



MRDI

O/C

MRDI/2019-2020/261

23 October 2019

Tanim Ahmed  
CEO  
Omni Space  
Dhaka

**Subject: Work order for Translation into English from Bangla**

Dear Mr. Ahmed,

I am pleased to inform you that the MRDI procurement committee has selected your organization for translating mentorship stories, investigative reports & other required documents from Bangla to English for the period from September 2019 to August 2021.

You are requested to provide your service fulfilling the terms & conditions stated below:

1. Work in close attachment with the Head of Programme and Communications and the Executive Director, MRDI.
2. Translate news reports and other required documents in English. MRDI will provide you the reports or document links.
3. Submit the translated document in MS Word/doc files by email at the address miraj@mrdbd.org.
4. The rate of the translation will be Tk. 6.00 per word of the original document and in case of video words will be counted based on the transcript/translated document.
5. VAT/TAX as admissible will be deducted at source as per Bangladesh Government rules.
6. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill/Invoice after completion of the work and accepted by Head of Programme and Communications.
7. MRDI will not be responsible for any loss/damage arising/occurring while transferring the translated documents
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 translation quality is not satisfactory.

Thanking you,

Md. Abdul Gofur  
Manager, Finance

Received  
23/10/2019

Management and Resources Development Initiative (MRDI)

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207  
Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdbd.org, bmrdbd@yahoo.com, Web : www.mrdibd.org