

MRDI/2019-2020/384

19 December 2019

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

Subject: Work order for Production & supplying Easy Learning Book.


Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of Easy Learning Book. We are requesting to produce and supply the Easy Learning Book complying with your quotation submitted to us on 30.09.2019, MRDI will provide you the matters for the production.

Sl.	Particular	Quantity	Price in Taka
1.	Easy Learning Book: DTP Design & Layout, Text Spelling Editing Size: 7.25-inch x 9.5 inch. Page: 40 Inner Page: 100gm Offset paper, 4 color print Cover: 300gm Art Card, 4 color print, Mat & Spot Lamination Staple Binding	5,000	2,98,750.00
Total			2,98,750.00

1. The total payment will be Tk. **2,98,750.00** (Two lac ninety eight thousand seven hundred fifty) only for the materials including VAT. Final payment will be made through A/C payee cheque/Bank transfer upon submission of bill. As you requested, MRDI may pay you 50% advance payment subject to availability of the project fund.
2. VAT and Tax as admissible will be deducted at source.
3. You will supply the materials in MRDI office within 24 December 2019 within 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
5. 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. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,



 Samsun Nahar
 Deputy Manager, Finance



Revised
19/12/2019

Management and Resources Development Initiative (MRDI)

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