

MRDI/2019-2020/117

25 August 2019

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

Subject: Work order for Production & supplying Awareness materials.

Dear S. M. Kudrat Ullah,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of below mentioned awareness materials. We are requesting to produce and supply the materials complying with your quotation submitted to us on 17.08.2019, MRDI will provide you the matters for the production.

Sl.	Particular	Quantity	Price in Taka
1.	Digital Sticker for Easy-Rickshaw: Size: 30in X 6in, Inkjet Sticker Paper, 4 color Inkjet Digital Print, Mat Lamination, Hand Cutting	1,000	60,000.00
2.	Leaflet Size: A-4, 80 gm Offset paper, 1 color both side print	80,000	88,000.00
3.	Paper Sticker for bus: Size: 9.7in X 4.7in, 250gm Sticker Paper, 4 color offset Print, Mat Lamination, Die Cutting	3,000	36,000.00
4.	Display Board: Size: 18in X 24in, 8mm PVC White board, 4 color Inkjet Digital Print, Mat Lamination, Hand Cutting, Pasting on Board, Hanging Knob	120	60,000.00
Total			2,44,000.00

1. The total payment will be Tk.2,44,000.00 (Two lac forty four thousand) only for the materials including VAT. Final payment will be made through A/C payee cheque/Bank transfer upon submission of bill. As you requested, MRDI may pay you 50% advance payment subject to availability of the project fund.
2. VAT and Tax as admissible will be deducted at source.
3. You will supply the materials in MRDI office within 08 September 2019 within 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
5. 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. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,



Md. Abdul Gofur
 Manager, Finance

RECEIVED



25-8-19

Management and Resources Development Initiative (MRDI)

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