



MRDI/2018-2019/294

22 November 2018

S. M. Kudrat Ullah
Proprietor, Idea Printers
290 Dhaka University Market
Sonargoan Road, Katabon, Dhaka-1000.

Subject: Work order for Production & supplying Proactive Disclosure Assessment Report

Dear Mr. Kudrat Ullah,

I am pleased to inform you that the MRDI procurement committee has selected your organization to produce and supply the Proactive Disclosure Assessment Report District Portal as per your quotation submitted to us on 19 November 2018.

You are requested to produce and supply the report 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 materials. MRDI will provide you the matters for the production.
2. You will supply the materials in MRDI office within 20 December 2018, before 5.00 PM.
3. The total payment will be Tk. 105,000.00 (One lac five thousand) only for the production & supplying of the Assessment Report including VAT as per following details:

Sl.	Particular	Quantity	Price
1.	Assessment Report: Cover design, DTP design & Inner layout and Text spelling Editing Book Size: 8.25 inch x 11.00 inch Volume: 32 Pages Inner: 4 color offset print on 150gm art paper Cover: 4 color offset print on 300gm art card Mat & spot lamination, Dai cutting Hard book binding	500	105,000.00

4. VAT and Tax as admissible will be deducted at source as per Govt. rules.
5. Payment will be made through A/C payee cheque/Bank transfer upon submission of the bill after completion of production & delivery.
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, 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



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@mrdivd.org, bmrdiv@yahoo.com, Web : www.mrdivd.org