

MRDI/2023-2024/292

12 February 2024

Mohammad Mahmood Ali
Proprietor, Peerless Enterprise
Ka 20/2, Joar Shahara Bazar,
Dhaka-1229.
Email: ceo@peerlessbd.com

Subject: Supply order for 150 pcs jute bag.

Dear Mr. Ali,

This is to inform you that MRDI has selected your firm to supply 150 pcs of jute bags according to the sample provided as per work order dated 08 May 2023. You agreed to supply the jute bag at the same rate when Aktarun Naher talked with you.

Sl.	Particular	Quantity	Unit Price Taka	Total Price in Taka
1.	Jute Bag (as per sample)	150	1,150.00	172,500.00
	Total			172,500.00

1. The total payment will be Tk. 172,500/- (One lac seventy two thousand five hundred) only for the materials including TAX.
2. You will supply **25 pieces of jute bag within 15 February 2024, 25 pieces within 20 February 2024, 25 pieces within 29 February 2024, 25 pieces within 14 March 2024, 25 pieces within 20 March 2024 and finally 25 pieces within 04 April 2024** at MRDI office, 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 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 government rules.
5. MRDI will have the right to cancel 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



Accepted by: **Mohammad Mahmood Ali**
Date 12 February 2024

Child Protection Code of Conduct

I, **Mohammad Mahmood Ali, Proprietor, Peerless Enterprise**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used

- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature:


PEOPLE'S ENTERPRISE
D.E.O.

Date: 12 February 2024