

MRDI/2019-2020/492

03 February 2020

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

Subject: Work order for Production & supplying Invitation Card with Envelop

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of 500 unit Invitation Card with Envelop. We are requesting to produce and supply the Invitation Card with Envelop complying with your quotation on 26.01.2020. The details are as follows:

Sl.	Particular	Quantity	Price in Taka
1.	Invitation card: DTP Design; Size: 15 inch x 11 inch, 4 color both side print on 300gm art card, Mat lamination, die cutting Envelop: DTP Design; Size: 8 inch x 9 inch; 1 color print on 100gm offset paper, envelop making	500	16,000.00
	Total		16,000.00

1. The total payment will be Tk. 16,000.00 (Sixteen thousand) only for the materials including VAT. Payment will be made through A/C payee cheque/Bank transfer upon delivery & submission of bill.
2. VAT and Tax as admissible will be deducted at source.
3. You will supply the materials in MRDI office within 10 February 2020 within 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
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.

Thanking you,



Md. Abdul Gofur
Manager, Finance




TRANSPARENT • SOUL • HEART • MIND • SINCE 2005
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