



MRDI/2021-2022/164

15 September 2021

Abu Zafar Mohammad Saleh
Proprietor, Tradecom International
53/1 New Elephant Road, Dhaka-1205.

Subject: Work order for face mask.

Dear Mr. Saleh,

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying face mask. We are requesting to supply the face mask with your quotation submitted to us on 14.09.2021, MRDI will provide you the text for print both sides.

Sl.	Particular	Quantity	Price in Taka
1.	Face mask Fabric: Cotton Both side print (As per sample)	3000	78,000.00
2.	Tax 3%		2,340.00
Total			80,340.00

1. The total payment will be Tk. 80,340.00 (Eighty thousand three hundred forty) only including Tax.
2. 50% payment will be made through A/C payee cheque/Bank transfer after receiving the work order.
3. Final payment (50%) will be made through A/C payee cheque/Bank transfer upon submission of bill.
4. VAT and Tax as admissible will be deducted at source.
5. You will supply the face mask in MRDI office within 20 September 2021 within 5.00 PM.
6. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
7. 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 face mask if the production quality is not satisfactory.

Thanking you,


Sk. Shaniaz Ahmed
Deputy Manager, Accounts
Cell # 01819 472479

Received by
15/09/21
TRADECOM INTERNATIONAL


Proprietor

Management and Resources Development Initiative (MRDI)

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