

18 November 2018

Golam Mostofa Kiron
Proprietor, Transparent
189 Bir Uttam CR Datta Road (3rd floor)
Hatirpool, Dhaka-1205.

Subject: Work order for Production & supplying Handbook with code of Ethics on Election Reporting

Dear Mr. Kiron,

I am pleased to inform you that the MRDI procurement committee has selected your organization for Production & supplying a Handbook with code of Ethics on Election Reporting as per your quotation submitted to us on 12 November 2018.

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

1. You will do all the jobs with materials you stated in your quotation and other jobs required for production of the handbook. MRDI will provide you the matters for the production.
2. You will supply the handbooks in MRDI office within 10 December 2018, 5.00 PM.
3. The total payment will be Tk. 186,000.00 (One lac eighty six thousand) only for the production & supplying of 300 books of 160 page (20 forma) each including VAT as per following details:

Sl.	Particular	Quantity	Price
1.	Cover design, DTP design & Inner layout and Text spelling Editing, Book Size: 6 inch x 8.50 inch, Inner: One forma 4 color print and others 1 color print on 100gm offset paper Cover: 4 color offset print on 300gm art card, Mat & spot lamination, Hard book binding	300 Copies	186,000.00

4. As per your quotation, Tk. 6,800 will be increased/decreased per forma (8 page) for increasing/decreasing of the volume.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
6. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after completion of the work.
7. 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. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.

Thanking you,



Md. Abdul Gofur
Manager, Finance

Received
Transparent
Proprietor
18/11/2018