

MRDI/2021-2022/654

6 April 2022

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

Subject: Work order for the publication of GRM Bangladesh Report.

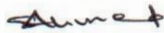
Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to Review & Editing, DTP Design Cover Design, Layout, Table, Graph, printing, and supply 500 copies of GRM Bangladesh Report as per your quotation on 3 April 2022.

You are requested to supply the GRM Bangladesh Report fulfilling the terms & conditions stated below:

1. You will do Review & Editing, Graphics Designer or DTP Design Cover Design, Layout 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 GRM Bangladesh Report in MRDI office within 7 days after you received edited final vision.
4. The total payment will be Tk.2,59,000/- (Two Lac fifty-nine thousand) only including VAT & TAX.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
6. Transparent will give us illustration copy of the publication at soft version.
7. Increase or decrease of 1 form or its part, price will be increase or decrease by taka 6,500/-
8. 50% payment will be made through Bank transfer after received the work order and balance 50% 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. Shaniyaz Ahmed
Deputy Manager, Accounts

