

MRDI/2020-2021/670

25 May 2021

Rajib Un Nabi
Proprietor, Rain Corporation
Road-28, House-386 (1st floor)
Mohakhali, DOHS, Dhaka

Subject: Work order for Production of process in video documentary.

Dear Mr. Nabi,

I am glad to inform you that the MRDI procurement committee has selected your organization to producing a 4-5-minutes video documentary on RTI with insights of impacts and success of using RTI act along with description of main spirit of the act and its applications.

The terms of reference for the stated assignment will be as follows:


Scope of work:

- Designing an overall planning in consultation with MRDI team.
- Preparing and summation storyboard with script for the video documentary to MRDI for approval before filming.
- Getting approval from MRDI regarding cast and location as agreed and according to the prepared script.
- Preparing draft of the video documentary and submit to MRDI for feedback.
- Editing subtitles, incorporate changes based on feedback.
- Deliver the final documentary in DVD & digital format. All rushes will be hand over in soft version after final delivery of the documentary.
- Other relevant work which required for the successful production and supply of the mentioned video documentary on 15 June 2021.

Financial Matter:

- Rain Corporation will be paid a consolidated amount of **Taka 2,00,000.00** (Two lac) only for satisfactory accomplishment of the task mentioned above.
- 50% of total amount will be paid after accepting the work order and
- 25% of total amount will be paid after completing outdoor shootings.
- Rest 25% of total amount will be paid after completion of the total task and approved by MRDI.
- MRDI reserves the right to deduct income tax and VAT dues (if applicable) at the prescribed rates from the contract amount.
- You will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,


Sk. Shaniaz Ahmed
Deputy Manager Accounts

Revised by

Proprietor
Rain Corporation

Management and Resources Development Initiative (MRDI)

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