

MRDI/2021-2022/476

26 January 2022

S.M. K udrat Ullah
Proprietor, Idea Printers
10/2 Katabon Road,
New Market, Dhaka.

Subject: Work order for production of MRDI Annual Report 2020-2021.

Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 150 copies of MRDI Annual Report 2020-2021 as per your quotation on 19 December 2021.

You are requested to supply the Annual Report 2020-2021 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 2020-2021 in MRDI office within 20 February 2022 before 5.00 PM.
3. The total payment will be Tk. 47,250/- (Forty seven thousand two hundred fifty) only including VAT for the Annual report 2020-2021.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Idea Printers will give us illustration copy of the Annual Report 2020-2021 at soft version.
6. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 4,500/-
7. Payment will be made through Bank transfer upon submission of the bill after delivery.
8. VAT and Tax as admissible will be deducted at source as per Govt. rules.
9. 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.
10. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Sk. Shaniaz Ahméd
Deputy Manager, Accounts

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