



MRDI/2018-2019/486

05 February 2019

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

Subject: Work order for Publication of report

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for Publication of the report titled "Media-CSO collaboration: Old allies, new challenges" under the project "Strengthening Independent Media in Bangladesh" supported by Internews as per your quotation submitted to us on 31 January 2019

You are requested to publish & supply the report 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 publication of the report. MRDI will provide you the matters for the publication.
2. You will supply the reports in MRDI office within 28 February 2019, 5.00 PM.
3. The total payment will be Tk. 195,000.00 (One lac ninety five thousand) only for the publication & supplying of 500 copies of report including VAT as per following details:

Particular	Quantity	Price
Cover design, DTP design & Inner layout and Text spelling Editing, Book Size: Magazine size (8 inch x 11 inch), volume: 78 pages (+/-), Inner: 4 color print on 120gm art paper, Cover: 4 color offset print on 300gm art card, Mat & spot lamination, Hard book binding	500 Copies	195,000.00

4. As per your quotation, Tk. 14,500 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

5/2/19

Management and Resources Development Initiative (MRDI)

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