



MRDI/2018-2019/759

26 May 2019

**S. M. Kudrat Ullah**  
 Proprietor, Idea Printers  
 84 Dhaka University Market  
 Sonargoan Road, Kataban  
 Dhaka-1000, Bangladesh

**Subject: Work order for Production & supply of Writing Pad, Comic Book, Poster & Financial Literacy (Easy Read Version)**

Dear Mr. Kudrat Ullah,

I am pleased to inform you that the MRDI procurement committee has selected your organization for production & supply of Writing Pad, Comic Book, and Poster & Financial Literacy Book as per following details based on your quotation submitted to us on the 22 May 2019.

You are requested to accomplish the assignment fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and any other jobs required for production of Writing Pad, Comic Book, and Poster & Financial Literacy Book.
2. You will supply the Writing Pad, Comic Book, and Poster & Financial Literacy Book within **30 May 2019 before 4.00 PM**. The details are as follows:

Sl.	Description	Qty	Total Amount
1.	<b>Financial Literacy (Easy Read Version)</b> DTP Design & Layout, Editing Size: 5.5in X 8.5in, Page: 32 Pages, 80 gm Offset Paper, 1 Colors Both Side Offset Print, Cover : 4 color Print, 300gm Art Card, Mat Lamination, Staple Binding	2,200	88,000.00
2.	<b>Comic Book : "রকস্টার"</b> Size : 7.25 in X 9.5 in; 16 Pages Cover 300gm Art Card, 4 Color Print with Mat Lamination, Inner 100 gm offset paper, 4 color print, Staple Binding	2,200	94,600.00
3.	<b>Poster</b> Size : 17.5 in X 22.5 in, 80 gm offset paper, 4 color print	4,000	56,000.00
4.	<b>Writing Pad</b> Size: 6.75 inch x 8.75 inch Leaf: 25 leaves (50 pages), Inner: One color offset print with line roll on 100gm offset paper, Cover: 4 color offset print on 300gm Art card. Spiral binding with foreign ring	2,200	81,400.00
	Total (VAT included)		320,000

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

*Handwritten signature and date:*  
 26/05/19

3. You will maintain close communication with MRDI regarding production Writing Pad, Comic Book, and Poster & Financial Literacy Book.
4. As you mentioned in your quotation, we will provide you partial payment equivalent to 50% of total.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules. Payment will be made through A/C payee cheque.
6. MRDI will not be responsible for any loss/damage/mistake arising/occurring while the processing of production.
7. MRDI will have the right to cancel 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

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26/05/10