

MRDI/2020-2021/632

2 May 2021

S.M. Kudrat Ullah  
Proprietor, Idea Printers  
84 Dhaka University Market  
Sonargoan Road, Kataban  
Dhaka-1000, Bangladesh.

**Subject: Work order for reprint of Safety and Security guideline.**

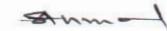
Dear Mr. Kudrat Ullah,

I am pleased to inform you that our procurement committee has selected your organization to reprint 1000 copies of Safety and Security guideline for journalist's name "Sangbadikatay Nirapotta O Surokha" as per your quotation on 4 April 2021.

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

1. You will do all the jobs with materials you stated in your quotation and other jobs require for production of manual.
2. You will supply 1000 copies of Safety and Security guideline in MRDI office within 9 May 2021 before 5.00 PM.
3. The total payment will be Tk.1,35,000/- (One Lac thirty five thousand) only including VAT for the production and supply of 1000 copies of Safety and Security guideline.
4. Idea Printers will give us illustration copy of the publication at soft version.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
6. 50% Payment will be made through Bank transfer after receiving work order. Balance 50% Payment will be made through Bank transfer upon submission of the bill after delivery.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.
8. 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.
9. You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you



Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

RECEIVED  
21/5/2021  


Management and Resources Development Initiative (MRDI)

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