

MRDI/2018-2019/429

21 January 2019

Proprietor
Idea Printers
84 Dhaka University Market, Sonargoan Road,
Kataban, Dhaka-1000, Bangladesh.

Subject: Work order for production of MRDI Annual Report 2017-2018.

Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 150 copies of MRDI Annual Report 2017-2018 as per your quotation on 13 January 2019.

You are requested to supply the Annual Report 2017-2018 fulfilling the terms & conditions stated below:

1. You will do all the jobs with materials you stated in your quotation and other jobs required for production.
2. You will supply the Annual Report 2017-2018 in MRDI office within 31 January 2019 before 5.00 PM.
3. The total payment will be Tk. 42,750/- (Forty two thousand seven hundred fifty) only for the Annual report 2017-2018.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after delivery.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
7. 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.

Thanking you,



Md. Abdul Gofur
Manager, Finance



Management and Resources Development Initiative (MRDI)

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