

Request for Proposal of Bedding Items for Asian University for Women

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

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	AUW/21-22_52
Date of issue of the RFP	2 nd December, 2021
Date and Closing Time for RFP submission	6 th December 2021 (12:00 pm) (GMT +6)
Quotation submission mail address	tender_19@auw.edu.bd
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 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.

For any further queries can contact in below mail: Primary point of contact for RFP process and technical queries Mohammed Ishrat Bin Mahbub; Head of Procurement; Email: mohammed.mahbub@auw.edu.bd; Contact Number: +8801926673027; Whatsapp: +8801671470348 and Looping Address for queries Manoj Prasad Ghantasala; Chief Financial Officer manoj.ghantasala@auw.edu.bd

Proposal should be submitted only in the email: **tender_19@auw.edu.bd**

No other AUW email should be in TO/CC/BCC. Any proposal violate this instruction may face the cancellation of their proposal.

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 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. No.	Description	Actual order	Remarks
1	Pillow	427	22" x 15"/White color/Cotton fabric with AUW logo attached
2	Pillow Case	600	26" x 18"/White Color/Cotton thick fabric with AUW logo attached
3	Bedsheet	300	7.5" x 5.5"/ White Color/Cotton thick fabric with AUW logo attached
4	Blanket	300	King Size 7"x8"/ White Color/AUW logo attached
5	Mosquito Net	300	7" x 4"/ Good quality/White Color with AUW logo attached
6	Curtain	200	7" x 7.5"/Shiny Deep Maroon color/Logo Attached
7	Mosquito Net	45	7" x 4"/ Good quality/White Color with AUW logo attached (Previous PR)
8	Blanket	45	King Size 7"x8"/ White Color/AUW logo attached (Previous PR)

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 30th December, 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 6th December, 2021 12:00 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							
7							
Total							
Total Cost all inclusive							
Payment terms (BTC)							
Quotation valid till							
Any other terms and conditions							
Signature stamp							