

29 November 2021

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

Subject: Work order for production & supplying Folder with 19 cards.

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of Folder with 19 cards. We are requesting to produce and supply Folder with 19 cards complying with your quotation submitted to us on 25.11.2021.

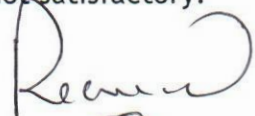
Sl.	Particular	Quantity	Price in Taka
1.	Folder with 19 Cards Folder Size: 9-inch X 6.7 inch 300 gm Art Card, 4 Color print Mat & Spot Lamination, Folder making Card Size: 6.5-inch X 8.75 inch 300 gm Art Card, 4 Color both side print Mat Lamination, Dei Cutting As per sample	500	1,85,000.00

1. The total payment will be Tk.1,85,000.00 (One Lac eighty five thousand) only for the materials including VAT and TAX.
2. 50% Payment will be made after received the work order, balance 50% Payment will be made after submission of bill through A/C payee cheque/Bank transfer
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the materials in MRDI office within 12 December 2021 within 5.00 PM.
5. Transparent will give us illustration copy of the folder with 19 cards at soft version
6. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
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. MRDI may claim reproduction of the materials if the production quality is not satisfactory.

Thanking you,

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts  
Cell # 01819 472479



  
29/11/21

Management and Resources Development Initiative (MRDI)

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

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