

MRDI/2023-2024/026

16 July 2023

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

Subject: Work order for the reprint of Reprint of Easy learning (এখন তথ্য পাওয়া সহজ) & Leaflet.

Dear Mr. Mostofa,

This is to inform you that your quotation submitted to us on 10 July 2023 has been accepted and MRDI has selected your organization for re-printing 3000 copies of Easy learning (এখন তথ্য পাওয়া সহজ) & 10000 copies of Leaflet. You are requested to supply the materials as per following conditions:

Sl.	Particular	Quantity	Unit Price	Price in Taka
1.	<b>Easy Learning Book</b> (এখন তথ্য পাওয়া সহজ) Book Size: 7.25-inch x 9.5 inch. Page: 40 pages Cover: 300gm Art Card, 4 color print with Mat & Spot Lamination, Staple Binding Inner Page: 100gm Offset paper, 4 color print.	3000	69	207,000.00
2.	<b>Leaflet</b> Size: A-4, 120 gm Offset Paper, 4 color print	10000	7.5	75,000.00
<b>Total</b>				<b>282,000.00</b>

1. The total payment will be Tk.282,000.00 (Two lac eighty two thousand) only for the materials including VAT and TAX.
2. You will supply the easy learning (এখন তথ্য পাওয়া সহজ) & leaflet in MRDI office within 27 July 2023 before 5.00 PM.
3. MRDI will not be responsible for any loss/damage arising/occurring while the processing of production.
4. 50% Payment will be made through bank transfer after receiving the work order. The remaining 50% payment will be made through bank transfer upon submission of the bill after delivery of reprinted materials in good condition.
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



  
16/07/23