

MRDI/2021-2022/529

24 February 2022

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

Subject: Work order for the publication of Factchecking Handbook.

Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to DTP Design Cover Design, Layout, Text spelling edit & produce and supply 1000 copies of Factchecking Handbook as per your quotation on 15 February 2022.

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

1. You will do editing, Graphics Designer or DTP Design Cover Design, Layout Text spelling edit of the publication.
2. You will do all the jobs with materials you stated in your quotation and other jobs required for production.
3. You will supply the Factchecking Handbook in MRDI office within 20 March 2022 before 5.00 PM.
4. The total payment will be Tk.2,65,000/- (Two Lac sixty five thousand) only including VAT & TAX.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
6. Idea Printers will give us illustration copy of the publication at soft version.
7. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 9,500/-
8. Payment will be made through Bank transfer upon submission of the bill after delivery.
9. VAT and Tax as admissible will be deducted at source as per Govt. rules.
10. 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.
11. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,


Sk. Shaniaz Ahmed
Deputy Manager, Accounts



24-2-22