

MRDI/2023-2024/054

02 August 2023

S.M. Kudrat Ullah

Proprietor, Idea Printers

84, Dhaka University Market,

Sonargoan Road, Katabon, Dhaka-1000.

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

Dear Mr. Kudrat Ullah,

This is to inform you that your quotation submitted to us on 11 July 2023 has been accepted and MRDI has selected your organization for printing 1000 copies of the Investigative Journalism Manual book. MRDI will provide you with the matters for the print you are requested to supply the Investigative Journalism Manual as per following conditions:

Sl.	Particulars	Quantity	Unit Price (BDT)	Price in Taka
1.	Book Title: Investigative Journalism Manual Full book text spelling check, Book Cover 4 Color Design, Inner Page 4 Color Design & Layout, Full design will be color printed 3/4 times, soft copy will be provided for posting on the website.	1000	382	382,000.00
	Size: 8.5 X 11.00-inch, Page: 192 pages, Cover: 300 gm Art Card, 4 color Print, Mat & Spot Lamination Inner: 100 gm offset paper, 4 color & 2 color print, Hard Juice Binding			
	Total			382,000.00

1. You will do editing and DTP Design Cover Design, Layout of the publication.
2. The total payment will be **Tk. 382,000/- (Three lac eighty two thousand)** including VAT and TAX only.
3. You will supply the Investigative Journalism Manual in MRDI office within 29 August 2023 before 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. 50% Payment will be made through bank transfer after receiving the work order. The remaining 50% payment will be made through bank transfer upon submission of the bill after delivery of printed materials in good condition.
6. Idea Printers will give us an illustration copy of the Investigative Journalism Manual in the soft version.

