

MRDI/2021-2022/508

6 February 2022

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

Subject: Work order for production of Survey Report People's Trust in Media.

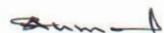
Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to Editing, DTP Design Cover Design & Layout produce and supply 500 copies of Survey Report People's Trust in Media as per your quotation on 5 February 2022.

You are requested to supply the Survey Report People's Trust in Media fulfilling the terms & conditions stated below:

1. You will do editing, Graphics Designer or DTP Design Cover Design & Layout of the publication.
2. You will do all the jobs with materials you stated in your quotation and other jobs required for production.
3. You will supply the Survey Report People's Trust in Media in MRDI office within 14 February 2022 before 5.00 PM.
4. The total payment will be **Tk. 1,98,000/- (One Lac ninety eight thousand)** only including VAT (Editing Tk 50,000/- DTP Design Cover Design & Layout Tk 28,000/- Printing or Production Tk 1,20,000/-).
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
6. Transparent will give us illustration copy of the publication at soft version.
7. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 14,500/-
8. Payment will be made through Bank transfer upon submission of the bill after delivery.
9. VAT and Tax as admissible will be deducted at source as per Govt. rules.
10. 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.
11. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Sk. Shaniaz Ahmed
Deputy Manager, Accounts



Revised
6/2/22

Management and Resources Development Initiative (MRDI)

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