

MRDI/2019-2020/548

24 February 2020

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

Subject: Work order for production of MRDI Annual Report 2018-2019.

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 150 copies of MRDI Annual Report 2018-2019 as per your quotation on 17 February 2020.

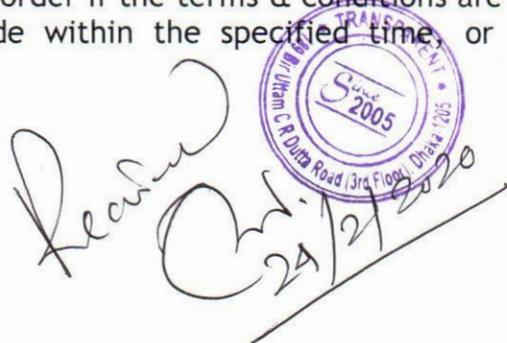
You are requested to supply the Annual Report 2018-2019 fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs required for production.
2. You will supply the Annual Report 2018-2019 in MRDI office within 15 March 2020 before 5.00 PM.
3. The total payment will be **Tk. 41,925/- (Forty one thousand nine hundred twenty five)** only including VAT for the Annual report 2018-2019.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after delivery.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
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.

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

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdivd.org, bmrdivd@yahoo.com, Web : www.mrdivd.org