

MRDI/2022-2023/050

25 August 2022

S.M. Kudrat Ullah
Proprietor, Idea Printers
10/2 Katabon Road,
New Market, Dhaka.

Subject: Work order for the publication of the report on the Gender Baseline Survey & product for a Digital Platform.

Dear Mr. Kudrat Ullah,

MRDI has decided to place the above-mentioned report in a digital platform instead of printing it. As negotiated with you, our procurement committee has selected your firm for designing the report for its publication to place it in a Digital Platform.

You are requested to supply the product for a Digital Platform fulfilling the terms & conditions stated below:

1. You will do the report design, cover design & layout with graph, chart, table & illustration, etc. for a digital platform.
2. You will be designing the report for digital platform within 29 August 2022 after you received edited final vision.
3. The total payment will be Tk.30,000/- (Thirty thousand) only including VAT & TAX.
4. You will supply us the illustration copy of the publication at soft version.
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.
7. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer



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25-08-22