



**ASIAN UNIVERSITY
FOR WOMEN**

Request for Proposal of Furniture for Asian University for Women (Continental 1)

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	Con-1 (Apr)
Date of issue of the RFP	27 th April, 2023
Date and Closing Time for RFP submission	25 th May, 2023 (12:01 pm) (GMT +6)
Quotation submission mail address	tender74@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.

Proposal should be submitted only in the email: tender74@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: Furniture items for AUW Continental 1.**

SL. No.	Description	Unit	Required Quantity
1	Metal Bunk Bed, Size-78"x60"x30" Color: White	nos	91





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SL. No.	Description	Unit	Required Quantity
2	Metal Single bed Size-78"x32"x24	nos	50



SL. No.	Description	Unit	Required Quantity
3	Wardrobe armoire cabinet six door wooden almirah Size-72"x22"x21" with Gorzon wood/Malaysian Process wood	nos	191





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S.No.	Description	Unit	Required Quantity
4	Study Table Size 48"x24"x24" Malaysian Process wood/ Loha Wood	Nos	189



SL. No.	Description	Unit	Required Quantity
5	Dining Table with chair 6 pcs set Material: Metal & HDF Board, Desk Panel: 180x80x2.5cm HDF hot pressed fireproof board; 30x60x1.2mmoval tube/25x25x1.2mm square tube Chair Panel: 1.0cm plywood hot pressed fireproof board Chair Frame: Metal	Set	20





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SL. No.	Description	Unit	Required Quantity
6	Caino Armless Chair	Nos	200



SL. No.	Description	Unit	Required Quantity
7	Mattress 72"x30"	pcs	300

SL. No.	Description	Unit	Required Quantity
8	Box Fan 12" (Moon Air/Shami/ Equivalent)	pcs	200

Vendors Selection Procedure:

Phase 1: Technical and financial evaluation by AUW committee.

Phase 2: After technical and financial evaluation by AUW committee, the committee will select specific vendor/vendors for each item.

Phase 3: Selected vendors need to develop Mock-up sample according to the requirement and instruction (further) by the AUW committee.

Phase 4: After confirming the mock-up sample, AUW committee will confirm the order for the bulk production. The order will only be placed on mock up sample acceptance.

Note: At any phase of the selection criteria Asian University for Women reserves the right to reject any proposal or all offers without assigning any reason.

Financial Offer: Financial offer must mention VAT with separate row/column in the price.

Information need to be submitted with the proposal:

- a) Company Details.
- b) Trade license.
- c) Tin/Bin.
- d) Delivery lead time.
- e) Client list.

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 November, 2023
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 25th May, 2023 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.