



MRDI/2018-2019/541

03 March 2019

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

Subject: Work order for Production & supplying Awareness materials.


Dear Mr. Kiron,


I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of below mentioned awareness materials. We are requesting to produce and supply the materials complying with your quotation submitted to us on 28.02.2019, MRDI will provide you the matters for the production.

Sl.	Particular	Quantity	Price in Taka
1.	Poster: 17.5" x 22.5", 4 color print on 80 gram offset paper	6,000	48,000.00
2.	Poster: 17.5" x 22.5", 4 color print on 120 gram Art paper	2,000	18,000.00
3.	Leaflet: A4, 4 color print on 120 gram Art paper	30,000	67,500.00
4.	Flyer (3 folding): 14" X 8.5", 4 Color print on 120gram art paper	8,000	28,000.00
5.	Easy Learning Book: 28 pages, 9.75"x 7.25", 1 color inner print on 120 gram Art paper, 4 color cover print on 300gram art card, mat lamination & staple binding	3,000	138,000.00
6.	5 type of sticker:7.5" x 6.5", 7" x 7", 10" x 4.3", 6" x 7" & 9.5" x 6", 4 color offset print on imported sticker paper, Dye cutting	3000	36,000.00
	Total		335,500.00

1. The total payment will be Tk. **335,500.00** (Three lac thirty five thousand five hundred) only for the materials including VAT. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill. As you requested, MRDI may pay you 50% advance payment subject to availability of the project fund.
2. VAT and Tax as admissible will be deducted at source. You are requested to attach the Mushak challan with the invoice/bill. VAT coupon will be issued against the VAT amount.
3. You will supply the materials in MRDI office within 25 April 2019 within 5.00 PM.
4. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
5. 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,


Md. Abdul Gofur
Manager, Finance


Proprietor
3/3/2019

Management and Resources Development Initiative (MRDI)

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

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmrdi@yahoo.com, Web : www.mrdibd.org