

Internship Report on Procurement and Sourcing Practices at DOT5 PVT LTD

MD Saber Hossain Mahim

This report is submitted to the school of Business and Economics, United International University as a partial requirement for the degree fulfillment of Bachelor of Business Administration

Internship Report on Procurement and Sourcing Practices at DOT5 PVT LTD

Submitted to:

Dr. Saad Hasan

Associate Professor, School of Business & Economics

Submitted by:

Name: Md Saber Hossain Mahim

ID: 111 192 094

Major: Supply chain Management

Registration Trimester: Spring 2025



School of Business and Economic

United International University

Date of submission: July 20, 2025



Letter of Transmittal

Date: 20/07/2025

Dr. Saad Hasan

Associate Professor, School of Business & Economics (SoBE)

United International University.

Subject: Submission of Internship Report

Dear Sir,

It is my great pleasure to submit the internship report Titled “**Internship Report on Procurement and Sourcing Practices at DOT5 PVT LTD**” as a partial requirement of my Bachelor of Business Administrations (BBA) Program. This Report provides a detailed overview of my experiences and learning ongoing my three-month internship with DOT5 PVT LTD Company, focusing on my involvement with the Supply Chain Management Department.

This report has been prepared with the utmost dedication and sincerity that aims to provide a clear account of my internship and the skills I developed throughout the program.

I am grateful for your guidance and support throughout the process. I sincerely hope it meets your expectation and provides a clear account of my internship experience. Thank you for your encouragement and support.

Sincerely,

Md Saber Hossain Mahim

111 192 094

BBA in Supply Chain Management

United International University

Certification of Similarity Index

This is to certify that this internship report is a result of work carried out under my supervision. I confirm that the report adheres to the necessary quality and academic standards prescribed by United International University (UIU). Additionally, I verify that the report's similarity index, as per the plagiarism detection report, is within the permissible limit set by the university, ensuring the work is free from plagiarism.

Supervisor's Name: Dr. Saad Hasan

Signature:

Date:

Declaration of the student

I hereby declare that the internship report titled “**Internship Report on Procurement and Sourcing Practices at DOT5 PVT LTD**” has been prepared by me, **Md Saber Hossain Mahim (ID: 111 192 094)**, in partial fulfillment of the requirements for the degree of **Bachelor of Business Administration (BBA)** at **United International University (UIU)**.

I further declare that:

1. The report is based on my own work, except where acknowledged.
2. No part of this report has been copied, plagiarized, or submitted elsewhere for any other degree, diploma, or qualification.
3. The information collected and presented in this report is true to the best of my knowledge.



Md Saber Hossain Mahim

111 192 094

BBA in Supply Chain Management

United International University

Corporate Evidence



Date: June 23, 2025

Internship Certificate

This is to Certify that, **Mr. Md Saber Hossain Mahim**, ID # 111192094 student of **BBA**, Major in **Supply Chain Management**, **United International University**, has successfully completed **Three (03) months** internship program at **Dot5 Pvt. Ltd.** from **February 22, 2025 to May 21, 2025**.

During the tenure he was actively involved with the team of Supply Chain Department (Procurement) of Dot5 Pvt. Ltd. He demonstrated a strong commitment to learning and we found him diligent, "resourceful," "enthusiastic," "quick learner". His performance at this period was good.

We wish him every success at the future endeavor.

Thanking you.

Mohammad Mahfuj Khan
Managing Director

DOT5 Private Limited
www.dot5.com.bd

Eco Akhter Lake View, H # BA-117/2, Flat-7/A
Gulshan Lake Drive Road, South Badda.

T + 88 02226600976
H + 88 01615553685

E: info@dot5.com.bd
dotfivebd@gmail.com



Acknowledgment

First and Foremost, I would like to start by expressing my heartfelt thanks to Allah for enabling me to accomplish my internship and compilation of this internship report. To begin, I would like to express my deepest appreciation to my academic supervisor.

I am grateful to **United International University** for providing me with the opportunity to engage in this enriching experience. I would also like to express my heartfelt thanks to my academic supervisor, **Dr. Saad Hasan** sir, for his continuous guidance and support in completing this report. Furthermore, I am deeply indebted to my supervisor **at DOT 5 PVT LTD, Saidul Islam**, and **the Manager of import Admin & Supply Chain**, whose mentorship and guidance made this internship both learning and rewarding experience. I am equally thankful to the mentors and colleagues in my Department. Whose patience and willing to share their expertise significantly enriched my knowledge and skills. Their insights, encouragement, and feedback have greatly enhanced my professional and personal growth during this internship.

Lastly, I am thankful to my family and friends, whose constant encouragement motivated me to complete this internship successfully. Their assistance plus understandings were crucial to allowing my knowing as well as specialist advancement throughout this duration.

Executive Summary

The report provides a detailed examination of my internship at DOT5 PVT LTD. The company stands as a top architectural and interior designing business in Bangladesh. My internship was in the Supply Chain and Procurement department which involved daily work with a multidisciplinary team consisting of procurement officers and sourcing assistants and material coordinators. This report showcases my hands-on education and experience of actual procurement methods as well as vendor management practices alongside supply chain management at a dynamically operating design-centric company.

During my internship I actively worked on purchase orders (POs), comparative statements (CS) , work orders (WOs), vendor communication, billing documentation, sample library maintenance ,and price database updating. The training instructor provided me with practical experience using Tally Prime to input actual procurement data and Inventory information. This report studies how DOT5 operates yet it also addresses typical SCM issues which involve price volatility along with suppliers delays for deliveries and according to documentation schedules and incorrect inventory levels.

Measurable aspects of the internship together with essential knowledge points exist within this report which demonstrates my positive surprise about gaining independent work opportunities alongside sample review session attendance and opportunities to suggest actual implementation ideas. This experience solidified my professional goals toward procurement and supply chain management specifically in project-oriented environment of architecture and design. I have established both technical capabilities and professional characteristics through this internship which will support my career development going forward.

Table of Contents

Letter of Transmittal	iv
Certification of Similarity Index	v
Declaration of the student.....	vi
Corporate Evidence	vii
Acknowledgment.....	viii
Executive Summary	ix
1 Chapter 1: Introduction	1
1.1 Background of the Company	2
1.2 Objective of This Report	4
1.3 Methodology	5
1.2.1 Primary Data sources	5
1.2.2 Secondary Data Sources.....	6
1.2.3 Analytical Tool Employed:	6
1.3 Scope & Limitation of the Report.....	6
2 Chapter: 2 Company and Industry Profile.....	8
2.1 Company Analysis	8
2.1.1 Strategic Analysis	8
2.1.2 Management and Corporate Hierarchy	10
2.1.3 Organization Chart (Organogram).....	11
2.1.4 Supply Chain & Procurement Department of DOT 5 PVT LTD	12
2.2 Industry Analysis: Bangladesh and Global Trends	12
2.2.1 Interior Exterior and Architecture Design Industry Overviews in Bangladesh	12
2.2.2 Key Market Growth Drivers of Bangladesh	13
2.2.3 Leading Competitors in Bangladesh	13
2.2.4 Challenges in the Local Market	15
2.2.5 Global Trends in Interior, Exterior and Architectural Design Firms	15
2.2.6 Emerging Global Trend in Design	15
2.2.7 Top International Design & Architecture Firms.	16
2.2.8 Global Industry Challenges.....	17
2.2.9 Industry SWOT Analysis: Bangladesh and Global perspective	17
Chapter 3: Internship Experience	21

2.3	Sourcing & Procurement Activities	21
2.4	Logistics Operations and Management for DOT5 PVT LDT	22
2.4.1	Inventory Management	23
2.4.2	Transportation & Delivery Coordination	24
2.4.3	Facilities Utilization and Storage Management	24
2.5	Official Task and Documentation in Supply Chain Operations	25
2.5.1	Money Requisition	25
2.5.2	Work Orders	26
2.5.3	Purchase Orders (POs)	27
2.5.4	Conveyance Bills	28
2.6	Supplier Relationship Management (SRM)	28
2.7	Skills Applied and Learning Outcomes	29
2.7.1	Soft Skills	30
2.7.2	Technical Skills	30
2.7.3	Professional Understanding	30
Chapter 4: Conclusion, Appendix and Reference		32
2.8	Conclusion	32
References		33
Appendix		34
Appendix A: Sample of Purchase Order (PO)		34
Appendix B: Money Requisition Form		37
Appendix C: Comparative Statement Sheet (CS)		38
Appendix D: Conveyance Bill		40
Appendix E: Signed Challan Copy and Invoice Bill		41
Appendix F: Sample Collection for Project.		44
Appendix G: Transportation Log sample or inventories deliveries:		46

1 Chapter 1: Introduction

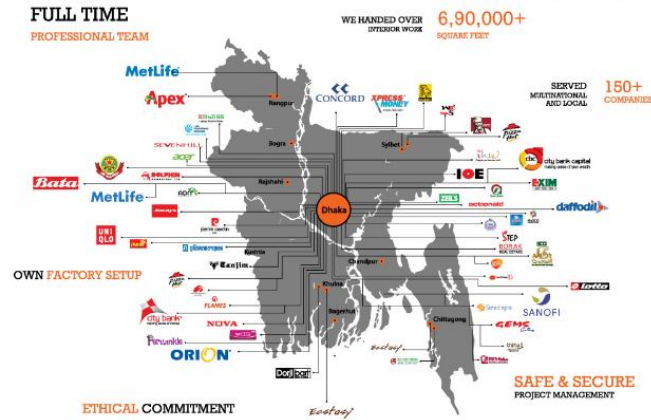


1.1 Background of the Company

DOT 5 PVT LTD is the Interior, Exterior and Architectural Company which is one of the top companies in Bangladesh. At the intersection of innovation, design, and craftsmanship stands DOT 5 PVT a dynamic company redefining how spaces are envisioned and experience are created. DOT 5 PVT LTD is beginning in 2009 through dedicated founders, the company evolved in two strategic phases: First one is partnership that experimented with interior industry, and then as an officially registered Private Limited in 2011, signaling ambitions toward large-scale, corporate architectural projects.

DOT5 PVT LTD was initially established in the year **2009** as a **Partnership Firm** and subsequently incorporated as a **Private Limited in 2011**. Since its inception, the company has been engaged in the fields of Interior Design, Exterior Design and Architecture services catering to the wide range of commercial and industrial sectors. Build on a foundation of creativity, precision, and professionalism. DOT5 has rapidly evolved into a trusted name in the industry. What sets DOT5 apart is its commitment to delivery custom-tailored designs that go beyond aesthetic – creating spaces that are both functional and a true reflection of each client's unique vision. From Office and bank to hospitals and retail outlets, DOT5 brings a distinctive bold design approach to every project.

**Interior
Exterior
Architectural**



Our clients are all over Bangladesh.

Bank | Office | Hotel | Hospital | Restaurant | Life Style | Showroom | CS Center

With an in-house production facility equipped with automated and semi-automated machinery, and a full time of team experience architects, engineers, and project managers DOT5 ensure seamless execution from concept to completion beyond design, DOT5 champion quality, ethics, and safety. The company use of premiums materials commitment to post-project maintenance and investment in on site-safety infrastructure like CCTV monitoring and emergency systems reflect it dedication to excellence. Having successful delivered over 2 million square feet of craft space, DOT5 continue to raise the bar in the design industry transforming environments with precision, passion, and purpose.

DOT5 design more than interiors because it achieves the goal of developing spaces which represent personal identity while generating emotional responses in addition to making ordinary activities remarkable. The company uses its creative methods combined with precise techniques to unite aesthetic quality with useful designs through a single architectural vision. Every project at DOT5 receives professional execution through the combination of integrity and passion and expertise in its delivery.

DOT 5 PVT LTD's core services are:

- Interior: Spatial planning, mood board visualizations, finish selection, lighting coordination.
- Exterior: Facade cladding, entrance reception compound, landscape integration, signage systems.
- Architectural: Structural design, facade treatments, building layout and circulation planning.
- Fit-out and detailing: site engineer, quality control, resident testing, and post-handover support.

By prioritizing client collaboration DOT 5 aims to associate architecture with emotion, whether inspiring an employee's productivity, reinforcing brand identity, or giving a comfort home environment. Their goal positions design as experiential storytelling

1.2 Objective of This Report

This internship assignment purposes the following goals:

- i. Orientation within The Supply Chain Process:** Unlike another interns concerned on design or marketing, the task here centers on procurement identifying patterns, explaining business logic and understanding system.
- ii. Reflective Learning:** Through documenting tasks performance, perfect skill, and insights gained from associates— like: supplier negotiation, , inventory control the report records professional maturation.
- iii. Identify Organization Dynamics:** By understanding how DOT5 structure relationship of suppliers, collection sample , executes order to delivery cycles, conduct vendor selection, and operates inventories logistics , the objective is to capture structure that support design outputs.

- iv. **Challenges & Adaptive Strategies:** Highlighting friction point such as delayed shipments, spend more budget what firms had planned, Approval materials are not matches and how to intern team devised mitigation strategies.
- v. **Benchmark Insights:** By the analogy DOT5's supply chain approach with industry best practices and theoretical models; the report suggests Quality improvement initiatives.
- vi. **Challenges & Adaptive Strategies:** Highlighting friction point such as delayed shipments, spend more budget what firms had planned, Approval materials are not matches and how to intern team devised mitigation strategies.
- vii. **Benchmark Insights:** By the analogy DOT5's supply chain approach with industry best practices and theoretical models; the report suggests Quality improvement initiatives.

1.3 Methodology

The methodology of company's analysis attached with descriptive and qualitative analysis is supported by primary and secondary data collection, in the following ways:

1.2.1 Primary Data sources

- **Daily Activities:** Mark the each assigned task like: supplier selection, brand selection requisition note creation, inventory Sample collection and purchase, and invoice adjustment
- **Observational Analyzing:** Shadowing procurement meeting, observe lead times, and supplier rating criteria.
- **Stakeholder Interviews:** Informal decision making with team leader and members, Logistics personnel, designers, and formally meeting to Control SOPs and performance metrics.
- **Reflective Narratives:** Intern's reflections on ethical decision, time management, and negotiation outcomes.

1.2.2 Secondary Data Sources

- **DOT5's Digital Media Assets:** Information Obtained From DOT5's official website and other social media.
- **Industry Benchmarks:** e.g. relevant publication and online resource or journals related to supply chain management and operation, SCOR model, materials procurement rating systems.
- **Academic Textbook and Research papers:** Vendor evaluation criteria, Supply chain analysis inventory control in project-based firms.

1.2.3 Analytical Tool Employed:

- **SWOT Analysis** of DOT5's procurement and logistic.
- **Value Chain Mapping** to chart quality differentiation
- **Cause –and-Effect Diagrams:** To the determine source of obstacle or cost conflict.
- **Supplier Scoring Rubric:** Standardizing Suppliers contribution (On time delivery, Quality, Optimum cost from others, standardizing vendor performance (delivery accuracy, quality, cost competitiveness, Long lasting credential).

By combining firsthand experiences with secondary resource, this report provides a thorough account of internship experience outcomes.

1.3 Scope & Limitation of the Report

While preparing this internship report, I encountered several challenges that made the process demanding. However, with proper guidance and determination, I was able to overcome them. The main limitations and challenges I faced are outlined below:

- I had to learn the process training for the ERP software, which was entirely new for me and required extra time to understand.
- Balancing my internship responsibilities with report preparation was difficult, as I had to manage my duty hours effectively.
- The internship was in a completely new sector, which initially made it challenging to adapt and gather in-depth knowledge.
- I was placed in a new working environment, and it took some time to adjust to the organizational culture and work processes.
- Communication in the new environment was mostly internal, which limited my ability to seek external guidance or support.

Despite these challenges, I was able to complete this report successfully with the blessings of Almighty Allah and the valuable guidance of my course instructor and internship supervisor.

2 Chapter: 2 Company and Industry Profile

2.1 Company Analysis

The mission of the company is to create thing that are truly a distinctive reflection of taste and style. It worked Co-operatively with their clients and ensured long-term satisfaction.

DOT5 has evolved from a vision of crafting, Interior, Exterior and Architecture works with a very difference and creative approach. They highly professional services and abilities to tailors design for every client's individual demands.

2.1.1 Strategic Analysis



DOT5 PVT LTD provides specialized service in Interior Decor and Tourism field which serve business as well as individual clients across a wide spectrum of needs. Specifying both precision and creativity allows the company to deliver successful projects which

accomplish their client's desire outcome while fulfilling functional necessities and contemporary design movements.

1. Interior Design :

DOT5 specialized in comprehensive interior decor service that transforms residential and commercial spaces into unique, well-curate environment. The company provides: T

- **Signature space styling:** Customized interior concepts reflecting the personal style and brand identify of client's
- **Decorative Solutions:** The Company offers decorative solutions which include unique wall decor as well as curate accessories alongside specifically select decorative product to improve spatial appearance and create aesthetic balance.
- **Customs furnishings:** The Company creates customs made furnishing which specifically satisfy both functional and spatial requirement of individual areas.

2. Corporate Interiors:

DOT5 is a leading provider of corporate interior design solution, with a proven track record of executing over **80,000** Square feet of commercial interiors across in Bangladesh. Highlights include:

- Project for reputed clients such as KDS Group, Green Line, MetLife, Ecstasy, Anwar Group, BRAC Bank, City Bank, Huawei, Concord, Daffodil, Banglalink, Pran RFL Group, Bengal, Apex, Bata, Pierre Cardin, Pizza Hut, Xiaomi, and Twelve Clothing etc.
- Services include complete space planning, furniture layout, lighting design, branding integration, and modern finishes.

- Projects design at décor Master come from teams including architects and interior designers who follow both national international standards and modern trend.

3. Residential Interiors:

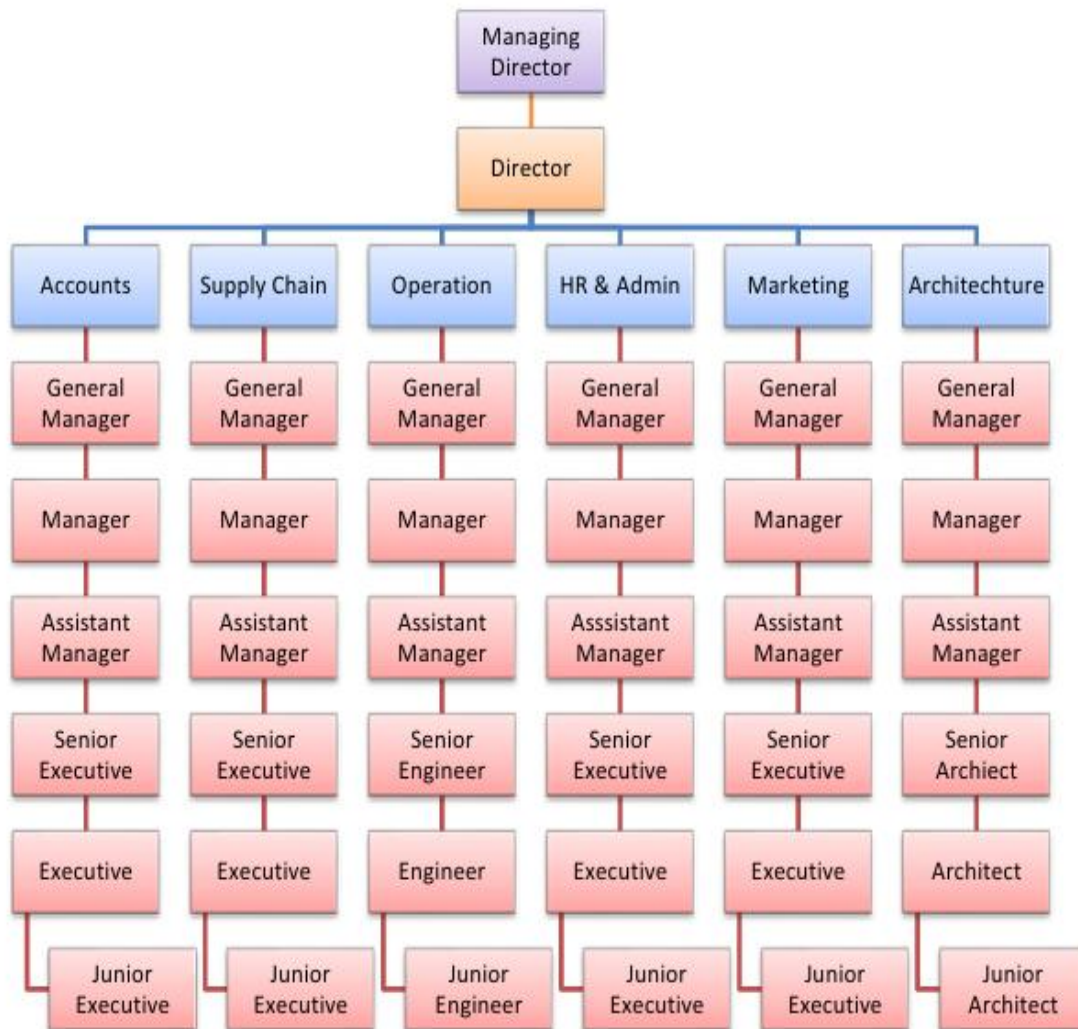
DOT5 deliveries highly personalized residential interior services that transform bare apartments into dream homes. Key features include:

- Tailor design solutions based on clients preference, lifestyle, and personality.
- Efficient space utilization to maximize functionality and aesthetic
- Full compliance with industry standards and clients specification throughout the project lifecycle.

2.1.2 Management and Corporate Hierarchy

Leadership of DOT5 PVT LDT consists of the Managing Director & Chairman Mohammad Mahfuz Khan who leads the management committee to oversee organizational operation and strategic planning. The management committee consists of Managing Director along with the General Manager of HR and Admin as well as Supply Chain and Accounting and Marketing and Operation and Architecture Departments. The member of group oversees governance and strategic oversight functions to guarantee alignment with company mission and vision and strategic objective.

2.1.3 Organization Chart (Organogram)



2.1.4 Supply Chain & Procurement Department of DOT 5 PVT LTD

The supply chain department of DOT5 is at the heart of project execution, ensuring that all materials whether for construction, interior furnishing, or decorative finishes are procured on time, within budget and at the required quality standard. The department supports multiple active projects at once, working closely with architects, site engineers, external vendor, and designers. Within the department, the procurement team is responsible for:

- Sourcing for materials like: sanitary items, furniture, lighting, marble, tiles and hardware items etc.
- Vendor selection and negotiation.
- Preparation of purchase orders and work orders
- Handling inventory, delivery tracking, and payment documentation.
- Coordinating the sample approvals and site materials readiness

This team ensures that materials are source at the right time, at the right price, and from the right supplies. I worked under the supervision of a Head of Supply Chain, who along with other team members, guided me through my internship journey. They were not only knowledgeable but also friendly and always ready to help, making the learning environment welcoming and collaborative.

2.2 Industry Analysis: Bangladesh and Global Trends

2.2.1 Interior Exterior and Architecture Design Industry Overviews in Bangladesh

In Bangladesh, the interior, exterior and architecture design site has expansion notable experience over the last 10 years, driven by urbanization, organization expansion,

changing consumer life style and real estate or construction site grow up. A dramatic rise, Business and individuals are investing in aesthetically appealing, functional and customized environment whether for house, office, restaurant, retail outlets and bank. This development has resulted in the growth of some design company that offer unique services in interior, exterior and architecture design.

2.2.2 Key Market Growth Drivers of Bangladesh

- **Quick Urbanization:** Over 37% of Bangladeshi's people live in urban areas (World Bank 2023), with Dhaka and Chattogram at the capital of real estate and interior exterior and architecture design demand.
- **Increasing Real Estate site:** With hundreds of new residential and commercial buildings opening per year, based on demand
- **Middle-Class Consumption increase:** As an income is rising among middle-class families in Bangladesh so they are increasingly seeking personalization in home and lifestyle environments.
- **Corporate Branding Demands:** Now-a-days companies are focusing Interior, Exterior and Architecture design as a main part of branding identifies strategic, or marketing strategic, especially in sectors are: Banking, showrooms, telecom and hospitality.

2.2.3 Leading Competitors in Bangladesh

In the below , Giving the some top Interior, Exterior and Architecture firms which are now leading in Bangladesh alongside DOT5 PVT LTD:

1. Nakshabid Architects

- Specializes in large scale architecture and town planning.
- Known for sustainable interior design approaches and Eco building certification.

- Competed projects include educational institutions, mosques, public infrastructure and residential complex.

2. VITTI Sthapati Brindo LTD.

- VITTI Sthapati Brindo LTD. is the one of the top architectural firms in Bangladesh.
- They are mainly focuses on institutional buildings, community architecture, and master planning.
- They are also known as a combining context with contemporary design.

3. Inspace Architects LTD.

- This company offers a combine of modern aesthetics with smart space optimization.
- Specializes in both high-end residential projects and commercial.
- Uses a design-build approach, offering end-to-end services.

4. Living Interior.

- Living Interior is famous for corporate office and home interiors with a modern minimalist style.
- They offers a budget-friendly packages for middle-class urban clients
- Expanding its business through digital marketing and showroom presence.

5. Interior Concepts BD.

- Specializes in bespoke in design for retail, showrooms restaurants and etc.
- This firm gives 3D visualization and VR walkthroughs before execution.
- They also offer their clients turnkey solution with customized furniture manufacturing.

2.2.4 Challenges in the Local Market

- **Scarcity of skilled Employee:** Despite rising demand, the availability of trained interior designers, architectures, and projects manager is limited
- **Depended on Imported Materials:** Most of quality materials, inventories, lighting systems and interior items are imported, so the project's cost is increases.
- **Digital Integration are Lacking:** Every firms are still operate by manually, limiting efficiency in design management and cost tracking

2.2.5 Global Trends in Interior, Exterior and Architectural Design Firms

Globally, interior, exterior and architecture design industry is experiencing dramatically rise driven by advanced technology, luxury customer demand, long time goals and urbanization. The firm spans residential, retail, showroom, commercial spaces, institutional, and hospitality segments and is characterized by a blend of cultural, artistic, and functional design solutions.

2.2.6 Emerging Global Trend in Design

- **Sustainability and Eco-Design:** The demand for sustainable inventories, eco-certifications, and energy-efficient system (like LEED, BREEAM, and WELL) is shaping the future of design.
- **Modern Transformation:** Use of Building Information Modeling (BIM), Augmented Reality (AR), Virtual Reality (VR) and 3D printing is turning client engagement and exactness.
- **Remote Design Services:** Post-pandemic flexibility has run modern remote and consultations project executions globally.

- **Wellness Integration:** User-friendly design planning, Biophilic design, wellness-oriented inventories, natural airspace and functional design are growing in demand.
- **Experience focused spaces:** Showrooms, retail spaces, organizational offices and public infrastructure are designed for emotional connection, storytelling and human experience etc.

2.2.7 Top International Design & Architecture Firms.

1. Gensler (USA)

- This firm is world's largest architecture and interior design firms.
- They completed several top projects like: Airports, Microsoft Offices and Urban redevelopments etc.
- This company's earned revenue 1.5 billion+ USD in 2022.

2. Foster + Partners (UK)

- Forster + partners are famous for high technology architecture and futuristic.
- Their Projects are London City Hall, Bloomberg HQ and Apple Park etc.

3. Zaha Hadid Architects (UK)

- They are globally celebrated for signature curvilinear, avant-garde forms.
- They have worked on project like: Beijing Daxing Airport and Qatar National Library and many more.

4. HOK (USA)

- HOK mainly focuses on research facilities, Sports complexes and urban designs.
- They are specialized for sustainability and inclusiveness.

5. Perkins and Will (USA)

- This is another firm known for healthcare, eco-friendly buildings and higher education.
- Perkins and Will specialize serving for urban planning, landscape architecture, and interiors and exterior.

2.2.8 Global Industry Challenges.

- **COVID Pandemic Design Challenges:** Reimagining offices for hybrid work, touchless systems, and flexible spaces.
- **Sustainability Mandates:** Compliance with strict world environmental laws and certification.
- **Global Supply chain Issues:** Making inventory delays and increase costs due to geopolitical events.

2.2.9 Industry SWOT Analysis: Bangladesh and Global perspective

The Interior, Exterior and Architectural design industry has been increasing steadily in Bangladesh and Globally. While the sector has many strong points and good opportunities, there are also have some weakness and threats that need to be considered, Base on my understanding from this internship and secondary data, I have prepared the following SWOT analysis covering both Bangladesh and global perspective:



Strengths:

- There is a steady growth in demand for design service because more people are building new homes, offices, restaurants and commercial spaces.
- The industry work with a wide range of clients such as residential, corporate, hospitality, and government projects, which helps business diversify.
- Globally, companies are using advance tools like: Building Information Modeling (BIM), AR/VR and 3D printing, which make design and client communication faster and more accurate.
- Most of the firms, local or global, have strong reputation and skilled professionals, which help them, maintain quality and attract clients.
- Leading design companies focus on building brand identity, which creates loyal customers over time.

Weaknesses:

- In Bangladesh, most high-quality materials and decorative items are imported, which increases costs and makes firms dependent on suppliers outside the country.
- There is still a shortage of experienced architects, designers, and project managers in the local market, which limits growth.

- Many small and medium-sized firms do not fully use digital tools, which makes it harder to manage projects efficiently compared to international competitors.
- Innovation in new materials and sustainable design practices is still limited in Bangladesh compared to developed countries.
- Setting up design studios and production facilities requires a lot of money, so it is tough for new businesses to enter the market.

Opportunities

- The middle-class population is increasing in Bangladesh, and people are willing to spend more on customized and office designs.
- Green Building and sustainable design have become global trends. Firms that focus on eco-friendly solutions and certification (like LEED or BREEAM) can benefit.
- Bangladeshi companies can expand into nearby countries like Nepal, Bhutan, and Sri Lanka to explore new markets.
- Government projects for infrastructure, schools, hospitals, and transport are increasing, which gives opportunities for design firms to get large contracts.
- Online design consultation and showroom are becoming popular, especially after the pandemic, which allows firms to reach more clients at lower costs.

Threats

- Economic downturns, either globally or locally, can slow down the real estate sector and reduce demand for design services.
- Large international firms entering the Bangladeshi market may take away business from local companies.
- Complicated government rules, building codes, and approval processes can delay projects and increase expense.
- Customers' design preferences change very quickly, and it can be hard for small firms to keep up with trends and technology.

- Global supply problems. Like the ones seen during the pandemic or geopolitical tensions, can delay the delivery of imported materials.

Chapter 3: Internship Experience

During my internship period at DOT5 PVT LDT, I was assigned for 3 month to the Supply Chain Management Department. Where I actively contribute to a variety types of practical tasks. In this company, my internship responsibly was primarily two areas: **1) Field-base** sourcing and procurement, logistics operations, and **2) Office-base** procurement documentation and coordination. In the academic requirement course of my internship period on involvement in this organization, I gained real-time experience and faced practical challenges that enhanced my better understanding of supply chain functions beyond theoretical knowledge.

2.3 Sourcing & Procurement Activities

One of my main responsibilities during the internship was to help with sourcing inventories and supplies for current and upcoming project. I was connected in identifying appropriate inventories and supplies base on the requirements and specification provided by their clients and the company. Sourcing refers to the process of searching reliable supplies who can give quality materials at reasonable prices within the project timeline.

During internship, I worked on sourcing for several major projects every day, like: MetLife, Guardian Life, DIU, and Sultan's Dine, Starlight, Go DOT5, Twelve Clothing, Xiaomi Office, Huawei and many more. For each project, I was tasked with collecting samples, checking available, and comparing pricing between several in the various market such as Gulshan, Mohakhali, Banani, Badda Link Road, Nawabpur and even online platform. For example, i sourced charcoal panels, acoustic materials, light fixtures, IT devices, and hardware accessories for Xiaomi Head Office. I was gathered from specialized markets and supplires like Ryans Computer in Banani Branch and lighting showrooms in Gulshan or Nawabpur.

When I was sourcing, I faced real-world challenges. In some cases, Suppliers didn't trust me to provide material samples, especially when approached for the first time. To

overcome this, I had to gain their trust by communicating professionally and explaining details about our company's credibility and project clearly. Despite the obstacles, I successfully managed to collect all required samples on time, which was later submitted for client approval.

In the procurement part , my role involved analyzing task from sourcing to evaluating supplier quotations, comparing product specifications, negotiating price and delivery terms, and helping prepare purchase order documenting. If a sample was approve by clients then I prepared comparative statement (CS) for supplier's selection. Also I learned that procurement goes beyond simply purchase products- it involves careful supplier selection, quality ensure, cost analysis, negotiation and documentation

At DOT5 PVT LTD, Procurement is difficult since project deadline are tightly connect to timely materials delivery. If there is a delay in purchasing materials it affects site engineer's ability to finish work on time. As a procurement intern, I focused on quality before price and ensuring that selected materials met project specifications. After approval, sometimes I made the purchase orders (POs) based on Supply chain manager's instructions and he would checking them and ensure smooth fund disbursement from the accounts department.

2.4 Logistics Operations and Management for DOT5 PVT LDT

At DOT5 PVT LDT, one of the most important area of my internship experience was the logistic management section, which includes inventory planning, and transportation, storage and delivering materials to different project sites. This company, such as many service based companies does not own a logistic fleet and instead depend on hired transportation for every activities. Managing this section of the supply chain required strategic thinking, strong communication and cost minimize.

2.4.1 Inventory Management

Inventory plays an essential role in the company's operations. Every project demands several types of materials, ranging from wood panels, melamine boards, tiles, electrical items, carpets and decorative lights to IT equipment and customs furniture and also more items which need for client's requirement. These items are either purchase as finished goods or developed in the company's own facility using raw materials.

During my internship, I was involved in gathering price list data, sourcing both raw materials like: I was sourcing and purchase 18mm melamine board, — and Finish items include: chair, lights and glass doors more. I recorded supplier information and pricing in Excel Sheets, which are used by the procurement team to evaluate option. Sometimes we purchased materials in large quantities when suppliers give us offered volume discounts or provide rare and high-quality items. In such cases, our company stored excess inventory for future use, at the Manikganj factory, known as DOT5 Village.

Another important part of the inventory process related delivery the purchased items to the company's project site. Upon arrival, I handed over the inventory to assigned site – engineer, who verified the quality and quantity based on clients or company's requirement. If the materials met the project requirements, the site engineer signed the inventory challan as a confirmation of receipt. This signed challan was then submitted along with the purchase bills to the Senior Executive of the Supply chain Department, who processed the Bill Note and forward it to the Account Department of payments approval. This process ensured proper accountability and accurate documentation across departments.

Through these systems, I learned of the great importance of materials control, stock rotation, optimization, and inventory tracking. Proper inventory planning ensures material availability while preventing overstocking or wastage.

2.4.2 Transportation & Delivery Coordination

Transportation was also one of the most challenging but also I learned a lot from it during my intern. All most every day I managed delivery of inventory to project sites by helping transport based on inventory type, emergency, and budget. In most of the time, I rented local transport based on situation such as CNGs, rickshaws, vans, or buses, depending on the inventory load and distance. For bulky or expensive goods like tiles and lighting equipment, I choice CNGs or freight services that offered both optimum-costing and reliability.

I managed a CNG delivery of lighting equipment from Nawabpur to Airport area for the Twelve Clothing branch, comparing different transport option to ensure minimal cost, timely and safely delivery. Each delivery required logistical planning; especially in congested areas like Motijheel or Gulshan or Old Dhaka, where travel time can significantly affect site progress.

This responsibility was teach me how to arrange delivery on time and select transport modes appropriately, control risks in urban transportation and minimizes delays by proactive route planning.

2.4.3 Facilities Utilization and Storage Management

DOT5 PVT LTD. has a warehouse located in Manikganj that also they serve as production and storage facility, where extra or bulk-purchased materials are stored for future use. I learn how extra supplies from completed projects or large-discounted purchase were shifted to this facility. This process minimizes material loss and supports upcoming projects needs while improving overall cost efficiency.

The Manikganj factory is not yet fully completed, but it occasionally supports the transformation of certain raw materials into finished goods through the work of the company's specialized technician. Once the DOT5 village is fully operational, the

company plan to produce all possible types of goods from raw materials in order to minimize cost for maximizes profits. I witnessed how raw boards were shape into furniture and how custom work was done in-house, which include value to the company's service offering. Learning this process helped me understand the importance of in-house production capabilities in interior, exterior and architecture.

2.5 Official Task and Documentation in Supply Chain Operations

Alongside my fieldwork, I also took part in several officials and documentation-related tasks within the Supply Chain Management Department at DOT5 PVT LTD. These responsibilities allowed me to comprehend the essential of proper records, inter-department communication, and control. Official documentation is backbone of supply chain operation, transparency, traceability of procurement activities and financial statement

My key official task was preparing money requisitions, purchase orders (POs), work orders conveyance bills, comparative statement and Price list in Excel. These documents played an important role in confirming the smooth execution of supply chain activities. In the below, I explain how I used each of them during my internship:

2.5.1 Money Requisition

A money requisition is formal request submitted by an employee to receive funds in advance or reimburse expenses related to procurement or operational tasks

Most of the time, I used money requisition forms when I needed to purchase materials from the market or cover transport costs for field visits. For example, if I was sourcing hardware items from kawran Bazar, or tiles from Hatirpool, then I had to request funds in advance to make purchase on behalf of company. Now, I describe how I used it in my internship time.

- I filled up this document from attach the amount required, the purpose (e.g., “for procuring electrical items from Nawabpur), and date of use.
- The money requisition form was submitted to the accounts department with signed by the Supply chain Manager.
- When it’s approved by Managing Director, I received the amount in cash or through the petty cash system.
- When I completing my task, then I had to submit bills and any remaining funds with an invoice with explanation.

This process taught me accountability, financial discipline, and the importance of managing proper documentation for audits and reports.

2.5.2 Work Orders

A Work Order is a written agreement between the company and supplier, contractor or service provider that authorizes significant tasks or services under defined terms.

When we had to outsource a service or manage delivery and set-up by a third-part vendor then we used work order. For example: when purchasing custom furniture from a local supplier or arranging labor for set-up at a project site. Now, I brief explanation how work order used in DOT5 PVT LTD:

I drafted the work order in a standard format used by DOT5; including description of the product or service, quality, cost, supplier details and take special condition like warranty or support.

Also this document was checking and signed by the Supply Chain Manager and Managing Director.

A copy was provided to the supplier as proof of the company’s commitment, and a copy took for internal record.

Through this task, I learned how to formally define scope of work, terms of engagement, and protect company interests through proper paperwork.

2.5.3 Purchase Orders (POs)

A purchase order (PO) is an official documents issued by a buyer to supplier, where including detailing the inventories or services to be purchased, price, quality, quantity, delivery time, and payment conditions.

After the sample was approved by the client and also supplier was selected, then DOT5 processed a POS. For instance, when sourcing approved light fixtures or IT accessories, a PO was generated to finalize the transaction. In Below, I explain the process followed by DOT5 PVT LTD when preparing POs:

- I prepared the PO in a template which company-approved.
- I included all details like: Product name, specification, approval rate, quantity, supplier name, delivery address, and expected delivery date. Additionally, our company mentioned that in case of delivery delays, the supplier would face penalties as per as PO terms.
- The PO was signed by the Supply chain manager and Operation Manager then forwarded to Accounts Department for Verification. After review, it was sent to Managing Directors (MD) for final approval. When approved by our MD, the PO was MD forwarded to the supplier as the official confirmation of the order.
- If Suppliers accepted the PO, it became a legally binding agreement.

This experience improves my attention to detail and helped me understand how procurement processes are tracked and documented for financial control.

2.5.4 Conveyance Bills

A conveyance bill is a document used to record and claim reimbursement for daily travel expenses incurred during official fieldwork.

At that time, I submitted conveyance bills almost every day, as my responsibilities included frequent field visits for sourcing and procuring inventories items. Such as: I everyday visit areas like: Mohakhali, Nawabpure, Shahjadpur, Banani, and Gulshan to source and procure samples, lights, interior items, furniture, or hardware.

To ensure proper reimbursement of my daily field visits outgoings costs, I followed the company's conveyance report procedure as outlined below:

- At the end of each day, I submitted all transport costs in a conveyance bill sheet, where including date, purpose of travel, destination, mode of vehicles (CNG, Bus, Rickshaw, van etc.), and add the total spending amount.
- Every day, I submitted the signed conveyance sheet to my Supply Chain Manager, then i forwarded it to the Account Department for approved, along with the original transports receipts (if any had).
- Then then Accounts teams reviewed and approved the payment, which was usually process 15 to 20 days.

During Internship, I also learned how to record expenses honestly, maintain discipline in daily reporting, and manage my own travel budgets through this process.

2.6 Supplier Relationship Management (SRM)

In the Supply Chain Management, One of the most important lessons that I learned during my intern was how to maintaining well-structure and strategic relation with suppliers. SRM

not only placing order from suppliers it also included: building trust, communication, and long-term collaboration.

I also interacted with both new and existing vendors, learning how to introduce myself professionally, and describe organization demands and negotiate terms respectfully. In the beginning, I suffered trust issues with new suppliers, especially when appealing product samples. I overcame this situation by being honest, explaining the firm's background, and giving references when needs. Over time, I build trust with several vendors who were willing to offer discounts, faster delivery, or transparent payment options.

Close supplier relationships helped me gain confidence, ensure timely deliveries, maintain commitments, and ignore last-minute complications. I learned for the good SRM we needs to maintaining regular communication, providing feedback, ensuring timely payments, and respecting agreements

During internship, I observation DOT5 PVT LTD. always try to maintain welled relationship with suppliers. They place strong emphasis on supplier coordination, as their projects often rely on fast procurement cycle and materials customization, By assisting in contract and documentation with vendors, I also contributed to building long-terms partnerships beneficial for future projects.

2.7 Skills Applied and Learning Outcomes

As part of completing my internships at these firms, I developed a broad range of skills that linked the gap between academic knowledge and real-time application. These skills can be divided into soft skills, organization understanding and technical competencies. Each of these areas specifically contributed to my growth as a future supply chain professional.

2.7.1 Soft Skills

I build important soft skills like communication, negotiation, problem solving, and adaptability. Also manage contact with unknown suppliers taught me patience and persuasion. On multiple occasions I had to resolve misunderstandings, describe project requirements, and build belief-all of these helped my interpersonal communication.

I mainly learned time management and organizational rules or discipline. I also coordinated various tasks such as sourcing, transporting, updating documentation and submitting bills –required multitasking and clear scheduling. This helped me become more efficient and dependable as a team contributor.

2.7.2 Technical Skills

Aside from soft skill abilities, I working with the procurement and logistics team give me with first-hand knowledge or experience in sourcing interior items, preparing procurement documentation, and controlling delivery schedules. I had also preparing comparative statements (CS), purchase orders (PO), work orders, and submitting money requisitions. I improved my Excel skill substantially, particularly data entry, formatting and maintaining.

I also achieved knowledge in inventory management practices, tracking and records material movements, and monitor surplus or unused goods. In additionally, my exposure to facility-based production helped me understand how raw materials are converted into project ready items.

2.7.3 Professional Understanding

One of the biggest takeaways was gaining understanding of how different departments in a business work together-especially the connected between the supply chain, operations, Architecture and accounts. I also observing internal approvals, fund

release cycles, and supplier negotiations allowed me to appreciate the importance of internal coordination and strategic planning.

Overall, the internship gave me a accomplish image of how supply chain functions are established in practice-from supplier interaction to final project delivery. These lessons will guide me in both higher studies and my professional journey ahead.

Chapter 4: Conclusion, Appendix and Reference

2.8 Conclusion

My three-month internship at DOT5 PVT LTD has been a transformative experience. It provides me to apply theoretical knowledge from my BBA program to practical work in the field of supply chain management. I took part in sourcing, procurement, logistics, and official operations while learning to maintain supplier relations and project-based coordination.

Through real-world responsibilities, I overcame challenges, developed confidence, and contributed meaningfully to the company's ongoing projects. I realized the essential of strategic sourcing, timely logistics, inventory control, and clear communication in ensuring project success.

This internship not only enhanced my academic knowledge but also provided me career direction and a sense of responsibility. Now I feel more prepared to enter the professional world, equipped with the skills, discipline, and mindset needed for a successful future in supply chain and operation management.

References

DOT5 Pvt Ltd. (2025). Company Profile and Internal Procurement Guidelines. [Internal documents].

Statista. (2023). Global Interior Design Market Trends. <https://www.statista.com>

World Bank. (2023). Urban Population Report: Bangladesh. <https://data.worldbank.org>

Nakshabid Architects. (2024). Company Overview. <https://nakshabid.com>

VITTI Sthapati Brindo Ltd. (2024). Project Portfolio. <https://vitti.com.bd>

Gensler. (2023). Annual Report. <https://www.gensler.com>

Zaha Hadid Architects. (2023). Design Portfolio. <https://www.zaha-hadid.com>

HOK. (2023). Sustainable Design Practices. <https://www.hok.com>

Appendix

Appendix A: Sample of Purchase Order (PO)

In the below is a sample of Purchase Order (PO) that I prepared during my internship for one of the suppliers. This document includes key information such as product specifications, unit price, quantity, quality, supplier's name and delivery details. :

The following PO was created for the **Xiaomi Head office Project**, selected supplier was **Bright Space Corner**:

Furniture Work		Purchase Order/Work Order		Date: 05-May-25		
Attention	Md. Uzzal	PO No.	DOTS/20250505/202502/480			
Designation	Propeitor	Project Name:	Xiaomi			
Company Name & address		Production Process	Doc, Attachment			
BOQ Number		Ensure product quality & on				
Furniture of chain - 2, 1		Delivery/Handover Location				
Delivery/Handover Date		Road-30, House-11/A, 7th Floor, Gulshan-1.				
Note: days after receiving PO						
SL	Items Name	Description	QTY	Unit	Price	Total(BDT)
1	Work Station Table	2"x1" M S Leg, Het paint, 1" Table Top 2mm Edging (Malaysian) Cable Try, Wire Cap 5"x12", All Complete Work As per as design.	6	Pcs	5400	32400
2	Drawer Unit	Top 1" Melamine Board, Three Part Channel, Malaysian Edging, Imported Malaysian Hot Mail Gum, Imported heavy Wheel.	6	Pcs	3600	21600
3	Tabel Rearrange	Rearrange Opening & Refitting M5 Leg Cutting Cable Try Fitting all Complete work as per as design.	2	Pcs	2000	4000
4	Carrying Lifting		1	Job	2500	2500
Amount In Words					Sixty Thousand Five hundred Taka Only	60,500

TERMS & CONDITIONS:

- 1) Please follow the Project Supervisor Instruction strictly for the production of any materials .
- 2) Quality must be highly maintained ,No compromise shall be made ,DOTS reserve the right to cancel or reject the order regarding delay delivery and bad quality .for wrong materials ,quality and delay DOTS can reduce or cancel the payment
- 3) DOTS has the right to check the quality and products materials on the time of delivery.
- 4) Any type of defective, Broken materials will not received till it has been replaced as proper quality .All materials cover a one year service warranty from the days it's delivered and the vendor will bear the expense of repair & transportation .Vendor are fully responsible for the security of products while delivering.
- 5) Payment:
 - a. 50% Payment will be paid in advance.
 - b. 50% Payment will be paid after bill submission.
- 6) For delivery delay issue DOTS will deduct the payment from 3-5% each day after the mentioned delivery time
- 7) Any act (disclosing or share information, Bad quality product or work) which is harmful for DOTS brand image is strictly prohibited ,for this reason DOTS may take legal action against the authority or charge payment.
- 8) Work Order No. & Date have to be mentioned in bill. Work order copy & delivery Challan copy have to be attached with bill .In Challan ,it must be mentioned where the materials are being delivered.
- 9) Materials ,quantity, Price mentioned in order is tentative. all of this can increase or decrease in final production depending on extra order or decreased order and other situations after the work order is issued.
- 10) big quantity/Big size materials have to delivered within 11.AM & small Materials have to delivery within 47.PM in responsible area.

Enclosed documents: Authorized			
Received By	Prepared By	Approved By	Approved By
	Md. Harun or Rashid	Mohammad Saidul Islam	Sawkat Hossain
Name:	Executive Supply Chain	Manager-Procurement	Manager-Operations
Designation:	1616161749	1616161734	1616161742
Mobile No:	Supplier Bank Details		
Audited By	Approved By		
Internal audit DOTS	Eco Akhter Lake View, H # BA-117/2, Flat-7/A		
DOTS Private Ltd	T + 88 02226600976 E: info@dots.com.bd		
www.dots.com.bd	Gulshan Lake Drive Road, South Badda. H + 88 01615553685 Managing Director@gmail.com		



And another PO prepared for the **GO DOT PVT LTD Project**, where the supplier was **Mim Enterprise**. And the items included in this order were solution:

Appendix B: Money Requisition Form

Below is a sample of a Money requisition form that was prepared for our team member **Mohammad Harun or Rashid** in relation to the **Go Dot 5 PVT LTD** project. This document outlines the requested amount, purpose of use, date, and necessary approvals for releasing the fund.

7022

5

Money Requisition

Date: 15/05/2025

Designation: Executive

9591 Name: Harun or Rashid

Project Name: Go Dot 5

Sl.No	Purpose	Name of Item	Qty	Rate	Amount Taka
		TP-Link TL-SF1008D 8 Port 10/100Mbps			780/-
		Desktop Switch			
		Model: TP-Link SF1008D 8 Port			
	cash				
Total					780/-

Total Taka in words: Seven Hundred Eighty Taka

Recommended by: 15.05.2025

Approved by: 15.06.25

Signature of draw: 15/05/25

ABDUL HAMID
Accounts & Finance

Price comparison table created in Excel, used to evaluate suppliers for purchasing interior for project:



COMPARATIVE STATEMENT FOR DIU VIP FLOOR DOOR FRAME & PALLA , DATE: 25/02/2025									
SL	ITEM NAME	TYPE	SIZE	QTY	UNIT	BADHON DOOR		CHITTAGONG TIMBER	
						RATE	TOTAL	RATE	TOTAL
1	MEHOGONI FRAM	ROUND	6"X2.5"X60"X94"	1	PC's	5300	5300	2900	2900
2	MEHOGONI FRAM	ROUND	6"X2.5"X40"X94"	2	PC's	4500	9000	2900	5800
3	MEHOGONI FRAM	ROUND	6"X2.5"X38"X94"	1	PC's	4500	4500	2900	2900
4	MEHOGONI FRAM	SQURE	6"X2.5"X42"X94"	2	PC's	3200	6400	2900	5800
5	MEHOGONI FRAM	SQURE	6"X2.5"X40"X94"	2	PC's	3200	6400	2900	5800
6	MEHOGONI FRAM	SQURE	6"X2.5"X41"X94"	2	PC's	3200	6400	2900	5800
7	MEHOGONI FRAM	SQURE	6"X2.5"X30"X94"	8	PC's	3200	25600	2900	23200
8	MEHOGONI DOOR	ROUND	29"X92"	2	PC's	7000	14000	7200	14400
9	MEHOGONI DOOR	ROUND	37"X92"	2	PC's	8000	16000	7200	14400
10	MEHOGONI DOOR	ROUND	35"X92"	1	PC's	8000	8000	7200	7200
11	MEHOGONI DOOR	SQURE	37"X92"	2	PC's	7000	14000	6000	12000
12	MEHOGONI DOOR	SQURE	38"X92"	2	PC's	7000	14000	6000	12000
13	MEHOGONI DOOR	SQURE	39"X92"	2	PC's	7000	14000	6000	12000
14	MEHOGONI DOOR	SQURE	27"X92"	8	PC's	6000	48000	6000	48000
15	FRAME LIFTING CHARGE 6TH FLOOR			1	JOB	2000	2000	1800	1800
16	DOOR LIFTING CHARGE 6TH FLOOR			1	JOB	2200	2200	1900	1900
17	TRANSPORTATION			1	JOB	5000	5000	3000	3000
					TOTAL		200,800.00		178,900.00

COMMENTS: BADHON DOOR CENTER NEED 20 DAYS FOR DELIVERY THE GOODS & 50% ADVANCE. ON THE OTHER HAND CHITTAGONG
TIMBER NEED 30 DAYS TIME & 50% ADVANCE. IF CHITTAGONG TIMBER REDUCE HIS DELIVERY TIME ,WE CAN CONSIDER HIM FOR THE
ORDER .

Appendix D: Conveyance Bill

Conveyance bill format used to claim transport during field visit. This record was submitted every day to Accounts Department.

DOT 5 Conveyance Bill

Date: 02.03.2025
Designation: Internship
Mobile: 01748003310

Name: Md. Saben Hossain Mahim

Date	From	To	Mode of transport	Purpose/Project	Amount Taka
02.03.2025	Office	Gulshan-1, Road 30	Rickshaw	Xiaomi	30tk
02.03.2025	Gulshan-1, Road 30	Hatirpaul, Bangladesh	CNG	TWELVE	350tk
02.03.2025	Hatirpaul, Bangladesh	Gulshan-1, Road 30	Rickshaw	"	30tk
02.03.2025	Bangla Motol	Gulshan-1, Road 30	Bus	"	10tk
02.03.2025	Airport	Khilgaon, Police Feni	Bike	"	200tk
Total					700

Total Taka in words: Seven Hundred

Recommended by: [Signature] 03.03.25

Approved by: [Signature]

Signature of drawer: [Signature]

DOT 5 Conveyance Bill

Date: 23.02.2025
Designation: Internship
Mobile: 01748003310

Name: Md. Saben Hossain Mahim

Date	From	To	Mode of transport	Purpose/Project	Amount Taka
23.02.25	Office	Airport	Bus	TWELVE clothing	30TK
	Airport	Office	Bus	"	30TK
	Office	Link Road	Rickshaw	"	30TK
	Link Road	Nawabganj	Bus	"	30TK
	Nawabganj	Link Road	Bus	"	30TK
	Link Road	Office	Rickshaw	"	30TK
Total					180

Total Taka in words: One Hundred Seventy

Recommended by: [Signature]

Approved by: [Signature]

Signature of drawer: [Signature]

25/02/2025 18:54

REDMI NOTE 13

Appendix E: Signed Challan Copy and Invoice Bill

In Below I attach, A signed Challan issued after delivering projects requirements items and also attach a Invoice bill:

HEAVENS[®]
Heaven's Light Pvt. Ltd.
Space - D1, 1st Floor, B11 Landmark, Plot - 16,
Block- CWS(A), Gulshan Avenue, Dhaka-1212
Delivery Note No: 22/3
Plot No. Mr. Abdul
Dated: 22-May/25

Delivery Challan
Party : DOT 8
Mat Life, 2nd Floor,
Gulshan

Sl No	Description of Goods	Quantity
1	HL 4391 4' WH Body 6800K Linear Light	1

Recd. in Good Condition

Total: 4,000 BDT
T.S.O.E.

Signature
06/05/2025

This is a Computer Generated Document
H.B. Honorable Customers are requested to bring this invoice mandatorily
to get warranty service within the warranty period.

www.facebook.com/heavenslight.com.bd | heavens@heavenslight.com.bd | www.heavenslight.com.bd

HEAVENS.
Heaven's Light Pvt. Ltd.

Space - 01, 1st Floor, BTI Landmark, Plot - 16,
Block- CWS(A), Gulshan Avenue, Dhaka-1212

Dated 22-May-25

Invoice No. GB-25/24
Ref. No. Mr. Alnul

BILL

Party : DOT 5
Met Life, 2nd Floor,
Gulshan

SI No.	Description of Goods	Quantity	Rate	per	Amount
1	HL 4391 4' WH Body 6500K Linear Light	4.00 Pcs.	2,440.00	Pcs.	9,760.00
		Total	4.00 Pcs.		Tk 9,760.00 E & O.E

PAID
BY BANK

Amount Chargeable (in words)
Taka Nine Thousand Seven Hundred Sixty Only

Heaven's Light Pvt. Ltd.
Authorized Signatory

No Refund, Exchange within 7days

N.B. Honorable Customers are requested to bring this invoice mandatorily
to get warranty service within the warranty period.



www.facebook.com/heavenlight.com.bd

heavens@heavenlight.com.bd

www.heavenlight.com.bd



ONE STOP
FOR ALL
ARCHITECTURAL &
DECORATIVE NEEDS

Wallpaper

Aluminum
Composite
Panel

Decorative
Sheets

PVC Tiles

Carpet Tiles

Metal Ceiling

Artificial Stone

Poly Carbonate
Sheet

Glass Tiles

Natural Stone

Ceramic & Rugs

Ceramic Tiles

HDF Floor

Wooden Floor

Iron Safe/Locker

RESIDENTIAL
& COMMERCIAL
LIGHTING

Home & Office
Furniture

To, Dot. 5		Date: 05 th May' 2025 Reference: 786/2029		
		Description: Invoice for carpet tiles supply		
SL.	DESCRIPTION	QTY.	RATE	AMOUNT
01.	Carpet tiles:			
	LK- Space Walk- 300-01	197.1 SFT (73 Pcs)	TK. 580.00	TK. 1,14,318.00
Total -				TK. 1,14,318.00
(-) Special Discount-				TK. 3,942.00
Net Total-				TK. 1,10,376.00
In word: One lac ten thosuang three hundred seventy six taka only.				
Terms & Condition:				
a) Payment: All Payment should be in favor of "Leo King International".				
b) All prices are excluding VAT & TAX.				
Received By:		Mr. Hussain Admin (on behalf of Leo king) Phone: 0192 999 88 12		
Signature:				
Comment, if any:				

REDMINOTE 13

E-mail : info@leokingint.com
Website : www.leokingint.com
Fact : 0192 999 88 12
HOTLINE : 0192 999 88 12

Appendix F: Sample Collection for Project.

During my internship I almost every day collected samples for projects: now I attach some samples which I collected that time:

Charcoal sample:



Door Hinges samples:



Carpet samples:



Appendix G: Transportation Log sample or inventories deliveries:

Now, I attach a picture of interior items that I personally transported and delivered by Rickshaw to project sites during my internship”

