

MRDI/2018-2019/183

26 September 2018

**Mir Masud Alam**

Managing Director

Ad live Ltd.

Al-Razi Complex, 166-167 Shaheed Syed Nazrul Islam Sarani

Purana Paltan, Dhaka-1000

**Subject: Work order for Installation of 8 Stall.**

Dear Mr. Alam,

I am pleased to inform you that the MRDI procurement committee has selected your organization to install 8 stalls at Shilpakala Academy programme venue on the occasion of observation of RTK day 2018 under the project "Advancing Women's Right Of Access to Information In Bangladesh" supported by MJF.

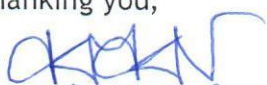
You are requested to complete the assignment fulfilling the terms & conditions stated below:

1. You will install 8 stalls with materials you stated in your quotation.
2. You will maintain close communication with MRDI staffs regarding this issue
3. The total price will be **Tk.39,428/- (Thirty nine thousand four hundred twenty eight)** only for the assignment including VAT & Tax as per following details:

Particular	Amount
Amount including Tax	37,550.00
5% VAT	1,878.00
<b>Total price including VAT &amp; Tax</b>	<b>39,428.00</b>

4. Ad live Ltd. will submit bill attaching Mushak-11 challan for VAT.
5. MRDI will not be responsible for any loss/damage arising/occurring while the processing of installation of the stall.
6. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or service delivery is not within the specified time, or the production quality is not satisfactory.

Thanking you,

  
**Md. Abdul Gofur**  
Manager, finance



*Received*  
*Jawab*  
*20-09-18*

Management and Resources Development Initiative (MRDI)

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

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