



MRDI/2022-2023/292

27 April 2023

**Mohammad Mahmood Ali**  
Proprietor, Peerless Enterprise  
Ka 20/2, Joar Shahara Bazar,  
Dhaka-1229.

**Subject: Work order for purchasing Jute laptop bag.**

Dear Mr. Ali,

This is to inform you that MRDI has selected your firm to supply 15 pcs jute laptop bag as per your quotation submitted on 12 April 2023. According to this work order you will supply 15 pcs jute laptop bag within 03 May 2023.

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	Jute Laptop Bag (as per sample)	15	1700	25,500.00
	<b>Total</b>			<b>25,500.00</b>

1. The total payment will be **Tk. 25,500/-** (Twenty five thousand five hundred) only for the materials including TAX.
2. You will supply the jute laptop bag in MRDI office within 03 May 2023 before 5.00 PM.
3. Payment will be made through Bank transfer upon submission of the bill after delivery.
4. Tax as admissible will be deducted at source as per Govt. rules.
5. 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.
6. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI

PEERLESS ENTERPRISE  
  
C.E.O.