

**Request for Proposal of Electric Items for Asian
University for Women**

AUW invites Quotations from eligible Companies or vendors
for electric items.

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	AUW/21-22_11 AUW/21-22_13
Date of issue of the RFP	27 th July, 2021
Date and Closing Time for RFP submission	2 nd August 2021 (4:00 pm) (GMT +6)
Quotation submission mail address	tender_06@auw.edu.bd
Primary point of contact for RFP process and technical queries	Name: Mohammed Ishrat Bin Mahbub Designation: Head of Procurement Email: mohammed.mahbub@auw.edu.bd Contact Number: +880 1926 673 027 Whatsapp: +880 1671 470 348
Looping email address	Manoj Prasad Ghantasala manoj.ghantasala@auw.edu.bd Chief Financial Officer
Address for Communication	Asian University for Women 20/A M. M. Ali Road Chattogram 4000, Bangladesh Tel: +880-31-285-4980 Fax: +880-31-285-4988

Bidders are invited to submit their bid in accordance with the enclosed Request for Proposals (RFP) terms.

AUW reserves the right to reject any or all offers without assigning any reason.

Complete confidentiality should be maintained. Information provided here should be used for its intended scope and purpose. Retention of this RFP signifies your agreement to treat the information as confidential.

All communication with regard to this request for quotations needs to be directed to AUW directly while in copy of all these communications at the email addresses mentioned in the RFP mail.

Objective

Asian University for Women (AUW) seeks to graduate women who will be skilled and innovative professionals, service-oriented leaders in the businesses and communities in which they will work and live, and promoters of intercultural understanding and sustainable human and economic development in Asia and throughout the world.

Requirements

We, to achieve our objectives, need the following product/services are below:

- **Description of Product/Service: Electrics Equipment.**
- **Details of Specifications:** Please refer to the attached “Bid submission format for the detailed specifications and submit the quotes in the same format.”
- Follow the SL Number mentioned in the below list.
- Bidder can participate in any single item.

SL	Items	QTY	UNIT
1	Ceiling Fan 56"	19	PCS
2	MK Switch	5	PCS
3	MK Socket	12	PCS
4	Energy Light 24W (Pin Type)	75	PCS
5	Energy Light 13W (Pin Type)	32	PCS
6	Bathroom Light shade	24	PCS
7	Fan Bearing	46	PCS
8	Fan Capacitor	84	PCS
9	4 Feet LED Light Shade	11	PCS
10	Multi Combined Socket 13 AMS	22	PCS
11	Smoke Detector	84	PCS
12	Basin Light (13W) BT	20	PCS
13	Water Heater 10 Gallon Including Installation	9	PCS
14	Combined Socket	4	PCS
15	Box Fan	30	PCS
16	Tube Light 4'-0	36	PCS

Information need to be submitted:

- a) Brand and specification in the bidding format.
- b) Warranty period
- c) Trade license
- d) Company details
- e) Delivery date

Please note that this offer is subject to the following terms and conditions:

1. The quantities mentioned are tentative quantities required and may change at the time of the finalization of the contract/PO.
2. The basic rates quoted should be effective until 30th August, 2021
3. AUW reserves the right to award the contract to one or more bidders. Accordingly, the final quantities required will be divided among successful bidders. The quantities so divided will be at the sole discretion of AUW.
4. AUW reserves the right to cancel the bidding before or after the receipt of bids or also after the opening of bids and call for fresh bids. AUW also has the right to reject any bid without assigning any reason.
5. Bids incomplete in any respect will not be considered.
6. Please mention your payment terms in the bid.
7. Any query for clarification on the bid can be had from the undersigned latest by 2nd August, 2021 2:00 pm. Please note that any inquiry received from any bidder will be sent to all bidders without disclosing the source of the inquiry.
8. Bidder can participate in any single item.

Bid submission format (Please update cells highlighted in yellow)							
Name of the Vendor							
Address							
Contact Person Name							
Contact Details (Email Id & Telephone No)		-					
DETAILS				RATE			
S.No	Name of the product	Specifications	Quantity	Rate	% of VAT (if applicable)	VAT Amount (BDT)	Total Amount (BDT)
1							
2							
3							
5							
6							
Total							
Total Cost all inclusive							
Payment terms (BTC)							
Quotation valid till							
Any other terms and conditions							
Signature stamp							