

MRDI/2024-2025/162

07 November 2024

**Md Shamsuddoha**

Manager

Tea Resort &amp; Museum

Bangladesh Tea Board

Sreemangal, Moulvibazar

Phone: +8801712-071502

E-mail: [Tearesort@yahoo.com](mailto:Tearesort@yahoo.com)**Subject: Work order for venue, accommodation and service facilities**

Dear Mr. Shamsuddoha,

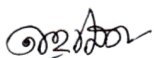
Greetings from MRDI! We are pleased to inform you that the MRDI procurement committee has selected your organization for the facilities as per following details:

Sl. No	Bungalow Type	Qty	person	Night / Day	Rent	Total
1	Two Bedroom	4	16	3	9,660	115,920.00
2	Three Bedroom (Cat-3)	2	12	3	14,490	86,940.00
3	Conference Hall	1	20-30	3	36,225	108,675.00
<b>Total Including Vat &amp; Service Charge (Without Tax)</b>						<b>311,535.00</b>

- Tea Resort & Museum will comply with all the terms & conditions according to the submitted quotation to MRDI dated 03 November 2024.
- Total price will be Tk. **311,535/-** (Taka Three lac eleven thousand five hundred thirty five) only which Includes Vat & Service Charge without Tax.
- MRDI has booked your resort for 3 nights and 4 days, check in 7 December 2024 before lunch and check out 10 December 2024 after lunch.
- MRDI will provide the food menu later, the cost of which will be added to the final bill.
- MRDI will make payment through Bank transfer. 50% will be paid in advance, and the remaining 50% within 5 working days after completion of the programme and submission of the bill.
- Tea Resort & Museum will require to acknowledge the Child Protection Code of Conduct as per MRDI Policy

For any clarification/explanation/cooperation, please feel free to contact us.

With best regards,


**Tahmina Ferdowsy**

Senior Accounts Officer


Accepted by: **Md Shamsuddoha**

Date: 10 November 2024

## Child Protection Code of Conduct

I, **Md Shamsuddoha, Manager, Tea Resort & Museum** 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:

A handwritten signature in black ink, appearing to be the initials 'A.G.' with a flourish.

Date: 10 November 2024