

MRDI/2020-2021/126

25 August 2020

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

Subject: Work order for Publication of 1000 copies Investigative Journalism Manual.

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for publishing 1000 copies Investigative Journalism Manual considering your quotation submitted to us on 20 August, 2020 under the project "Improving Qualitative Journalism in Bangladesh, Phase II" supported by FOJO Media Institute, Linnaeus University, Sweden. You are requested to publish & deliver the Manual considering following condition:

- You will publish and deliver the Investigative Journalism Manual complying the job details you stated in your quotation.
- You will publish and deliver 1000 copies of Investigative Journalism Manual in MRDI Office within 30 September, 2020 before 5.00 PM.
- The total payment will be **Tk. 265,000.00** (Two lac sixty five thousand) only for publishing and supplying 1000 copies of Investigative Journalism Manual. MRDI will provide you 50% advance with this work order. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
- MRDI will not be responsible for any loss/damage arising/occurring while processing of production or carrying to MRDI.
- VAT and Tax as admissible will be deducted at source as per Govt. rules.
- 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



25/8/2020



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@mrdibd.org, bmrdi@yahoo.com, Web: www.mrdibd.org