



MRDI/2023-2024/210

3 December 2023

G M Kiron

Proprietor, Transparent
189 Bir Uttam CR Datta Road,
Dhaka-1205.

Subject: Work order for printing MRDI Letterhead Pad, MRDI Envelop Large, Medium and Small.

Dear Mr. Kiron,

This is to inform you that MRDI has selected your organization for printing 1000 pieces of MRDI Letterhead Pad, 1500 pieces of MRDI Large Envelop, 1500 pieces of MRDI Medium Envelop and 1000 pieces of MRDI Small Envelop. complying with your quotation submitted to us on 30.11.2023. You are requested to supply the printing material as per following conditions:

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	MRDI Letterhead Pad Size : 8.25in X 11.65in 100 gm offset Paper 4 color Print, Flash Cutting	1000	7.50	7,500/-
2.	MRDI Envelop (Large) 9 in X 12in 100 gm offset Paper 1 color Print, Envelop Making	1,500	9.00	13,500/-
3.	MRDI Envelop (Medium) 6 in X 9in 100 gm offset Paper 1 color Print, Envelop Making	1,500	7.50	11,250/-
4.	MRDI Envelop (Small) 4.25 in X 9.5in 100 gm offset Paper 1 color Print, Envelop Making	1,000	9.00	9,000/-
Total				41,250/-

1. You will do the printing of materials you stated in your quotation and other jobs required for production.
2. You will supply the MRDI Letterhead Pad, MRDI Envelop Large, Medium and Small in MRDI office, 8/19 Sir Syed Road, Mohammadpur, Dhaka within 10 December 2023.
3. The total payment will be Tk. **41,250/- (Forty one thousand two hundred fifty)** including VAT & Tax.
4. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
5. Transparent will give us an illustration copy of the MRDI Letterhead Pad, MRDI Envelop Large, Medium and Small in soft version.
6. Payment will be made through Bank transfer upon submission of the bill after delivery.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.



8. 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.
9. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

DocuSigned by:

53FACAE105604E0
Sk. Shaniaz Ahmed
Deputy Manager Accounts

Received,

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G M Kiron
Proprietor, Transparent