



MRDI/2018-2019/572

15 March 2019

**Afjal Hossain**  
Proprietor  
Jute Crafts  
B 44/25 Emandipur  
Savar, Dhaka-1340

**Subject: Work order for Supply of 50 pieces Jute Training Bag.**

Dear Mr. Hossain,

I am pleased to inform you that the management of MRDI has selected your organization for supplying of 50 pieces of Jute training bag as per your quotation on 13 March 2019.

You are requested to supply the bags fulfilling the terms & conditions stated below:

1. You will supply the bags with materials you stated in your quotation and sample.
2. You will supply the Bags in MRDI office within 17 March 2019 before 5:00 PM. The total payment will be Tk. 13,500/- (Thirteen thousand five hundred) only for supplying 50 pieces of Training Bag. Payment will be made upon submission of the bill.
3. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
4. VAT and Tax will be deposited by MRDI as per Govt. rules.
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, or the production quality is not satisfactory.

Thanking you,

**Md. Abdul Gofur**  
Manager, Finance

Received  
Abd  
15-3-19

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

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