

MRDI/2021-2022/669

13 April 2022

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

Subject: Work order for the publication of Gender Guideline for Media.

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to DTP Design Cover Design, Layout, Text spelling edit 500 copies of Gender Guideline for Media as per your quotation on 17 February 2022 and printing and supply 500 copies of Gender Guideline for Media as per your quotation on 12 April 2022.

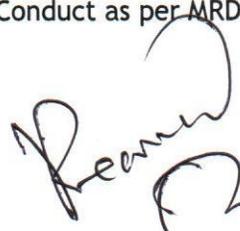
You are requested to supply the Gender Guideline for Media fulfilling the terms & conditions stated below:

1. You will do editing, Graphics Designer or DTP Design Cover Design, Layout Text spelling edit 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 Gender Guideline for Media in MRDI office within 20 April 2022 before 4.00 PM.
4. The total payment will be (Tk18,000+53,000) Tk 71,000/- (Seventy one thousand) only including VAT & TAX.
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. Payment will be made through Bank transfer upon submission of the bill after delivery.
8. VAT and Tax as admissible will be deducted at source as per Govt. rules.
9. 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.
10. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts



  
13/4/22