



MRDI/2021-2022/178

21 September 2021

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

13

Subject: Work order for production & supplying of Writing pad, Letterhead, Big envelop.

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of Writing pad, Letterhead, Big envelop. We are requesting to produce and supply Writing pad, Letterhead, Big envelop complying with your quotation submitted to us on 19.09.2021.

Sl.	Particular	Quantity	Price in Taka
1.	MRDI Writing Pad (Small Size) Size: 6.75-inch x 8.75 inch; Leaf 25 Inner print: 1 color offset print on 80 gram offset paper Cover print: 4 colors offset print on 300gm Art card MRDI Logo & Line roll on both side prints Spiral binding with foreign ring	2,000	78,000.00
2.	MRDI Envelope (Large Size) Size: 13.00 inch x 9.50 inch 100gm offset paper, 1 color print, Envelop Making	2,000	13,000.00
3.	MRDI-Letter head pad Size: 11.60 inch X 8.25inch, 100gm offset paper, 4 color offset print	2,000	7,000.00
Total			98,000.00

1. The total payment will be Tk.98,000.00 (Ninety eight thousand) only for the materials including VAT and TAX.
2. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the materials in MRDI office within 05 October 2021 within 5.00 PM.
5. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
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. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,


Sk. Shaniaz Ahmed
Deputy Manager, Accounts
Cell # 01819 472479



Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207
Tel : +88 02 48117412 +88 02 48120879, E-mail : info@mrdivd.org , Web : www.mrdibd.org