

MRDI/2021-2022/477

26 January 2022

S.M. K udrat Ullah
Proprietor, Idea Printers
10/2 Katabon Road,
New Market, Dhaka.

HOLD

Subject: Work order for production of publication on RTI authorities.

Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to produce and supply 500 copies of publication on RTI authorities as per your quotation on 21 December 2021.

You are requested to supply the publication on RTI authorities 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 publication on RTI authorities in MRDI office within 13 February 2022 before 5.00 PM.
3. The total payment will be Tk. 74,500/- (Seven four thousand five hundred) only including VAT for the publication on RTI authorities.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Idea Printers will give us illustration copy of the publication on RTI authorities at soft version.
6. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 3,500/-
7. Payment will be made through Bank transfer upon submission of the bill after delivery.
8. VAT and Tax as admissible will be deducted at source as per Govt. rules.
9. 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.
10. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Sk. Shaniaz Ahmed
Deputy Manager, Accounts

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26-1-22



Management and Resources Development Initiative (MRDI)