

MRDI/2020-2021/103

12 August 2020

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

Subject: **Work order for Production & supplying of Youth Perception Survey report.**

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for production & supplying of Youth Perception report. We are requesting to produce and supply the Youth Perception report complying with your quotation submitted to us on 20.07.2020, MRDI will provide you the matters for the production.

Sl.	Particular	Quantity	Price in Taka
1.	Youth Perception Survey Report: DTP Design, Cover design, Inner page design with Graph, Size: 8 inch X 11 inch, Survey report Volume: 48 pages (6 forma), Cover: 300gm art card, 4 Color Print, Mat & Spot Lamination, Inner: 120gm Art paper, 4 Color Print, Binding: Juice Binding	300	1,15,500.00
	Total		1,15,500.00

1. The total payment will be Tk. **1,15,500.00** (One lac fifteen thousand five hundred) only for the materials including VAT. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
2. Increase of 1 forma or its part and decrease of 1 forma, price will be increase or decrease by taka 9,400/-
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the survey report in MRDI office within 27 August 2020 within 5.00 PM.
5. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
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. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,



Md. Abdul Gofur
Manager, Finance
Cell # 01716 532641



12/8/20


Management and Resources Development Initiative (MRDI)

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