

MRDI/2023-2024/166

22 October 2023

Md. Golam Mostofa

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

Subject: Work order for supply of MRDI writing pad.

Dear Mr. Mostofa,

This is to inform you that MRDI has selected your organization for printing 2000 copies of MRDI writing pad complying with your quotation submitted to us on 21.10.2023. You are requested to supply the MRDI writing pad as per following conditions:

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	MRDI Writing Pad (Small Size) Size: 6.75-inch x 8.75 inch; Leaf 25 Inner print: 1 color offset print on 80-gram offset paper. Cover print: 4 colors offset print on 300gm Art card. MRDI Logo & Line roll on both side prints Spiral binding with foreign ring	2000	40	80,000.00
	Total			80,000.00


1. The total payment will be Tk.80,000.00 (Eighty thousand) only to supply the MRDI writing pad including VAT and TAX.
2. You will supply the MRDI writing pad in MRDI office, 8/19 Sir Syed Road, Mohammadpur, Dhaka within 29 October 2023 before 5.00 PM.
3. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
4. Payment will be made through Bank transfer upon submission of the bill after delivery.
5. VAT and Tax as admissible will be deducted at source as per Govt. rules.
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.
7. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI




22/10/23