

MRDI/2023-2024/067

09 August 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.

Dear Mr. Mostofa,

This is to inform you that your quotation submitted to us on 07 August 2023 has been accepted and MRDI has selected your organization for printing 1500 copies of 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 (40 pages) Size: 5.5-inch x 8.5 inch Cover: 300 gm Art Card, 1 color offset print Inner Page: 100 gm offset Paper, 1 color offset roll print. Binding: Hard Book Binding, Corner Dy Cutting.	1400	69	96,600.00
2.	MRDI Writing Pad (80 Pages) Size: 5.5-inch x 8.5 inch Cover: 300 gm Art Card, 1 color offset print Inner Page: 100 gm offset Paper, 1 color offset roll print. Binding: Hard Book Binding, Corner Dy Cutting.	100	165	16,500.00
Total				113,100.00

1. The total payment will be Tk.113,100.00 (One lac thirteen thousand one hundred) only for the MRDI writing pad including VAT and TAX.
2. You will supply the MRDI writing pad in MRDI office within 24 August 2023 before 5.00 PM.
3. Transparent will provide the sample of the inner and cover paper before final print.
4. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
5. Payment will be made through Bank transfer upon submission of the bill after delivery.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
7. 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.
8. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,


Tahmina Ferdowsy
Senior Accounts Officer
MRDI


