

MRDI/2018-2019/445

27 January 2019

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

**Subject: Work order for Supplying Gift Item**

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for supplying 30 pieces of crest, T-shirt and books considering your quotation submitted to us today on 26 January, 2019 under the project "Advancing Women's Right of Access to Information in Bangladesh" in partnership with Manusher Jonno Foundation. You are requested to supply the gift items as per following conditions:

- You will supply the gifts with materials, size & description you stated in your quotation.
- You will supply 30 pieces of each gift items as per following details in MRDI office within 31 January 2019 before 5:00 PM.

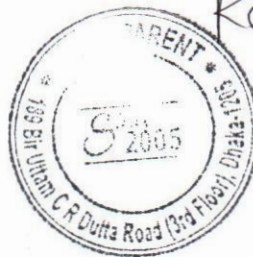
Particular	Quantity (Unit)	Price (Tk.)
Wooden Crest (Size 10in x 6in), Y shape dy cutting (As per Sample), Wooden floor crest base, with standard box cover	30	32,400.00
T-shirt: 100% Ultra cotton, Small, medium & Large size, Round neck, High visibility standard	30	9,600.00
Gift Book: Novel "Kobi" by Tarashankar Bondopadhyay	30	6,000.00
<b>Total (Including VAT)</b>		<b>48,000.00</b>

- Payment will be made through Bank transfer or account payee cheque.
- MRDI will not be responsible for any loss/damage arising/occurring while the processing of production or carrying to MRDI.
- VAT and Tax as admissible will be deducted at source as per Govt. rules.
- 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



*Revised*  
*27/1/2019*

**Management and Resources Development Initiative (MRDI)**

8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207

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