

MRDI/2018-2019/128

29 August 2018

**Kazi Ashraful Hoque (Saymon)**  
Marketing & Business Development  
Rochdale Biz  
Plot-13, Lane-19, Block-A, Section-10  
Mirpur, Dhaka-1216

**Subject: Work order for Supply of 500 pieces Jute-cotton Training Bag.**

Dear Mr. Saymon,

I am pleased to inform you that our procurement committee has selected your organization for supplying of **500 pieces** of training bag as per your quotation on 28 August 2018.

You are requested to supply the bags fulfilling the terms & conditions stated below:

1. You will supply the bags with materials you stated in your quotation and our sample.
2. You will supply the Bags in MRDI office as per requirement of several programmes. MRDI will inform you the requirement over phone. The actual requirement may increase or decrease based on programme.
3. The total payment will be Tk. 200,000/- (Two lac) only for supplying 500 pieces of Training Bag. Payment will be made upon submission of the bill based on actual delivery. Partial payment will be allowaed.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
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, or the production quality is not satisfactory.

Thanking you,



**Md. Abdul Gofur**  
Manager, finance

*Received  
Ashraful  
29.08.18*

**rochdale biz**  
Plot-13, Lane-19, Block-A,  
Section-10, Mirpur, Dhaka.  
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