



MRDI/2022-2023/342

14 June 2023

**Rubaid Iftekhar Mahbub**

Address: House 16F, Road 2A,

Post office R/A, Dhaka Cantonment, Dhaka 1206

Mobile No: 01678171484

e-mail: rubaid.iftekar@gmail.com

**Subject: Work order for translating news stories from Bangla into English**

Dear Mr. Mahbub,

I am pleased to inform you that the, upon translation of three stories with satisfactory level of quality, MRDI has selected you for translating news stories published in print, online and TV media from Bangla to English for the period from 15 June 2023 to 30 June 2024.

You are requested to provide your service fulfilling under the following terms & conditions:

1. Work in close attachment with A.K.M. Sanaul Haq, Capacity Building Manager and the Executive Director, MRDI.
2. Translate news stories provided by MRDI into English. MRDI will provide you with the newspaper and online reports and link of the TV report.
3. Submit the translated document in MS Word/doc files by email to the address [dolon@mrdivd.org](mailto:dolon@mrdivd.org) and [selim.bashar@mrdivd.org](mailto:selim.bashar@mrdivd.org).
4. The rate of the translation will be Tk. 5.00 per word of the translated version of the story.
5. VAT/TAX as admissible will be deducted at source as per Bangladesh Government rules.
6. Payment will be made through Bank transfer upon submission of the bill/Invoice upon completion of the work and acceptance by MRDI.
7. MRDI will not be responsible for any loss/damage arising/occurring while transferring the translated documents.
8. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI

Received  
- S.D. 14.06.2023