

MRDI/2020-2021/589

12 April 2021

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

Subject: Work order for reprint of Investigative Journalism Manual

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to reprint 1000 copies of an Investigative Journalism Manual name "Kivabe Hoben Jonogoner Kontthoswor" as per your quotation on 4 April 2021.

You are requested to 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 require for production of manual.
2. You will supply 1000 copies of Investigative Journalism Manual in MRDI office within 2 May 2021 before 5.00 PM.
3. The total payment will be Tk.1,75,000/- (One Lac seventy five thousand) only including VAT for the production and supply of 1000 copies of Investigative Journalism Manual.
4. Transparent will give us illustration copy of the publication at soft version.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
6. 50% Payment will be made through Bank transfer after receiving work order. Balance 50% Payment will be made through Bank transfer upon submission of the bill after delivery.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.
8. 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.
9. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you


Sk. Shaniaz Ahmed
Deputy Manager, Accounts




Management and Resources Development Initiative (MRDI)

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