

MRDI/2020-2021/429

06 February 2021

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

Subject: Work order for production of Data Journalism Curriculum

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 25 copies of Data Journalism Curriculum as per your quotation on 25 January 2021.

You are requested to supply 25 copies of Curriculum fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs require for production.
2. You will supply the Curriculum in MRDI office within 28 February 2021 before 5.00 PM.
3. The total payment will be **Tk. 54,000/- (Fifty four thousand)** only including VAT for producing and supplying 25 copies of the curriculum.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Payment will be made through Bank transfer upon submission of the bill after delivery.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
7. 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.
8. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Sk. Shaniaz Ahmed
Deputy Manager, Accounts



6/2/2021

Management and Resources Development Initiative (MRDI)

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