

MRDI/2018-2019/427

17 January 2019

**Md. Golam Mostofa Kiron**  
Proprietor, Transparent  
189 Elephant Road (3rd floor),  
Hatirpool, Dhaka-1205.

**Sub: Work order for supplying of 200 pieces Fabric Shoulder Bag.**

Dear Mr. Kiron,

In reference to the discussion with the MRDI procurement committee, you are requested to supply 200 pieces of shoulder bag under the project "Promoting News Literacy and Ethical Journalism" in partnership with UNICEF.

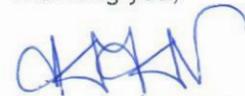
You are requested to supply the bags fulfilling the terms & conditions as stated below:

1. You will do all the jobs with materials and other jobs necessary for the production & supply of 200 pieces bags. A sample is sent with this work order.
2. You will supply the bags in MRDI office, 8/19 (3<sup>rd</sup> floor), Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 within 23 January 2019 before 05.00 PM.
3. The total payment will be Tk.24,800/- (Twenty four thousand eight hundred) only as per following details:

| Particular  | Quantity | Unit Rate | Total Price      |
|---|----------|-----------|------------------|
| <b>Shoulder Fabric Bag:</b><br>Size: 17 inch x 14 inch with draw sting & stopper,<br>Color: Royal Blue (Light/deep or any other color selected by MRDI) Fabric: 210 Nylon water proof fabric, One color design print as per MRDI Design | 200      | 124.00    | 24,800.00        |
| <b>Total</b>  |          |           | <b>24,800.00</b> |

4. Payment will be made through A/C payee cheque or bank transfer.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
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.

Thanking you,



Md. Abdul Gofur  
Manager, Finance



transparent  
Proprietor  
17/1/19

Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmrdi@yahoo.com, Web : www.mrdibd.org