

MRDI/2024-2025/096

26 September 2024

Tanmoy Bala
Accounts Executive
Madol Khabarghor
Email: manager@madol.com.bd

Subject: Supply order for Morning snacks & Lunch.

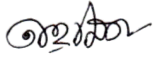
Dear Mr. Tanmoy Bala,

This is to inform you that MRDI has been selected your food outlet to supply morning snacks & lunch as per your quotation submitted on 26 September 2024 Ref: 26092024 (1) as per following details:

Sl. No.	Description	Unit (pcs)	Unit Price Taka	Total Price in Taka
Morning Snacks: 08:30am				
1.	Vegetable Pakora	100	180	18,000.00
2.	Ponir Pakora			
3.	Chicken Tawa Roll (Small)			
4.	Red Grapes 3pcs			
5.	Hapshi Halua (Gurer Shondesh)			
6.	Water 500ml			
Lunch Menu: Box 12:30pm				
1.	Plain Polaw	200	750	150,000.00
2.	White Vegetable			
3.	Rul Fish Dopeaja			
4.	Chicken Jhal Fry			
5.	Firni			
6.	Water 500ml			
Lunch Menu: Box 12:30pm				
1.	Plain Polaw with egg	60	275	16,500.00
2.	Chicken Roast			
3.	Coca Cola 250ml			
Lunch Menu: Buffet 12:30pm				
1.	Plain Polaw	20	950	19,000.00
2.	White Vegetable			
3.	Chicken Jhal Kabab			
4.	Rupchanda Fish Fry			
5.	Mutton Rejala			
6.	Chicken Korma			
7.	Firni			
8.	Water 500ml			
Total Amount (without VAT & Tax)				203,500.00

1. The total payment will be Tk. 203,500/- (Two lac three thousand five hundred only) excluding VAT & Tax only.
2. You will supply morning snacks & lunch as per quotation in **NGO Affairs Bureau, Plot # E/13B, Agargaon, Shere Bangla Nagar, Dhaka-1207, Date 29 September 2024** on time.
3. MRDI will make payment by BEFTN through Primepay Online Banking system in your outlet's bank account upon submission of the bill after delivery.
4. MRDI will have the right to reject the supply order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the service is not satisfactory.
5. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: **Tanmoy Bala**

Date: 26 September 2024

Child Protection Code of Conduct

I, **Tanmoy Bala, Accounts Executive, Madol Khabarghor** 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:

A handwritten signature in black ink, appearing to read 'Duke', written over a horizontal line.

Date: 26 September 2024