

MRDI/2019-2020/294

02 November 2019

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

Subject: Work order for Production & supplying safety and security guideline for Journalists

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for Production & supplying safety and security guideline for Journalists as per your quotation submitted to us on 26 October 2019

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

1. You will do all the jobs with materials you stated in your quotation and other jobs required for production of the guideline. MRDI will provide you the matters for the production.
2. You will supply the guideline in MRDI office within 10 November 2019, 5.00 PM.
3. The total payment will be Tk. 148,000.00 (One lac forty eight thousand) only for the production & supplying of 500 books of 96 page (12 forma) each including VAT as per following details:

Particular	Quantity	Price
Book Size: 6 inch x 8.5 inch Volume: Approximately 96 Page (12 forma) Inner: 1 color print on 100gm offset paper (One forma 4 color print & others one color print) Cover: 4 color print on 300gm art card Mat & spot lamination, Hard book binding	500 Copies	148,000.00

4. VAT and Tax as admissible will be deducted at source as per Govt. rules.
5. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after completion of the work.
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, or the production quality is not satisfactory. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.

Thanking you,



Md. Abdul Gofur
Manager, Finance

Received
2/11/2019