

MRDI/2020-2021/249



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21 October 2021

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

Subject: Work order for reprint 500 Pieces RTI Handbook on Investigative Reporting.

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for supplying 500 copies RTI Handbook on investigative reporting considering your quotation submitted to us on 4 October 2021 under the project "Improving Qualitative Journalism in Bangladesh supported by FOJO Media Institute, Linnaeus University, Sweden. You are requested to supply the RTI Handbook as per following condition:

- You will supply RTI Handbook with materials, size & distribution you stated in your quotation.
- You will supply 500 Pieces RTI Handbook on investigative reporting in MRDI Office within **31 October, 2021 before 5 Pm.**
- The total payment will be Tk. 114,000.00 (One lac fourteen thousand) only for the materials including VAT for supplying 500 copies RTI Handbook on investigative reporting.
- Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
- MRDI will not be responsible for any loss/damage arising/occurring while the processing of production or carrying to MRDI.
- VAT and Tax as admissible will be deducted at source as per Govt. rules.
- 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



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21/10/2021

Management and Resources Development Initiative (MRDI)

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