

MRDI/2021-2022/158

15 September 2021

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

Subject: Work order for production & supplying of easy learning book (এখন তথ্য পাওয়া সহজ) and comic book (পিকু প্যাকালে).

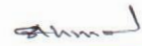
Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee selected your organization for production & supplying of easy learning book (এখন তথ্য পাওয়া সহজ) and comic book (পিকু প্যাকালে). We are requesting to produce and supply the Easy Learning Book and Comic Book complying with your quotation submitted to us on 14.09.2021, MRDI will provide you the matters for the production.

Sl.	Particular	Quantity	Price in Taka
1.	Easy Learning Book (এখন তথ্য পাওয়া সহজ) Book Size: 7.25-inch x 9.5 inch. Page: 40 Cover: 300gm Art Card, 4 color print with Mat & Spot Lamination, Staple Binding Inner Page: 100gm Offset paper, 4 color print	3,000	1,77,000.00
2.	Comic Book (পিকু প্যাকালে) Book Size: 7in X 9in, 24 Pages Cover: 300gm Art Card, 4 Color Print with Mat Lamination, Staple Binding Inner 100 gm offset paper, 4 color print	3,000	1,53,000.00
Total			3,30,000.00

1. The total payment will be Tk.3,30,000.00 (Three Lac thirty thousand) only for the materials including VAT and TAX.
2. 50% payment will be made through A/C payee cheque/Bank transfer after receiving work order
3. Balance 50% payment will be made through A/C payee cheque/Bank transfer upon submission of bill
4. VAT and Tax as admissible will be deducted at source.
5. You will supply the materials in MRDI office within 20 September 2021 within 5.00 PM.
6. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
7. 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 materials if the production quality is not satisfactory.

Thanking you,



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

Handwritten signature and date: 15/9/2021



Management and Resources Development Initiative (MRDI)

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

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