



MRDI/2018-2019/565

12 March 2019

Sumaiya Knit Fabrics
Masdair (Near Gorostan)
Fatullah, Narayangonj

Subject: Work order for Supplying of 50 pieces T-shirt.

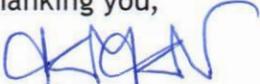
Dear Mr. Islam,

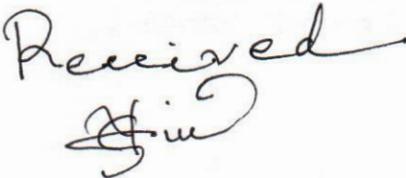
I am pleased to inform you that our procurement committee has selected your organization for supplying of 50 pieces of T-Shirt as per your quotation dated 07 March 2019.

You are requested to supply the T-Shirts fulfilling the terms & conditions stated below:

1. You will supply the T-Shirts with materials you stated in your quotation and your sample.
2. You will supply the T-shirts in MRDI office within 18 March 2019 before 01:00 PM.
3. The total payment will be Tk. **15,500/- (Fifteen thousand five hundred)** only for supplying 50 pieces of T-Shirt. Payment will be made through Bank transfer upon submission of the bill. As per our discussion, no vat/tax will be deducted at source.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production or carrying.
5. VAT and Tax as admissible will be paid by MRDI as per Govt. rules.
6. 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.

Thanking you,


Md. Abdul Gofur
Manager, finance
Cell # 01716 532641


Received
Fin

12.03.2019

for Sumaiya knit
fabrics

Management and Resources Development Initiative (MRDI)

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