

MRDI/2024-2025/410

04 June 2025

S.M. Kudrat Ullah

Proprietor

Idea Printers

84, Dhaka University Market,

Sonargoan Road, Katabon, Dhaka-1000.

Email: ideaprinters290@gmail.com, ideaprinters@yahoo.com**Subject: Work order for publication of glossary on energy handbook.****Dear Mr. Kudrat Ullah,**

Greetings from MRDI!

This is to inform you that MRDI has selected your organization for publication 1000 copies of glossary on energy handbook under the project "Climate, Energy and the Media" complying with your quotation submitted to us on 01.06.2025.

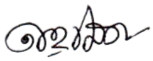
Terms and conditions are below:

Sl.	Particulars	Quantity	Unit Price	Price in Taka
1.	Glossary on Energy Handbook DTP Design Cover Design & Layout Graph, Info-graphic, Table Design Handbook Production Size: 6.00-inch x 8.75 inch Page: 88 pages Cover: 300 gm Art Card, 4 color print, Mat & Spot Lamination Inner: 100gm offset paper, 4 Color Print Hard Book Binding	1000 copies	221	221,000.00
	Total (including VAT & Tax)			221,000.00

1. You will do the printing of the glossary on energy handbook you stated in your quotation and other jobs required for production.
2. You will supply 1000 copies of the glossary on energy handbook in MRDI office, 8/19 Sir Syed Road, Mohammadpur, Dhaka by **25 June 2025**.
3. The total payment will be **Tk. 221,000/- (Two lac twenty one thousand)** including VAT & Tax for the glossary on energy handbook.
4. 50% Payment will be made through a 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 printed materials in good condition.

5. MRDI will not be responsible for any loss/damage arising/occurring during the processing of production.
6. Idea Printers will give us an illustration copy of the glossary on energy handbook in soft version.
7. VAT and Tax as admissible will be deducted at source as per Govt. rules.
8. 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.
9. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking,



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: **S.M. Kudrat Ullah**

Date: 04 June 2025

Child Protection Code of Conduct

I, **S.M. Kudrat Ullah, Proprietor of Idea Printers**, 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: 04 June 2025