

MRDI/2021-2022/170

16 September 2021

S.M.Kudrat Ullah
Proprietor, Idea Printers
10/2 Katabon Road (Muktijoddha Club)
New Market, Dhaka-1205.

Subject: Work order for Envelop (Big Size)

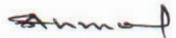
Dear Mr. Kudrat Ullah,

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying envelop (big size). We are requesting to supply the envelop with your quotation submitted to us on 16.09.2021.

Sl.	Particular	Quantity	Price in Taka
1.	Envelop (Big Size) Size: 9-inch x 13 inch. 100gm Offset paper, 1 color print Envelop making	3000	18,000.00
Total			18,000.00

1. The total payment will be Tk.18,000.00 (Eighteen thousand) only for the envelop (big size) including Vat & Tax.
2. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the envelop (big size) in MRDI office within 21 September 2021 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 envelop if the production quality is not satisfactory.

Thanking you,


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

RECEIVED
16-09-2021

**Management and Resources Development Initiative (MRDI)**

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207
Tel : +88 02 48117412, +88 02 48120879, E-mail : info@mrdivd.org, Web : www.mrdibd.org