

MRDI/2021-2022/153

14 September 2021

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

Subject: Work order for T-shirt

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying T-shirt. We are requesting to supply the T-shirt with your quotation submitted to us on 13.09.2021, MRDI will provide you the text for print on back side.

Sl.	Particular	Quantity	Price in Taka
1.	T-shirt Fabric: Cotton Size: Medium, Large, XL, XXL Polo Shirt, Back side print	275	53,350.00
Total			53,350.00

1. The total payment will be Tk.53,350.00 (Fifty three thousand three hundred fifty) only for the T-shirt including Vat & Tax.
2. 70% will be paid after receiving the work order. Final payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
3. VAT and Tax as admissible will be deducted at source.
4. You will supply the T-shirts in MRDI office within 19 September 2021 within 5.00 PM.
5. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
6. 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. MRDI may claim reproduction of the T-shirt if the production quality is not satisfactory.

Thanking you,


Sk. Shaniaz Ahmed
Deputy Manager, Accounts
Cell # 01819 472479


Rashed
14/9/2021

**Management and Resources Development Initiative (MRDI)**

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

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