

MRDI/2023-2024/124

20 September 2023

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

Subject: Work order for printing of MRDI writing pad (Small Size).

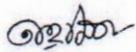
Dear Mr. Mostofa,

This is to inform you that MRDI has selected your organization for printing 250 copies of the MRDI writing pad. You are requested to supply the materials as per following conditions:

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	MRDI Writing Pad (Small Size) Size: 6.75-inch x 8.75 inch; Leaf 25 Inner print: 1 color offset print on 80-gram offset paper Cover print: 4 colors offset print on 300gm Art card. MRDI Logo & Line roll on both side prints Spiral binding with foreign ring.	250	85	21,250.00
	Total			21,250.00

1. The total payment will be Tk.21,250.00 (Twenty one thousand two hundred fifty) only for the MRDI writing pad including VAT and TAX.
2. You will supply the MRDI writing pad in MRDI office within 25 September 2023 before 5.00 PM.
3. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
4. Payment will be made through Bank transfer upon submission of the bill after delivery.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
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.
7. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI

