

**Request for Proposal of Bedding and Study Room  
Items for Asian University for Women**

AUW invites Quotations from eligible Companies or vendors  
for Bedding and Study room items.

**RFP Summary Sheet**

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	AUW/21-22_09 AUW/21-22_13
<b>Date of issue of the RFP</b>	1 <sup>st</sup> August, 2021
<b>Date and Closing Time for RFP submission</b>	5 <sup>th</sup> August 2021 (4:00 pm) (GMT +6)
<b>Quotation submission mail address</b>	tender_08@auw.edu.bd
<b>Primary point of contact for RFP process and technical queries</b>	Name: Mohammed Ishrat Bin Mahbub Designation: Head of Procurement Email: <a href="mailto:mohammed.mahbub@auw.edu.bd">mohammed.mahbub@auw.edu.bd</a> Contact Number: +880 1926 673 027 Whatsapp: +880 1671 470 348
<b>Looping email address</b>	Manoj Prasad Ghantasala <a href="mailto:manoj.ghantasala@auw.edu.bd">manoj.ghantasala@auw.edu.bd</a> Chief Financial Officer
<b>Address for Communication</b>	<b>Asian University for Women</b> 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: Bedding and Study Room Items.**
- **Details of Specifications:** Please refer to the attached “Bid submission format for the detailed specifications and submit the quotes in the same format.”

SL	Item	QTY	Unit
1	Low bed (Garjan barmise wood with varnish) 32.5"X 80"X 23"	20	Pcs
2	Bunk bed (Garjan barmise wood with varnish) 32.5"X 80"X 66"	8	Pcs
3	Kit. Bed (Garjan barmise wood with varnish) 31"X 72"X 34"	16	Pcs
4	Mattress size (coir/medicated) 30"X 72"X 4"	60	Pcs
5	Mattress size (coir/medicated) 30"X 74"X 4"	25	Pcs
6	Mattress size (coir/medicated) 30"X 76"X 4"	15	Pcs
7	Single closets size 21"X 22"X 72"	48	Pcs
8	Study table size 24"x24"X 48"	61	Pcs
9	MS Reading chair	58	Pcs
10	Bed Sheet Single	90	Pcs
11	Pillow	45	Pcs
12	Pillow Case	90	Pcs
13	Mosquito net	45	Pcs
14	Blanket	45	Pcs
15	Blanket Cover	45	Pcs

Information need to be submitted:

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



**ASIAN UNIVERSITY  
FOR WOMEN**

**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 30<sup>th</sup> 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 5<sup>th</sup> 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)							
<b>Name of the Vendor</b>							
<b>Address</b>							
<b>Contact Person Name</b>							
<b>Contact Details ( Email Id &amp; Telephone No)</b>		-					
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							
7							
<b>Total</b>							
<b>Total Cost all inclusive</b>							
<b>Payment terms (BTC)</b>							
<b>Quotation valid till</b>							
<b>Any other terms and conditions</b>							
<b>Signature stamp</b>							