

MRDI/2021-2022/101

17 October 2022

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

Subject: Work order for the reprint of Gender Guideline for Media (সাংবাদিকতার নীতিনৈতিকতার দিগন্তে জেডার).

Dear Mr. Kiron,

I am pleased to inform you that our procurement committee has selected your organization to reprint of Gender Guideline for Media (সাংবাদিকতার নীতিনৈতিকতার দিগন্তে জেডার) as per your verbal negotiation on 10 October 2022 and reprinting and supply 500 copies of Gender Guideline for Media on 30 October 2022. MRDI will provide you the matters for the reprint.

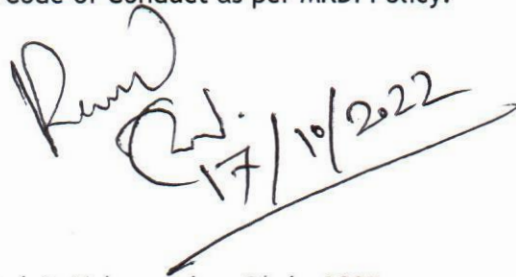
Sl.	Particular	Quantity	Price in Taka
1.	Gender Guideline for Media (সাংবাদিকতার নীতিনৈতিকতার দিগন্তে জেডার) Book Size: 6.7inch x 9.5-inch, Page: 44 Cover: 300gm Art Card 4, color print (Matt & spot Lamination) Inner: 100gm Offset paper, 1 forma 4 color, others 1 color print Finishing: Staple Binding	500	50,000.00
<b>Total</b>			<b>50,000.00</b>

1. The total payment will be Tk. 50,000.00 (Fifty thousand) only for the materials including VAT and TAX.
2. You will supply the Gender Guideline for Media (সাংবাদিকতার নীতিনৈতিকতার দিগন্তে জেডার) in MRDI office within 30 October 2022 before 5.00 PM.
3. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
4. Transparent will give us illustration copy of the publication at soft version.
5. Payment will be made through Bank transfer upon submission of the bill after delivery.
6. VAT and Tax as admissible will be deducted at source as per Govt. rules.
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, or the production quality is not satisfactory.
8. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy  
Senior Accounts Officer



17/10/2022