



MRDI/2019-2020/495

05 February 2020

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

Subject: Work order for Production of Offline version of RTI Online Training Course

Dear Mr. Kiron,

We are pleased to inform you that considering your quotation dated 26.01.2020, the MRDI procurement committee has selected your organization for production of offline version of RTI online Training Course for the NGO designated officers under the project "Better Governance for Better Services" supported by Manusher Jonno Foundation ((MJF) as per following details:

Particular	Quantity	Rate per copy	Total Amount in Taka
Offline version of RTI online Training Course: Book Size: 8 inch X 11 inch, Volume: 72 Pages (9 forma), Cover: 300gm Art Card, 4 color offset print, Mat & Spot Lamination, Inner: Offset printing on 100gm Art Paper, Binding: Juice binding	300 Copies	325.00	97,500.00
Total including VAT & Tax			97,500.00

You are requested to carry out the production complying with your quotation. The terms of reference for the stated assignment will be as follows:

1. You will do all the jobs with materials you stated in your quotation and other jobs required for the production.
2. You will supply the books in MRDI office within 15 March 2020 before 5:00 PM.
3. Your total payment will be **Tk. 97,500.00** (Ninety seven thousand five hundred) only for the assignment. VAT and Tax as admissible will be deducted at source as per Govt. rules.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing/production/carrying of the books.
5. MRDI will have the right to reject the work order or claim the reproduction if the terms & conditions are not fulfilled properly or production quality is not satisfactory.

Thanking you,


Md. Abdul Gofur
Manager, Finance




Management and Resources Development Initiative (MRDI)

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

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