

MRDI/2018-2019/760

26 May 2019

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


Subject: Work order for Supplying 300 Pieces RTI Hand book on investigative reporting.

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for supplying 300 Pieces RTI Hand book on investigative reporting considering your quotation submitted to us on 22 May, 2019 under the project "Improving Qualitative Journalism in Bangladesh" supported by FOJO Media Institute, Linnaeus University Sweden. You are requested to supply the RTI Hand book as per following conditions:

- You will supply the RTI Hand book with materials, size & description you stated in your quotation.
- You will supply 300 Pieces RTI Hand book on investigative reporting in MRDI office within **10 June 2019 before 5:00 PM.**
- The total payment will be **Tk.115,500.00 (One lac fifteen thousand five hundred)** only including VAT for supplying of 300 Pieces RTI Hand book on investigative reporting.
- Payment will be made through Bank transfer or account payee cheque.
- 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. Abdül Gofür
Manager, finance

Received
26/5/2019

Management and Resources Development Initiative (MRDI)

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