023. According to this work order you will print and supply 300 copies of the report within 15 April 2023. MRDI will provide you the matters for the print.

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	Gender Content Analysis Report Size: 8.50in X 11.00in Page: 230 pages Cover: 300gm Art Card, 4 color Print, Mat & Spot Lamination Inner: 100 gm Offset Paper, 2 color print Binding: Hard Juice	300	735	220,500.00
Total				220,500.00

1. The total payment will be Tk. 220,500/- (Two lac twenty thousand five hundred) only for the materials including VAT and TAX.
2. You will supply the Gender Content Analysis Report in MRDI office within 15 April 2023 before 5.00 PM.
3. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
4. PrinTech will give us illustration copy of the Gender Content Analysis Report at soft version.
5. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 5,200/-
6. Payment will be made through Bank transfer or cheque upon submission of the bill after delivery.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.
8. 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.
9. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI

RECEIVED
A. Hai
29.3.23

