

**Request for Proposal for Class room Furniture for  
Asian University for Women (Sun Valley Phase 1)**

**RFP Summary Sheet**

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	430/21-22
<b>Date of issue of the RFP</b>	16 <sup>th</sup> June, 2022
<b>Date and Closing Time for RFP submission</b>	26 <sup>th</sup> June, 2022 (12:01 pm) (GMT +6)
<b>Quotation submission mail address</b>	tender48@auw.edu.bd
<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 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.

Proposal should be submitted only in the email: **tender48@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: Classroom Furniture items for AUW Sun valley.**

Sl. No.	Product Name	Unit	Qty	Remarks
1	<p><b>Custom made Single Seated Class Room Chair:</b> MS tubes diameter 32 mm, thickness 1.2 mm for main structure, MS tubes diameter 25 mm thickness 1.5 mm for leg support, MS tubes diameter 10 mm thickness 1.2 mm for baggage rack, 4 mm thick flat bar &amp; hinge with powder coding black color. 16 mm Scratchproof &amp; Termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue for writing pad, 12 mm imported large size wooden shell (Made in Taiwan/Equal foregin made ) for seat &amp; back.</p>	Pcs	420	
2	<p><b>Computer Lab Chair</b> As per sample Comfortable back with best quality semi rubber foam &amp; best quality rexine. Upholstered cushion for 8+ hours of comfortable work Tilt and tilt tension encourage natural movement Five star base and hybrid casters for both hardwood and carpets.</p>	Pcs	90	Visit AUW to see the sample



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3	<p><b>Custom made Computer Lab Table</b> Made with 16+16 mm thick scratchproof &amp; termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue. Including keyboard tray, CPU trolley, UPS trolley, monitor space &amp; drawer unit with fully knockdown system. All respect as per sample Size: 1200 X 600 X 750 mm</p>	Pcs	45	Visit AUW before bidding to see the sample
4	<p><b>Custom made class room Teacher Table</b> Made with 16+16 mm thick scratchproof &amp; termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue. Including keyboard tray &amp; drawer unit with fully knockdown system. All respect as per sample Size: 1050 X 600 X 750 mm</p>	Pcs	20	Visit AUW before bidding to see the sample
5	<p><b>Custom made class room Teacher Chair</b> Made with 25mm diameter SS tube, 1.2 mm thickness, 16 mm thick play, 51 mm semi rubber foam &amp; best quality fabric.</p>	Pcs	20	Visit AUW before bidding to see the sample
6	<p><b>White Board (Customized) 48" x 96"</b></p>	Pcs	18	Visit AUW before bidding to see the sample



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**Phase 1:** After technical and financial evaluation AUW committee will select specific vendors for each item.

**Phase 2:** Selected vendors need to develop Mock-up sample according to the requirement

**Information need to be submitted:**

- a) Specification of the item with the picture and product design.
- b) Trade license
- c) Company details including client list and amount.
- d) Delivery date



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**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, 2022
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 26<sup>th</sup> June, 2022 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.