



MRDI/2021-2022/031

17 July 2021

**Golam Mostafa Kiron**  
Proprietor, Transparent  
189 Bir Uttam CR Datta Road (3rd floor),  
Hatirpool, Dhaka-1205

**Subject: Work order for MRDI writing pad**

Dear Mr. Kiron,

I am pleased to inform you that we need 200 copies MRDI writing pad. As per our telephonic discussion you are requested to supply the printing MRDI writing pad fulfilling the terms & conditions stated below:

SL	Description	Quantity	Rate	Amount
1	MRDI Writing Pad (25 pages) 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	200	58.00	11,600.00
	TOTAL			11,600.00

- 1 You will supply the writing in MRDI office within 26 July 2021 within 5.00 PM.
- 2 The total payment will be Tk. 11,600.00 (Eleven thousand six hundred) only including vat and Tax.
- 3 MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
- 4 Payment will be made through Bank transfer/ A/c payee cheque 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 You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you

*ahmad*  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts



*Rensu*  
*17/7/2021*

**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@mrdibd.org, Web : www.mrdibd.org