

MRDI/2021-2022/169

9

16 September 2021

**Kazi Ashraful Hoque (Saymon)**

Rochdale Biz

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

Mirpur, Dhaka-1216

**Subject: Work order for Supply of 95 pieces Jute-file folder.**

Dear Mr. Saymon,

I am pleased to inform you that the MRDI procurement committee selected your organization for supplying Jute-file folder. We are requesting to supply the Jute-file folder with your quotation submitted to us on 14.09.2021.

Sl.	Particular	Quantity	Price in Taka
1.	Jute (Bag) file folder Fabric: Jute Size: Width 10 X Height 14 (As per sample)	95	25,175.00
Total			25,175.00

1. The total payment will be Tk.25,175.00 (Twenty five thousand one hundred seventy five) only for the June (Bag) file folder including Vat & 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 June (Bag) file folder in MRDI office within 21 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 June (Bag) file folder if the production quality is not satisfactory.

Thanking you,



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

*Received*

**ROCHDALE BIZ**  
*Ashraful*  
**Proprietor**

16.09.21

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

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

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