

MRDI/2023-2024/411

26 May 2024

**Md. Golam Mostofa**

Proprietor

Transparent

189 Bir Uttam CR Datta Road (3rd floor),

Hatirpool, Dhaka-1205.

Email: gmkiro2018@gmail.com

**Subject: Work order for providing Vehicle Support for the period from 26 May 2024 to 25 April 2026.**

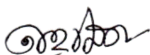
Dear Mr. Mostofa,

With reference to your quotation dated 06.04.2024 and after the negotiation meeting with you on 12.05.2024 we are pleased to inform you that the procurement committee of MRDI has enlisted your organization for providing vehicle support according to your revised quotation submitted on 13 May 2024 for the period from 26 May 2024 to 25 April 2026 for traveling in Bangladesh.

You are requested to provide the vehicle support as per necessity of the organization complying with the following terms & conditions:

1. MRDI will inform you of necessity of vehicle/s over telephone/by written at least 1 day before the traveling date.
2. You will have to provide a quality vehicle in tip-top condition with efficient drivers who have more than 10 years' experience on the highway. You will keep available the first aid box and fire extinguisher in the vehicles.
3. You will have to provide the vehicles complying with the Model & registration year you mentioned in the quotations.
4. You will have to ensure availability of all updated legal documents with the vehicles. You will be responsible for all sorts of risk, security, insurance & maintenance of the vehicles. MRDI will be responsible for only vehicle rent, driver allowance, overtime, fuel cost and reimbursement of toll, ferry charge and parking charge subject to submission of receipts.
5. MRDI will not be responsible for any illegal/undesired occurrence by the driver.
6. You will have to inform MRDI on booking the vehicle for any advance against fuel cost (if required).
7. Payment will be made through A/C payee cheque or Bank transfer after submission of the bill.
8. VAT and Tax as admissible will be deducted at source on invoiced amount.
9. MRDI will have the right to cancel the work order with one month's notice if your service does not meet the expectations and the terms & conditions mentioned above.
10. Detailed schedule of vehicle rent, and other requirements is annexed.
11. Transparent will be required to acknowledge the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,

**Tahmina Ferdowsy**

Senior Accounts Officer

Accepted by: **Md. Golam Mostofa**

Date: 26 May 2024

## Annexure

### Detailed schedule of vehicle rent and other requirements

#### For Dhaka City

| Sl. | Description  | Daily rent of Vehicle without fuel charge | CNG Cost for Running per kilometer | Hybrid Cost for Running per kilometer | Running rate of vehicle using per Liter Petrol /Octane |
|-----|--|---|------------------------------------|---------------------------------------|--|
|     |  | Taka                                      | Kilometer                          | Kilometer                             | Taka   |
| 01  | <b>Microbus (A/C)</b> -Toyota X/Si/G-NOAH/ Equivalent models, 7 Seated, Model: 2015 & onward, Registration: 2020 & onward                        | 3,300.00                                  | 14.00                              | N/A                                   | 6 KM per Liter   |
| 02  | <b>Microbus (A/C)</b> -Toyota HiAce (GL/Super GL) Equivalent models, 10 Seated, Model: 2015 & onward, Registration: 2020 & onward                | 3,500.00                                  | 14.00                              | N/A                                   | 5 KM per Liter   |
| 03  | <b>Sedan Car (A/C)</b> - Toyota G/X, Corolla/ Allion/ Premio/ Axio / Equivalent models, Model: 2015 & onward, Registration: 2020 & onward        | 2,700.00                                  | 12.00                              | N/A                                   | 6 KM per Liter   |
| 04  | <b>Microbus (A/C)</b> - Hybrid Toyota X/Si/G-NOAH/ Equivalent models, 7 Seated, Model: 2015 & onward, Registration: 2018 & onward                | 3,500.00                                  | N/A                                | 6.5 KM per Liter                      | 6.5 KM per Liter                                       |
| 05  | <b>Sedan Car (A/C)</b> - Hybrid Toyota G/X, Corolla/ Allion/ Premio/ Axio / Equivalent models, Model: 2015 & onward, Registration: 2018 & onward | 2,800.00                                  | N/A                                | 9 KM per Liter                        | 9 KM per Liter   |

## For Outside of Dhaka City

| Sl. | Description   | Daily rent of Vehicle without fuel charge | CNG Cost for Running per kilometer | Hybrid Cost for Running per kilometer | Running rate of vehicle using per Liter Petrol /Octane |
|-----|---|---|------------------------------------|---------------------------------------|--|
|     |   | Taka                                      | Kilometer                          | Kilometer                             | Taka   |
| 01  | <b>Microbus (A/C)-Toyota NOAH KR42/ SR40/ X/ Si/ G/VOXY/ Equivalent models, 7 Seated, Model: 2015 &amp; onward, Registration: 2020 &amp; onward</b>         | 3,500.00                                  | 14.00                              | N/A                                   | 6 KM per Liter   |
| 02  | <b>Microbus (A/C)-Toyota HiAce (GL/Super GL) Equivalent models, 10 Seated, Model: 2015 &amp; onward, Registration: 2020 &amp; onward</b>                    | 3,700.00                                  | 14.00                              | N/A                                   | 5 KM per Liter   |
| 03  | <b>Sedan Car (A/C)- Toyota G/X, Corolla/ Allion/ Premio/ Axio / Equivalent models, Model: 2015 &amp; onward, Registration: 2020 &amp; onward</b>            | 2,850.00                                  | 12.00                              | N/A                                   | 6 KM per Liter   |
| 04  | <b>Microbus (A/C)- Hybrid Toyota NOAH KR42/ SR40/ X/ Si/ G/VOXY/ Equivalent models, 7 Seated, Model: 2015 &amp; onward, Registration: 2018 &amp; onward</b> | 3,750.00                                  | N/A                                | 6.5 KM per Liter                      | 6.5 KM per Liter                                       |
| 05  | <b>Sedan Car (A/C)- Hybrid Toyota G/X, Corolla/ Allion/ Premio/ Axio / Equivalent models, Model: 2015 &amp; onward, Registration: 2018 &amp; onward</b>     | 3,000.00                                  | N/A                                | 9 KM per Liter                        | 9 KM per Liter   |

## Other clauses- applicable for Dhaka city and outside Dhaka

|    |   |   |
|----|---|---|
| 01 | Driver's duty hour per day                | Duty over 6 hours will be counted as a day, but regular daily duty will be 10 hours. Food allowance will not be provided for 6 hours' duty. If duty starts at 12.00 noon, then food allowance will be provided.   |
| 02 | Driver's overtime (if any)                | After 10 hours additional 60 taka per hour  |
| 03 | Driver's daily night stay allowance       | The driver's daily night stay allowance will be Tk. 1,000 that includes driver's daily allowance.   |
| 04 | Driver's daily allowance                  | Tk. 250   |
| 05 | Vehicle day in terms of running time      | Normal duty will be from morning up to 16 hours in a day within overtime. After 16 hours rent will be charged for 1.5 days or duty will continue after 12.00 am in that case rent will be charged as 1.5 days. In that case MRDI office to vendor parking starting & closing time will be conceded maximum one hours. |
| 06 | Vehicle day in terms of running kilometer | For a one-day trip of more than 320 KM, rent for 1.5 days will be charged.  |
| 07 | Ferry, toll, parking                      | As per actual rate  |

|    |   |   |
|----|---|---|
| 08 | Vehicle booking & Cancellation  | Vehicle booking & cancellation time will be confirmed before 24 hours of the journey.   |
| 09 | Part time vehicle service (for 6 hours or less)   | 60% of body rent and others cost like fuel, toll, parking. This service will be applicable for instant calls after 5.00 PM. The driver allowance will not be provided.  |
| 10 | Vehicle starting & closing time and mileage   | Vehicle starting & closing time & mileage will be counted from our parking area.  |
| 11 | Pick & drop (Airport, Bus station, Rail Station, Lunch terminal & other single destination) | The rent for pick & drops to a single destination will be Tk. 2,200/- plus fuel & parking cost. After 4 hours of duty full rent will be charged. These terms will be applicable for Hybrid and non-Hybrid both type of Sedan & minibuses. |
| 12 | Advance for trip  | If needed it will be negotiated as per requirement.   |
| 13 | VAT & Tax   | VAT will be added as per Government rules & regulations and Tax will be deducted at source of BD rules.   |
| 14 | Bill Submit Duration  | Bill will be submitting within 3 working days after completion of a trip.   |
| 15 | Payment mode  | Bank Transfer / cheque  |

Signature:



Date: 26 May 2024


## Child Protection Code of Conduct

I, **Md. Golam Mostofa, Proprietor of Transparent**, 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 endeavour 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: 

Date: 26 May 2024