



**ASIAN UNIVERSITY  
FOR WOMEN**

**Request for Proposal for Work Station  
Summary Sheet**

<b>Name of the company</b>	Asian University for Women
<b>Procurement Reference Number</b>	Faculty Office Work Station
<b>Date of issue of the RFP</b>	13 <sup>th</sup> July, 2023
<b>Date and Closing Time for RFP submission</b>	21 <sup>st</sup> July 2023 (12:01 pm) (GMT +6)
<b>Quotation submission mail address</b>	<a href="mailto:tender82@auw.edu.bd">tender82@auw.edu.bd</a>
<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](mailto:mohammed.mahbub@auw.edu.bd); Contact Number: +8801926673027; Whatsapp: +8801671470348.

Proposal should be submitted only in the email: [tender82@auw.edu.bd](mailto:tender82@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: **64 Work Station**

Quote submission Procedure:

1. Physical visit to the AUW site to provide actual details and submission of the quotes.
2. Submit the layout with specifications and pictures to the virtual tender box.

Sl. No.	Description	Unit	Quantity
<b>64 Work Station</b>			
<b>1</b>	<b>Work Station for 4 Person</b> <b>Base:</b> Aluminum profile & Mash Fabric, Top: 18 mm thick MFC board with 1 mm thick PVC edge banding.	Nos	13
<b>2</b>	<b>Work Station for 3 Person</b> <b>Base:</b> Aluminum profile & Mash Fabric, Top: 18 mm thick MFC board with 1 mm thick PVC edge banding.	Nos	2
<b>3</b>	Open Table Structure: Made of powder coated mild steel. Top: 10 mm clear glass.	Nos	1
<b>4</b>	Mobile Drawer Unit with Central Lock <b>Base:</b> 16 mm thick MFC board with 1 mm thick PVC edge banding & high quality hardware.	Nos	60
<b>5</b>	Executive Chair	Nos	40

**1. Information need to be submitted:**

- a) Trade license
- b) Company details
- c) Delivery date
- d) Client Information.
- e) TIN
- f) BIN
- g) Inform VAT/TAX including or excluding details.
- h) Warranty/Guarantee

**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. 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.
3. 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.
4. Bids incomplete in any respect will not be considered.
5. Please mention your payment terms in the bid.
6. Any query for clarification on the bid can be had from the undersigned latest by 21<sup>st</sup> July, 2023 11:00 am. Please note that any inquiry received from any bidder will be sent to all bidders without disc losing the source of the inquiry.
7. The basic rates quoted should be effective until 15<sup>th</sup> October, 2023