



MRDI/2018-2019/428

21 January 2019

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

Subject: Work order for Production & supplying safety and security guideline for Journalists

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for Production & supplying safety and security guideline for Journalists as per your quotation submitted to us on 13 January 2019

You are requested to produce & supply the guideline fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs required for production of the guideline. MRDI will provide you the matters for the production.
2. You will supply the guideline in MRDI office within 15 February 2019, 5.00 PM.
3. The total payment will be Tk. 224,000.00 (Two lac twenty four thousand) only for the production & supplying of 1000 books of 100 page (12.50 forma) each including VAT as per following details:

Particular	Quantity	Price
DTP design & Inner layout and Text spelling Editing, Book Size: 6 inch x 8.50 inch, Inner: One forma 4 color print and others 1 color print on 100gm offset paper Cover: 4 color offset print on 300gm art card, Mat & spot lamination, Hard book binding	1000 Copies	224,000.00

4. As per your quotation, Tk. 6,800 will be increased/decreased per forma (8 page) or its part for increasing/decreasing of the volume.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
6. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after completion of the work.
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. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.

Thanking you,

Md. Abdul Gofur
Manager, Finance

Received
Transparent
Proprietor
21/1/19

Management and Resources Development Initiative (MRDI)

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