

MRDI/2019-2020/073

31 July 2019

**Ayman Sadiq,**  
Chief Executive Officer  
10 Minute School  
House # 64, Road # 07  
Cantonment Bazar, Dhaka

**Sub: Work order for developing "RTI E & M learning certificate course for youth through web-based mobile application"**

Dear Mr. Sadiq,

Greetings from MRDI!

In reference to your quotation submitted on 21 July 2019, the MRDI procurement committee has selected your organization for developing the above mentioned RTI E & M learning certificate course under the project "Better Governance for better services" in partnership with Manusher Jonno Foundation (MJF).

You are requested to develop and deliver the e-learning course and mobile application fulfilling the terms & conditions as stated below:

1. You will perform all the jobs with materials, equipments & manpower as you stated in your quotation and other jobs require for the production & installation of the mentioned e-learning certificate course and mobile application.
2. You will develop the e-learning course following your details discussion with MRDI team, MRDI invitation letter for proposal and your submitted quotation.
3. You will maintain close communication with MRDI team regarding the production & promotion plan and implementation of the e-learning course and mobile application.
4. Your scope of work will be as follows:
  - Production of 4 Videos regarding RTI which will include script and copywriting, resource person, editing and animation, video promotion
  - Mobile App creation and Installation
  - Monthly recurrence which includes project management, database administration, app, backend and CMS maintenance, query management, new content integration for 4 months
  - On-demand recurrence which includes user management and reporting,

*Signature*  
Management and Resources Development Initiative (MRDI)

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

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*Signature*  
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CMS and analytical Development, dashboard+ archive content creation, customization for 4 months

- Training MRDI IT staff on the app maintenance and handover the maintenance after the training ends
  - On demand call for trouble shooting purpose (Fixed Tk. 2,250 per call including vat & tax)
  - 10MS will ensure the satisfactory production quality to run it smoothly
5. You will deliver the e-learning course and mobile application to MRDI within 90 days after receiving the work order.
  6. The total payment will be **Tk.868,385.00** (Eight lac sixty eight thousand three hundred eighty five) only including VAT. Payment will be made through A/C payee cheque or bank transfer. Payment will be made as per following manner:
    - 25% on receiving work order
    - 25% after developing & delivery of mobile application
    - 50% after completion of the entire assignment
  7. MRDI will not be responsible for any loss/damage arising/occurring while developing /production.
  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.

Thanking you,

Md. Abdul Gofur  
Manager, Finance

Received

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