

MRDI/2021-2022/323

18

20 November 2021

S.M. Kudrat Ullah  
Proprietor, Idea Printers  
290 Dhaka University Market  
Sonargoan Road, Kataban  
Dhaka-1000, Bangladesh.

**Subject: Work order for print MRDI folder.**

Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to print 1000 copies of MRDI folder as per your quotation on 17 November 2021.



You are requested to supply the guideline fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs require for production of manual.
2. You will supply 1000 copies of MRDI folder in MRDI office within 30 November 2021 before 5.00 PM.
3. The total payment will be **Tk.45,000/- (Forty five thousand)** only including VAT for the production and supply of 1000 copies of MRDI folder.
4. Idea Printers will give us illustration copy of the folder at soft version.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
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. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you



Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

  
  
20-11-21