

## REQUEST FOR PROPOSAL (RFP) for Fire Insurance of Asian University for Women

### Invitation for Request for Proposal (RFP)

AUW invites proposals from eligible insurance companies for Fire insurance requirements of Asian University for Women.

### RFP Summary Sheet

|   |  |
|---|--|
| <b>Name of the company</b>  | Asian University for Women   |
| <b>Procurement Reference Number</b>                                   | AUW/21-22_17   |
| <b>Date of issue of the RFP</b>                                       | 11 <sup>th</sup> August, 2021  |
| <b>Date and Closing Time for RFP submission</b>                       | 16 <sup>th</sup> August, 2021 2:00PM (BD Time)   |
| <b>Quotation submission mail address</b>                              | tender_11@auw.edu.bd   |
| <b>Primary point of contact for RFP process and technical queries</b> | Mohammed Ishrat Bin Mahbub<br>Head of Procurement<br>Email: <a href="mailto:mohammed.mahbub@auw.edu.bd">mohammed.mahbub@auw.edu.bd</a><br>Contact Number: +880 1926 673 027<br>Whatsapp: +880 1671 470 348 |
| <b>RFP Queries Looping Address</b>                                    | Manoj Prasad Ghantasala<br>Chief Financial Officer<br><a href="mailto:manoj.ghantasala@auw.edu.bd">manoj.ghantasala@auw.edu.bd</a>   |
| <b>Address for Communication</b>                                      | <b>Asian University for Women</b><br>20/A M. M. Ali Road<br>Chattogram 4000, Bangladesh<br>Tel: +880-31-285-4980<br>Fax: +880-31-285-4988  |

Bidders are invited to submit their proposal in accordance with the enclosed Request for Proposal (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 proposal needs to be directed to AUW directly while in copy of all these communications at the email addresses mentioned in the RFP mail.

**1. Insurance requirement and Scope of work**

AUW is looking to take following insurance policies to cover its risks –

**- Objective**

The objective of this RFP is to seek for Fire Insurance Services to cover the AUW's Assets.

This RFP provides following information to enable you to prepare and submit proposals for consideration:

- Proposed Covers.
- Details required for underwriting the risk
- Match the desired covers and contract provisions
- Demonstrate the ability to deliver high quality services at a competitive price

**2. Bidder (Insurer) Eligibility Criteria**

To be considered for selection by the AUW, the bidders should meet the following criteria:

Table 1: Eligibility Criteria:

| S. No. | Criteria  | Documents to be submitted                        |
|--------|---|--|
| 1      | Well established and reputed General Insurance Firms / Companies which are Registered / Issued License by Insurance Development and Regulatory Authority (IDRA) | Copies of valid license issued by IDRA BD.       |
| 2      | The Fire Insurance Company should have been underwriting the policy for period of <b>one year</b> for which they are submitting their quotation.                | Self-Declaration of underwriting similar policy. |
| 3      | The Applicant (insurance company) should not have been blacklisted / barred / disqualified by any regulator / statutory body in the past 3 years                | Self-Declaration.                                |

**3. Policy Details**

**3.1 Policy – 1: AUWs Indemnity Policy**

**Policy Period: 19<sup>th</sup> August, 2021 to 19<sup>th</sup> August, 2022**

## **4. Bid Submission Process**

### **4.1 Language of the Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and AUW shall be written in English language.

### **4.2 Signature**

The covering letter must be signed with the Bidder's name and by an Authorized Signatory of the Bidder, who is authorized to commit the Bidder to contractual obligations. All obligations committed by such signatories are liable to be fulfilled by the Bidders who would be selected to carry out the project as per the terms of this RFP.

All the commitments, obligations and responses (all the pages) against this RFP must be signed by the signatory of the Bidder and are enforceable through insurance policy which may be signed at the end of the bidding process.

### **4.3 RFP Submission**

- a. An authorized signatory of the Bidder shall initial all the pages of the original Bid. The authorization shall be in the form of a written Power of Attorney accompanying the Bid or in any other form demonstrating that the signatory has been duly authorized to sign.
- b. The Bidders are required to submit soft copies of their Bids electronically.
- c. The Bidders should send the scanned copies of all relevant certificates, documents etc. in support of their RFP. The Bidder should sign on all statements, documents etc. uploaded by them owning responsibility for their authenticity. Bids must be submitted through email by the last date and time indicated in the "Invitation to RFP".
- d. Bidders are strongly advised not to wait till the last day for emailing and submitting their bids.

The following official shall be available for any assistance.

- 1) Mohammed Ishrat Bin Mahbub, Head of Procurement  
[mohammed.mahbub@auw.edu.bd](mailto:mohammed.mahbub@auw.edu.bd) +880 1926 673 027

The bids shall be submitted with technical and commercial details.

All the pages of the proposal including annexures and documentary proofs should be numbered and signed by the authorized signatory.

The proposal should be prepared in English in PDF format.

### **4.4 Documents to be submitted**

#### **4.4.1 Technical Bid**

Interested and eligible bidders may submit their proposal in the prescribed format (enclosed here) with complete information. The proposal duly filled in, along with all supporting document(s)/information should be submitted to the AUW through the email. Technical requirement is mentioned in the RFP Technical Proposal (Not limited to).

## **4.5 Bid Evaluation**

### **4.5.1 Opening of RFP**

For bids received within the prescribed closing date and time will be evaluated.

### **4.5.2 Commercial Bid Evaluation**

The Commercial bids will be evaluated on the basis of the quotes.

## **5. Terms and Conditions**

### **5.1 Period of validity of bids**

The process of bid evaluation, approval and subsequent activities may be assumed to take a reasonable amount of time. Please mention bids validity of time not less than a month.

### **5.2 Modifications and withdrawal of bids**

No bid can be modified by the bidder, subsequent to the closing date and time for submission of bids.

### **5.3 Clarification of bids**

A bidder requiring any clarification on this document may notify through e-mail at the email address provided in the "RFP Summary Sheet".

### **5.4 Erasures or alterations**

The offers containing erasures or alterations will not be considered. There should be no handwritten material, corrections or alterations in the offer.

### **5.5 Revised bids**

If necessary, AUW reserves the right to call for revised technical or commercial bid from all the eligible bidders for the selection as insurance provider.

### **5.6 Confidentiality**

The information given in this document is confidential and is for use by the bidder to whom it has been issued. Each party, i.e. AUW and the bidder, shall treat the other party's information as confidential and will take necessary steps to prevent the disclosure of the other's confidential information to third parties. Both the parties will keep the contents of order/ Agreement confidential, including the price information.

### **5.7 Cost and Currency**

The offer must be made **in BDT only**.

The total price quoted should be inclusive of applicable duties, levies and charges, etc. All costs should be given in Figures and Words. No cost variation will be permitted other than statutory dues (Upward revision of service taxes will be borne by the AUW and benefit of downward revision of taxes shall be passed by the bidder to the AUW).

### **5.8 Compliance to Terms and Conditions**

It is essential that all the bidders should agree to all the above-mentioned terms and conditions.

## **6. Additional Terms and Conditions**

Following additional terms and conditions shall apply to the evaluation process:

- (a) Termination/or suspension of evaluation process– AUW reserves the right to suspend or terminate the Bidder evaluation process (in whole or in part) at any time in its absolute discretion and without liability to the Bidder. Bidders will be notified if any suspension or termination occurs but AUW is not obliged to provide any reasons.
- (b) Incorporation of Responses into agreement - The successful bidder as concluded by AUW shall sign a service level agreement. AUW may, at its sole discretion, incorporate any portion of any successful Response of a successful Bidder in to the final service level agreement.
- (c) Governing Laws & Dispute Resolution-The RFP and selection process shall be governed by and construed in accordance with the laws of Bangladesh.

## 7. Fire Material Damage

**7.1 Cover:** Physical loss of/or damage to buildings, stocks and contents by fire, lightning, explosion, (excluding explosion of boilers used for commercial purpose) earthquake, storm, riot and strike, malicious damage and related perils.

|                               |            |                      |
|-------------------------------|------------|----------------------|
| <b>Total Assets to Insure</b> | <b>BDT</b> | <b>67,581,500.00</b> |
|-------------------------------|------------|----------------------|

### 7.2 The policy should cover (not limited to):

- 7.2.1 on any building or part of any building,
- 7.2.2 on any property contained in any building,
- 7.2.3 on rent or other subject matter of insurance in respect of or in connection with any building or any property contained in any building, [shall cease immediately upon any fall or displacement]
- 7.2.4 of such building or of any part thereof,
- 7.2.5 of the whole or any part of any range of buildings or of any structure of which such building forms part

### 7.3 Proposal should include:

- 7.3.1 Exclusion of the insurance policies.
- 7.3.2 Insurance claim failure policies
- 7.3.3 Claiming Period
- 7.3.4 Electrical Clause
- 7.3.5 Any additional clause that is important to mention
- 7.3.6 Company details

## 8. Commercial Bid format.

|  |  |
|--|--|
| <b>Financial Proposal</b>                  |  |
| <b>Insurance Premium cost With details</b> |  |
|  |  |

**Premiums quoted above should be valid for a period of 1 year and inclusive of stipulated IDRA BD brokerage on insurance policies.**

**9. Insurance Items details**

|                                 |
|---------------------------------|
| <b>Asset List for Insurance</b> |
|---------------------------------|

| IT Equipment                                 |     |     |              |                          |
|--|-----|-----|--------------|--------------------------|
| Item   | No  |     | Avg. Cost    | Amount                   |
| Laptop                                       | 60  | BDT | 50,000.00    | BDT 3,000,000.00         |
| CPU  | 260 | BDT | 25,000.00    | BDT 6,500,000.00         |
| Monitor                                      | 277 | BDT | 5,000.00     | BDT 1,385,000.00         |
| Printer                                      | 25  | BDT | 15,000.00    | BDT 375,000.00           |
| UPS  | 250 | BDT | 5,000.00     | BDT 1,250,000.00         |
| Online UPS                                   | 9   | BDT | 200,000.00   | BDT 1,800,000.00         |
| Battery                                      | 64  | BDT | 21,500.00    | BDT 1,376,000.00         |
| Power Unit(Switch Device)                    | 34  | BDT | 10,000.00    | BDT 340,000.00           |
| Polycom Device                               | 3   | BDT | 500,000.00   | BDT 1,500,000.00         |
| Cisco Switch                                 | 15  | BDT | 200,000.00   | BDT 3,000,000.00         |
| Server                                       | 15  | BDT | 250,000.00   | BDT 3,750,000.00         |
| Storage Device                               | 14  | BDT | 10,000.00    | BDT 140,000.00           |
| Server Rack                                  | 10  | BDT | 40,000.00    | BDT 400,000.00           |
| Router                                       | 138 | BDT | 3,000.00     | BDT 414,000.00           |
| Switch Device                                | 39  | BDT | 1,200.00     | BDT 46,800.00            |
| Digital Board                                | 1   | BDT | 505,250.00   | BDT 505,250.00           |
| Finger Scanner                               | 55  | BDT | 15,000.00    | BDT 825,000.00           |
| Projector                                    | 38  | BDT | 25,000.00    | BDT 950,000.00           |
| Cisco Access point                           | 150 | BDT | 15,000.00    | BDT 2,250,000.00         |
| Sound System                                 | 3   | BDT | 30,000.00    | BDT 90,000.00            |
| Cisco Switch/Catalyst/ws/KVM/Switch/Micronet | 35  | BDT | 50,000.00    | BDT 1,750,000.00         |
| Core switch                                  | 1   | BDT | 236,500.00   | BDT 236,500.00           |
| Wireless Controller                          | 2   | BDT | 1,800,000.00 | BDT 3,600,000.00         |
| Access Switch                                | 2   | BDT | 100,000.00   | BDT 200,000.00           |
| Other  | 17  | BDT | 345.00       | BDT 5,865.00             |
| <b>Total</b>                                 |     |     |              | <b>BDT 35,689,415.00</b> |

| Office Equipment      |    |     |           |                         |
|-----------------------|----|-----|-----------|-------------------------|
| Item                  | No |     | Avg. Cost | Amount                  |
| Printer               | 40 | BDT | 4,000.00  | BDT 160,000.00          |
| Scanner               | 12 | BDT | 2,000.00  | BDT 24,000.00           |
| Fax Machine           | 4  | BDT | 7,000.00  | BDT 28,000.00           |
| Photo copy Machine    | 11 | BDT | 90,000.00 | BDT 990,000.00          |
| Laminating Machine    | 1  | BDT | 5,000.00  | BDT 5,000.00            |
| Paper Cutting Machine | 1  | BDT | 2,000.00  | BDT 2,000.00            |
| <b>Total</b>          |    |     |           | <b>BDT 1,209,000.00</b> |

| Library Books |       |            |                          |
|---------------|-------|------------|--------------------------|
| Item          | No    | Avg. Cost  | Amount                   |
| Library Books | 30000 | BDT 350.00 | BDT 10,500,000.00        |
| Total         |       |            | <b>BDT 10,500,000.00</b> |

| Gym Equipments          |    |                |                         |
|-------------------------|----|----------------|-------------------------|
| Item                    | No | Avg. Cost      | Amount                  |
| American Motion Fitnees | 15 | BDT 100,000.00 | BDT 1,500,000.00        |
| Dumbel                  | 48 | BDT 1,000.00   | BDT 48,000.00           |
| Tread Mill              | 8  | BDT 50,000.00  | BDT 400,000.00          |
| Other                   | 4  | BDT 3,500.00   | BDT 14,000.00           |
| Total                   |    |                | <b>BDT 1,962,000.00</b> |

| Fire Equipments   |     |               |                       |
|-------------------|-----|---------------|-----------------------|
| Item              | No  | Avg. Cost     | Amount                |
| Fire Extinguisher | 131 | BDT 2,000.00  | BDT 262,000.00        |
| Smoke Detector    | 55  | BDT 1,000.00  | BDT 55,000.00         |
| Others            | 1   | BDT 80,000.00 | BDT 80,000.00         |
| Total             |     |               | <b>BDT 397,000.00</b> |

| Security Equipments |    |               |                       |
|---------------------|----|---------------|-----------------------|
| Item                | No | Avg. Cost     | Amount                |
| CCTV                | 10 | BDT 15,000.00 | BDT 150,000.00        |
| CCD Color Camera    | 15 | BDT 5,000.00  | BDT 75,000.00         |
| Monitor             | 4  | BDT 88,500.00 | BDT 354,000.00        |
| Total               |    |               | <b>BDT 579,000.00</b> |

| Others            |    |               |                       |
|-------------------|----|---------------|-----------------------|
| Item              | No | Avg. Cost     | Amount                |
| Gas cooker/stove  | 57 | BDT 700.00    | BDT 39,900.00         |
| Harmonium         | 1  | BDT 5,000.00  | BDT 5,000.00          |
| Oxygen Cylinder 3 | 3  | BDT 10,000.00 | BDT 30,000.00         |
| Scenary           | 6  | BDT 5,000.00  | BDT 30,000.00         |
| Cloth Hanger      | 25 | BDT 1,200.00  | BDT 30,000.00         |
| First Aid Box     | 27 | BDT 200.00    | BDT 5,400.00          |
| Other             | 30 | BDT 397.00    | BDT 11,910.00         |
| Total             |    |               | <b>BDT 152,210.00</b> |



| Furniture (Dorm & Office) |     |           |           |                         |
|---------------------------|-----|-----------|-----------|-------------------------|
| Item                      | No  | Avg. Cost |           | Amount                  |
| Bed (Double)              | 50  | BDT       | 8,000.00  | BDT 400,000.00          |
| Bed (Single )             | 350 | BDT       | 4,000.00  | BDT 1,400,000.00        |
| Bed Side Table            | 150 | BDT       | 2,500.00  | BDT 375,000.00          |
| Double Closet             | 15  | BDT       | 13,650.00 | BDT 204,750.00          |
| Locker Cabinet            | 19  | BDT       | 18,126.32 | BDT 344,400.00          |
| Single Closet             | 150 | BDT       | 6,000.00  | BDT 900,000.00          |
| Study Table               | 250 | BDT       | 3,000.00  | BDT 750,000.00          |
| Table (Executive)         | 50  | BDT       | 6,000.00  | BDT 300,000.00          |
| Total                     |     |           |           | <b>BDT 4,674,150.00</b> |

| Faculty Housing |    |           |           |                         |
|-----------------|----|-----------|-----------|-------------------------|
| Item            | No | Avg. Cost |           | Amount                  |
| Fridge          | 39 | BDT       | 15,000.00 | BDT 585,000.00          |
| AC              | 78 | BDT       | 15,000.00 | BDT 1,170,000.00        |
| TV              | 39 | BDT       | 8,000.00  | BDT 312,000.00          |
| Bed             | 78 | BDT       | 10,000.00 | BDT 780,000.00          |
| Washing Machine | 39 | BDT       | 5,000.00  | BDT 195,000.00          |
| Microwave Oven  | 39 | BDT       | 3,000.00  | BDT 117,000.00          |
| Almirah         | 39 | BDT       | 8,000.00  | BDT 312,000.00          |
| Total           |    |           |           | <b>BDT 3,471,000.00</b> |

| Lab Equipment                               |    |           |            |                         |
|---|----|-----------|------------|-------------------------|
| Item  | No | Avg. Cost |            | Amount                  |
| Wave Analytics                              | 1  | BDT       | 698,000.00 | BDT 698,000.00          |
| 3 laptop                                    | 3  | BDT       | 140,000.00 | BDT 420,000.00          |
| Desk  | 1  | BDT       | 83,460.00  | BDT 83,460.00           |
| Logitech camera                             | 1  | BDT       | 73,500.00  | BDT 73,500.00           |
| Scanner                                     | 1  | BDT       | 22,500.00  | BDT 22,500.00           |
| Flat Panel                                  | 1  | BDT       | 543,000.00 | BDT 543,000.00          |
| OmniPAC, MIDI 300V                          | 1  | BDT       | 52,000.00  | BDT 52,000.00           |
| shaking incubator for AUW biology lab       | 1  | BDT       | 530,000.00 | BDT 530,000.00          |
| UV Lamp                                     | 1  | BDT       | 80,000.00  | BDT 80,000.00           |
| Micropipette                                | 12 | BDT       | 13,500.00  | BDT 162,000.00          |
| Digital Water Bath                          | 1  | BDT       | 80,000.00  | BDT 80,000.00           |
| Isotherm Forced Convection Laboratory Ovens | 1  | BDT       | 160,000.00 | BDT 160,000.00          |
| Others                                      | 25 | BDT       | 80,000.00  | BDT 2,000,000.00        |
| Total                                       |    |           |            | <b>BDT 4,904,460.00</b> |

| <b>Electrical Items (Office)</b> |           |                  |                         |
|----------------------------------|-----------|------------------|-------------------------|
| <b>Item</b>                      | <b>No</b> | <b>Avg. Cost</b> | <b>Amount</b>           |
| Fridge                           | 10        | BDT 15,000.00    | BDT 150,000.00          |
| AC                               | 50        | BDT 15,000.00    | BDT 750,000.00          |
| TV                               | 5         | BDT 25,000.00    | BDT 125,000.00          |
| Total                            |           |                  | <b>BDT 1,025,000.00</b> |

| <b>Kitchen Items</b> |           |                  |                       |
|----------------------|-----------|------------------|-----------------------|
| <b>Item</b>          | <b>No</b> | <b>Avg. Cost</b> | <b>Amount</b>         |
| Mixer Machine        | 2         | BDT 166,875.00   | BDT 333,750.00        |
| Pizza Oven           | 1         | BDT 150,000.00   | BDT 150,000.00        |
| Bread Slicer         | 1         | BDT 59,125.00    | BDT 59,125.00         |
| Freeze               | 5         | BDT 75,078.00    | BDT 375,390.00        |
| Total                |           |                  | <b>BDT 918,265.00</b> |

| <b>Camera Items</b> |           |                  |                         |
|---------------------|-----------|------------------|-------------------------|
| <b>Item</b>         | <b>No</b> | <b>Avg. Cost</b> | <b>Amount</b>           |
| For Performing Arts | 9         | BDT 225,000.00   | BDT 2,025,000.00        |
| others              | 3         | BDT 25,000.00    | BDT 75,000.00           |
| Total               |           |                  | <b>BDT 2,100,000.00</b> |