

MRDI/2019-2020/373

17 December 2019

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

Subject: Work order for Event management Service

Dear Mr. Kiron,

Greetings from MRDI!

We are pleased to inform you that considering your quotation dated 12.12.2019, the MRDI procurement committee has selected your organization for managing the event of Bicycle giving ceremony in Basatpur, 2 no. Choto Coloni, Baganchra, Sharsha, Jashore under the project "Educational Support for Poor Students, Basatpur" supported by The City Bank Ltd.

You are requested to take responsibilities of the event management complying the following terms of condition:

- You will be responsible for overall management of the whole event. You will do all the jobs in consultation MRDI staffs and Executive Director
- You will have a spot pre-visit as you need. You will present in the spot at least 2 days before the event
- You will perform all the services those mentioned in the quotation, also the additional services required for the event in consultation with MRDI team
- As require, you will request cooperation from the MRDI authority
- Your total payment will be **BDT 261,500.00** (Two lac sixty one thousand five hundred) only 50% of which will be paid with work order, 25% four days before the event and the rest will be paid after completion of the programme.
- MRDI will be deducted VAT & Taxes on your invoice amount.
- MRDI will not be responsible for any liability created by you.

For any queries, please feel free to contact us.

Thanking you,



(Md Abdul Gofur)
Manager Finance
Cell # 01716532641



Received
CW
17/12/2019

Management and Resources Development Initiative (MRDI)

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

Tel : +880-2-9134717, +880-2-9137147, Fax : Ext-111, E-mail : info@mrdbd.org, bmrdbd@yahoo.com, Web : www.mrdbd.org