

MRDI/2023-2024/025

16 July 2023

**Mohammad Mahmood Ali**  
Proprietor, Peerless Enterprise  
Ka 20/2, Joar Shahara Bazar,  
Dhaka-1229.

**Subject: Work order for purchasing Jute laptop bag.**

Dear Mr. Ali,

This is to inform you that MRDI has selected your firm to supply 44 pcs jute laptop backpack as per your quotation submitted on 11 July 2023. You are requested to supply 44 pcs jute laptop backpack as per following conditions:

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	Jute laptop backpack (as per sample)	44	1200	52,800.00
<b>Total</b>				<b>52,800.00</b>

1. The total payment will be Tk. 52,800/- (Fifty two thousand eight hundred) only for the materials including TAX.
2. You will supply the jute laptop backpack in MRDI office within 19 July 2023 before 5.00 PM.
3. Payment will be made through Bank transfer upon submission of the bill after delivery.
4. Tax as admissible will be deducted at source as per Govt. rules.
5. 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.
6. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



**Tahmina Ferdowsy**  
Senior Accounts Officer  
MRDI

