

MRDI/2021-2022/165

15 September 2021

Sk. Habibur Rahman Raju Proprietor, Noor Cap House Kadomtola, Sotipur road Jashore

Subject: Work order for Cap.

Dear Mr. Raju

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying cap. We are requesting to supply the Cap with your quotation submitted to us on

15.09.2021, MRDI will provide you the text for print.

Sl.	Particular	Quantity	Price in Taka
1.	Cap Fabric: Cotton With print (As per sample)	3000	2,31,000.00
2.	Add: Vat and Tax		24,255.00
	Total		2,55,255.00

- 1. The total payment will be Tk. 2,55,255.00 (Two Lac fifty five thousand two hundred fifty five) only including Vat and Tax.
- 2. Payment will be made through A/C payee cheque/Bank transfer upon submission of bill.
- 3. VAT and Tax as admissible will be deducted at source.
- 4. You will supply the cap in MRDI Jashore office within 23 September 2021 within 5.00 PM.
- 5. MRDI will not be responsible for any loss/damage arising/occurring on processing of production.
- 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 cap if the production quality is not satisfactory.

Thanking you,

Shinad

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