

MRDI/2021-2022/527

24 February 2022

Kazi Ashraful Hoque (Saymon)
Rochdale Biz
Plot-13, Lane-19, Block-A, Section-10
Mirpur, Dhaka-1216

Subject: Work order for Supply of 175 pieces Jute-file folder.


Dear Mr. Saymon,

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying Jute-file folder. We are requesting to supply the Jute-file folder with your quotation submitted to us on 23.02.2022.

Sl.	Particular	Quantity	Price in Taka
1.	Jute (Bag) file folder Fabric: Off-white color Jute fabrics with lamination Size: Width 11.5 X Height 14 (As per sample)	175	21,000.00
Total			21,000.00

1. The total payment will be Tk.21,000.00 (Twenty one thousand) only for the Jute (Bag) file folder including Vat & Tax.
2. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the June (Bag) file folder in MRDI office within 01 March 2022 within 5.00 PM.
5. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
6. 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 June (Bag) file folder if the production quality is not satisfactory.
7. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,


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

Received
ROCHDALE BIZ
Ashraful
Proprietor
24.02.22

Management and Resources Development Initiative (MRDI)

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