



MRDI/2019-2020/251

19 October 2019

Kazi Ashraful Hoque (Saymon)

Director-Marketing

Rochdale Biz

Plot-13, Lane-19, Block-A, Section-10

Mirpur, Dhaka-1216

Subject: Work order for Supplying of 45 pieces Jute Bag.

Dear Mr. Saymon,

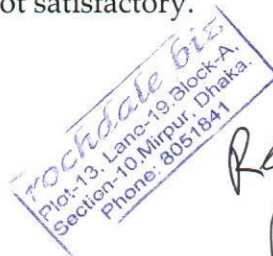
I am pleased to inform you that the MRDI Procurement committee has decided to get supply of 45 pieces of training Jute Bag from your organization as per your quotation dated 15 October 2019.

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

1. You will supply the bags with materials as per your quotation dated 15 October 2019.
2. You will supply 45 pieces of Bags in MRDI office before 30 October 2019
3. The total payment will be **Tk.18,000/- (Eighteen thousand)** only for supply of 45 bags @ Tk. 400.00 per bag.
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
19.10.19

Management and Resources Development Initiative (MRDI)

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

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdibd.org, bmrdi@yahoo.com, Web : www.mrdibd.org