

MRDI/2018-2019/758

26 May 2019

**Golam Mostofa Kiron**  
Proprietor, Transparent  
189 Bir Uttam CR Datta Road (3rd floor),  
Hatirpool, Dhaka-1205.

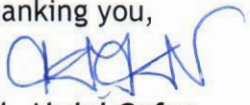
**Subject: Work order for Supplying 1,760 Pieces Promotional Mug**


Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for supplying 1,760 pieces promotional Mug considering your quotation submitted to us on 22 May, 2019 under the project "Understanding finance by the youth, Phase III" in partnership with HSBC. You are requested to supply the Promotional Mug as per following conditions:

- You will supply the Mug with materials, size & description you stated in your quotation.
- You will supply 1,760 pieces promotional Mug in MRDI office within 30 May 2019 before 4:00 PM.
- The total payment will be Tk.572,000.00 (Five lac seventy two thousand) only including VAT for supplying of 1,760 pieces promotional Mug.
- Payment will be made through Bank transfer or account payee cheque.
- As you mentioned in your quotation, we will provide you partial payment equivalent to 50% of total.
- MRDI will not be responsible for any loss/damage arising/occurring while the processing of production or carrying to MRDI.
- VAT and Tax as admissible will be deducted at source as per Govt. rules.
- 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

  
transparent  
Proprietor  
20/5/2019

Management and Resources Development Initiative (MRDI)

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

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmrdir@yahoo.com, Web : www.mrdibd.org