



MRDI/2022-2023/203

26 January 2023

G M Kiron
Proprietor, Transparent
189 Bir Uttam CR Datta Road,
Dhaka-1205.

Subject: Work order for production of MRDI Annual Report 2021-2022.

Dear Mr. Kiron,

This is to inform you that MRDI has selected your firm to produce and supply 150 copies of MRDI Annual Report 2021-2022 as per your quotation submitted on 12 January 2023.

You are requested to supply the Annual Report 2021-2022 fulfilling the terms & conditions stated below:

1. You will do the printing with materials you stated in your quotation and other jobs required for production.
2. You will supply the Annual Report 2021-2022 in MRDI office within seven working days after receiving final approved version for printing.
3. The total payment will be Tk. 51,750/- (Fifty one thousand seven hundred fifty) only including VAT & Tax for the Annual report 2021-2022.
4. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
5. Transparent will give us illustration copy of the Annual Report 2021-2022 at soft version.
6. Increase or decrease of 1 forma or its part, price will be increase or decrease by taka 4,800/-
7. Payment will be made through Bank transfer upon submission of the bill after delivery.
8. VAT and Tax as admissible will be deducted at source as per Govt. rules.
9. 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.
10. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

Tahmina Ferdowsy
Senior Accounts Officer
MRDI

Handwritten signature and date: 26/1/2023