



MRDI/2019-2020/415

31 December 2019

Mahafujul Hasan
Manager Creative Service
Vizden
Banani DOHS, 4th Floor,
House - 57, Road - 5, Banani, Dhaka-1212

Services Received
As mentioned in this
ToR/Contract

Subject: Work order

Dear Mr. Hasan,

We are pleased to inform you that considering your quotation dated 24.12.2019, the MRDI procurement committee has selected your organization for production of the 10-session online training course on 'Right to Information' for the NGO designated officers. Total length of the online training course will be approximately 2:30 to 3:00 hours. The duration of the assignment will be maximum 75 days from the date of receiving work order.

You are requested to implement the whole assignment complying with your quotation. The terms of reference for the stated assignment will be as follows:

- Vizden will have to take the overall responsibilities for production of the on-line course maintaining close communication with MRDI team.
- Total length of the online course will be 10 session, approximately 2:30 to 3:00 hours.
- Vizden will engage professional cameramen with camera, camera assistant, video editor, required expertise and accessories for assignment.
- The assignment will be included video scripting, outdoor croma shooting, croma editing, video editing, GFX, Animation and session presenting.
- Vizden will submit the rush & two copies of the final version of the on-line module in DVDs.
- Vizden will be paid a consolidated amount of **Tk.5,50,000.00** (Taka Five lac fifty thousand) only for satisfactory accomplishment of the tasks mentioned above. The amount will be paid in the following installments:
 - 25% of total after handover the script.
 - 50% after the video shooting.
 - 25% after supplying all the deliverables to MRDI.
- MRDI reserves the right to deduct income tax and VAT dues (if applicable) at the prescribed rates from the contract amount.

For any queries, please feel free to contact us.

Thanking you,

Md Abdul Gofur
Manager Finance

Received
Mahafujul
31-12-2019

Management and Resources Development Initiative (MRDI)

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