

MRDI/2020-2021/693

31 May 2021

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

Subject: Work order for communication material

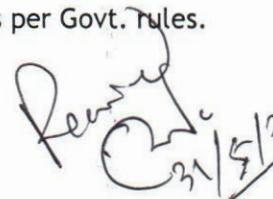
Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to print 4 item of communication material as per your quotation on 9 May 2021.

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

| SL | Description | Quantity | Rate | Amount |
|----|---|----------|-------|------------|
| 1 | LEAFLET Size: A-4, 100 gm Offset Paper, 1 color print | 10,000 | 2.50 | 25,000/- |
| 2 | COMIC BOOK Book Size: 7in X 9in, 24 Pages Cover: 300gm Art Card, 4 Color Print with Mat Lamination, Staple Binding Inner 100 gm offset paper, 4 color print | 1,500 | 67.00 | 1,00,500/- |
| 3 | POSTER Size: 20in X 30in (Large) 120 gm Glossy Art Paper, 4 Color Print | 2,000 | 30.00 | 60,000/- |
| 4 | FOLDING FLYER Size: 16in X 5in (Folding) 300gm Art Card, 4 Color Print, Folding Making | 3,000 | 20.00 | 60,000/- |
| | | | | 2,45,500/- |

- 1 You will do all the jobs with materials you stated in your quotation and other jobs required for production of the materials. MRDI will provide you the matters for the production.
- 2 You will supply the materials in MRDI office within 15 June 2021 within 5.00 PM.
- 3 The total payment will be Tk. 2,45,500.00 (Two lac forty-five thousand five hundred) only.
- 4 Transparent will give us illustration copy of the publication at soft version.
- 5 MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
- 6 50% Payment will be made through Bank transfer after receiving work order. Balance 50% Payment will be made through Bank transfer upon submission of the bill after delivery.
- 7 VAT and Tax as admissible will be deducted at source as per Govt. rules.




Management and Resources Development Initiative (MRDI)

- 8 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.
- 9 You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you



Sk. Shaniaz Ahmed

Deputy Manager, Accounts

