

MRDI/2021-2022/163

15 September 2021

Md.Sazidur Rahman
Proprietor
360 Degree
Wedding & event planner
Samabai Market, M.M. Ali Road, Jashore

Subject: Work order to set-up information boards

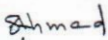
Dear Mr.Rahman,

I am pleased to inform you that the MRDI procurement committee selected your organization to set-up information boards at the premises of Jashore DC office and UNO offices of 8 upazilas. We are requesting to complete the task complying with your quotation submitted to us on 09.09.2021, MRDI will provide you the matters for printing sticker.


Sl.	Particular	Quantity	Price in Taka
1.	Information Board Size: 6 feet x 8 feet Casting, Fitting, sticker printing and pasting	9	2,43,000.00
Total			2,43,000.00

1. The total payment will be **Tk.2,43,000.00** (Two lac forty three thousand) only for the materials excluding VAT and TAX.
2. 50% will be paid after received the work order through A/C payee cheque/Bank transfer
3. Balance 50% Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
4. You will complete the task within 26 September 2021 within 5.00 PM.
5. MRDI will not be responsible for any loss/damage arising/occurring during the work.
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 materials if the production quality is not satisfactory.

Thanking you,



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

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

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