

MRDI/2020-2021/430

06 February 2021

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

Subject: Work order for Publishing Report on Viability Study Report

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 300 copies of viability study report on Independent Media in Bangladesh as per your quotation on 25 January 2021.

You are requested to supply the report 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 of report.
2. You will supply 300 copies of viability study report in MRDI office within 28 February 2021 before 5.00 PM.
3. The total payment will be **Tk. 98,100/- (Ninety eight thousand one hundred)** only including VAT for the production and supply of 300 copies of viability study report.
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


06/21/2021



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@mrdibd.org, Web : www.mrdibd.org