

MRDI/2018-2019/791

16 June 2019

Kazi Ashrafal Hoque (Saymon)
Marketing & Business Development
Rochdale Biz
Plot-13, Lane-19, Block-A, Section-10
Mirpur, Dhaka-1216

Subject: Work order for Supplying of 100 pieces Jute Bag.

Dear Mr. Saymon,

I am pleased to inform you that we decided to get supply of 100 pieces of training Jute Bag from your organization as per your quotation dated 09 June 2019.

You are requested to supply the bags fulfilling the terms & conditions stated below:

1. You will supply the bags with materials as per your quotation dated 09 June 2019.
2. You will supply 100 pieces of Bags in MRDI office before 20 June 2019
3. The total payment will be **Tk.22,000/- (Twenty two thousand)** only for supply of 100 bags @ Tk. 220.00 per bag excluding TAX.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
6. 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

Received
Ashrafal

rochdale biz
Plot-13, Lane-19, Block-A,
Section-10, Mirpur, Dhaka.
Phone: 8051841

Management and Resources Development Initiative (MRDI)

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