

Request for Proposal for Selling the Miscellaneous Scrap Items

Invitation for Request for Proposal (RFP)

AUW intends to sell the miscellaneous Scrap Items on “as is where is” basis, lying at Asian University for Women, 20/A, M.M. Ali Road, Chittagong-4000. Quotations are invited from the interested parties for the sale of scrap materials. Interested parties can drop their bids in the email address mentioned within the given time period.

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	AUW/CAMPUS/SCRAP/2023
Date of issue of the RFP	3 rd September, 2023
Date and Time for RFP submission	6 th September, 2023 to 18:00 PM (BST)
Quotation submission mail address	tender85@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: tender85@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.



ASIAN UNIVERSITY FOR WOMEN

(I) TERMS & CONDITIONS

1. Procedure for Submission of Bid

- 1.1 The quotations shall be submitted to the given mail address and within the time period.
- 1.2 Bid should be submitted in the prescribed form given at the end of this document. Incomplete bids shall be rejected summarily.
- 1.3 No Bid (s) submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.

2. Inspection, Quality & Quantity of Material

- 2.1 The goods are offered purely on '**AS IS WHERE IS**' basis. Pick and choose method of collection is strictly prohibited.
- 2.2 The tenderer should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.
- 2.3 The Scrap material is sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.
- 2.4 The condemned stores/scrap items shall be kept open for inspection. The interested tenderers may inspect the tendered goods on above working days between 10.00 am to 5.30 pm at AUW, 20/A, M.M. Ali Road, Chittagong-4000. The person inspecting the items should record their firm's name, his name, and his position in the Inspection Register.

3. Acceptance of Offer

- 3.1 AUW reserves the right to accept or reject highest bid without assigning any reason and may sell the material to one or more than one tenderer as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained.
- 3.2 The successful bidder will be intimated about acceptance of their offer under **Telephonically/Email.**
- 3.3 The tenderer should return the duplicate copy of the Sale Order duly signed and stamped as token of acceptance.



ASIAN UNIVERSITY FOR WOMEN

4. Payment Terms

- 4.1 The successful bidder should remit the sale proceeds (quoted value) plus applicable taxes to Asian University for Women, within **7 days** from the date of Sale Order or earlier as will be specified in the Sale Order.
- 4.2 In case of default in payment within the time limits as specified above, the contract automatically stands cancelled.
- 4.3 AUW reserves the right to accept or not to accept payment beyond the specified time limit.

5. Lifting Period & Default in Delivery

- 5.1 Entire Quantity has to be lifted within **10 days** strictly as per Delivery Advice, which will be issued by AUW upon realisation of the Demand Draft or wire transfer done by the successful bidder (buyer). Any delay in taking Delivery of materials beyond the specified period may attract ground rent @ 1% of the reserved price of AUW per day basis or may lead to termination of the Sale Order/Work Order.
- 5.2 AUW reserves the right to allow or not to allow the buyer to lift the materials with or without the Ground Rent after the expiry of stipulated delivery period.
- 5.3 In the event of the material not lifted by the buyer in entirety the contract stands automatically cancelled thereby forfeiting the sale proceeds deposited by the bidder.

6. Collection & Disposal/Recycling of Material

- 6.1 Lifting of all scrap from "as is where is" basis will be the total and complete risk and responsibility of scrap purchaser only.
- 6.2 The buyer should follow the procedure of AUW with regard to entry of vehicle, issue of material in force at the time of taking delivery. Cost of segregation / cutting / bundling / loading / unloading /transportation etc. of scrap materials are to be borne by the buyer (s).
- 6.3 All statutory requirements including environment, health, safety and labour enactments should be strictly followed in respect of persons employed by the buyer(s).
- 6.4 The buyer shall be solely responsible for proper disposal/recycling of the items by fulfilling the prevalent Environment Laws/compliances.
- 6.5 The buyer's representatives, workers, lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of AUW.
- 6.6 The selected bidder must not indulge in any corrupt or unlawful practice while executing the work. If any such case is reported and established, AUW will have full rights to forfeit the Money and cancel the contract.
- 6.7 The selected bidder will be allowed to take delivery of items during office hour of AUW Ltd., 20/A M.M. Ali Road, Chittagong with prior intimation.

7. Arbitration: All dispute and difference whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of the contract or on the breach thereof shall be referred to the Deputy Registrar, or his/her nominees who will act as the sole arbitrator.



ASIAN UNIVERSITY FOR WOMEN

8. General Terms & Conditions

- 8.1 During evaluation of the bids, AUW may, at its discretion, ask the Bidder for clarification of his/her bid.
- 8.2 Incomplete and conditional offers are liable for rejection.
- 8.3 No bidder shall contact any official of AUW on any matter relating to his/her bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- 8.4 AUW reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. AUW also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.
- 8.5 In the event of any dispute with regard to applicable taxes or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the purchaser.
- 8.6 Intending bidder may seek for any clarification before tendering, submission of offer implies the tenderer has obtained all clarification required.
- 8.7 The bidder must sign each and every page of the General Terms & Condition and schedules to the tender which form an integral part of the Tender.
- 8.8 Unless otherwise specified the rates will be considered as basic rate without taxes & duties which will be extra as would be applicable on the date of delivery.
- 8.9 In all the cases, the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the tenderer's signature.
- 8.10 AUW shall have the right to withdraw / cancel / issue amend to the Tender Document to clarify amend, modify supplement or delete any of the condition clause stated in the tender, for which bidder shall not be entitled to claim any cost, expenses in connection with submission of offer.

9. Goods & Services Tax (or Any Other Prevailing Tax): Taxes including excise duties if any, as applicable shall be extra as mentioned above. Any change in the structure shall be construed based on the date of disposal and the same will have to be paid extra as applicable by the buyer.



ASIAN UNIVERSITY
FOR WOMEN

APPENDIX I

ASIAN UNIVERSITY FOR WOMEN (AUW) DECLARATION FOR DISPOSAL OF FIXED
ASSETS FORM (DDFA)

SL	Item Name	Inventory	QNTY	Remark
1	Television	AUW/EE/000602	1	Checked date:
2	Television	AUW/EE/001708	1	4/11/2022
3	Television	CTG/EE/005465	1	20A store
4	Television	AUW/EE/000184	1	
5	Television	CTG/EE/005466	1	
6	Television	CTG/EE/005467	1	
7	Television	AUW/EE/001845	1	
8	Television	CTG/EE/005468	1	
9	Television	AUW/EE/000160	1	
10	Television	AUW/EE/000129	1	
11	Television	AUW/EE/001738	1	
12	Television	AUW/EE/000731	1	
13	Television	AUW/EE/001770	1	
14	Television	CTG/EE/00/4462	1	20G store
15	Television	AUW/EE/000625	1	
16	Television	AUW/EE/001886	1	
17	Television	AUW/EE/000145	1	
18	Television	AUW/EE/000627	1	
19	Television	CTG/EE/005392	1	
20	Television	AUW/EE/001898	1	
21	Television	AUW/EE/001828	1	
22	Television	AUW/EE/000100	1	
23	Television	AUW/EE/001695	1	
24	Television	AUW/EE/000293	1	
25	Television	AUW/EE/001813	1	
26	Television	AUW/EE/000085	1	
27	Television	AUW/EE/001831	1	
28	Television	CTG/EE/005111	1	
29	Television	CTG/EE/005133	1	
30	Television	AUW/EE/000439	1	
			30	



ASIAN UNIVERSITY
FOR WOMEN

SL	ITEM NAME	INVENTORY	QNTY	BRAND	REMARK
1	FRIDGE	CTG/EE/004137	1	KONKA	Checked by
2	FRIDGE	CTG/EE/004136	1	KONKA	14/9/22
3	FRIDGE	AUW/EE/000245	1	SUPER ARISTONE	
4	FRIDGE	AUW/EE/000084	1	SUMSANG	
5	FRIDGE	AUW/EE/001883	1	SUMSANG	
6	FRIDGE	AUW/EE/000376	1	SUMSANG	
7	FRIDGE	AUW/EE/000147	1	SUMSANG	
8	FRIDGE	CTG/EE/004525	1	SUMSANG	
9	FRIDGE	CTG/EE/002092	1	KONKA	
10	FRIDGE	CTG/EE/002401	1	KONKA	
11	FRIDGE	CTG/EE/005254	1	TRANSTEC	
12	FRIDGE	CTG/EE/004953	1	TRANSTEC	
13	FRIDGE	CTG/EE/005208	1	TRANSTEC	
			13		

SL	Item Name	Inventory	QNTY	Remark
1	Water heater	AUW/EE/000801	1	
2	Water heater	AUW/EE/000899	1	
3	Water heater	AUW/FA/OE/0038	1	
4	Water heater	AUW/EE/000292	1	
5	Water heater	AUW/EE/000425	1	
6	Water heater	AUW/EE/000127	1	
7	Water heater	AUW/EE/000427	1	
8	Water heater	No number	1	
9	Water heater	No number	1	
10	Water heater	No number	1	
11	Water heater	No number	1	
12	Water heater	No number	1	
			12	



ASIAN UNIVERSITY
FOR WOMEN

SL	ITEM NAME	INVENTORY	QTY	REMARK
1	Micro oven	CTG/EE/005148	1	
2	Micro oven	AUW/EE/001763	1	
3	Micro oven	AUW/EE/001693	1	
4	Micro oven	AUW/EE/001924	1	
5	Micro oven	CTG/EE/001035	1	
6	Micro oven	CTG/EE/004398	1	
7	Micro oven	CTG/EE/005290	1	
8	Micro oven	AUW/EE/001726	1	
9	Micro oven	CTG/EE/004718	1	
10	Micro oven	AUW/EE/001895	1	
11	Micro oven	CTG/EE/005137	1	
12	Micro oven	AUW/EE/000124	1	
13	Micro oven	CTG/EE/005486	1	
14	Gril Oven	CTG/EE/005334	1	
15	Gril Oven	CTG/EE/005231	1	
16	Gril Oven	CTG/EE/005475	1	
17	Gril Oven	CTG/EE/000420	1	
18	Gril Oven	CTG/EE/001754	1	
19	Gril Oven	CTG/EE/000109	1	
20	Gril Oven	AUW/EE/000030	1	
21	Gril Oven	AUW/EE/001334	1	
22	Gril Oven	CTG/EE/005290	1	
23	Toester Oven	CTG/EE/005354	1	
24	Gril Oven	CTG/EE/002266	1	
25	Gril Oven	CTG/EE/005202	1	
26	Gril Oven	CTG/EE/005334	1	
27	Mirco oven	AUW/EE/000712	1	
28	Gas oven burner	AUW/EE/001328	1	
			28	



**ASIAN UNIVERSITY
FOR WOMEN**

SL	ITEM NAME	INVENTORY	QNTY	BRAND	REMARK
1	Washing Machine	AUW/EE/001842	1	whirlpool	
2	Washing Machine	AUW/EE/000980	1	whirlpool	
3	Washing Machine	AUW/EE/001745	1	whirlpool	
4	Washing Machine	AUW/EE/005024	1	whirlpool	
5	Washing Machine	AUW/EE/000305	1	whirlpool	
6	Washing Machine	AUW/EE/005113	1	whirlpool	
7	Washing Machine	AUW/EE/005335	1	whirlpool	
8	Washing Machine	AUW/EE/005232	1	whirlpool	
9	Washing Machine	AUW/EE/005457	1	whirlpool	
10	Washing Machine	AUW/EE/001732	1	whirlpool	
11	Washing Machine	AUW/EE/005358	1	whirlpool	
12	Washing Machine	AUW/EE/001301	1	whirlpool	
13	Washing Machine	AUW/EE/004979	1	whirlpool	
14	Washing Machine	AUW/EE/000416	1	whirlpool	
15	Washing Machine	AUW/EE/004699	1	SEMENCE	
16	Washing Machine	AUW/EE/000343	1	SEMENCE	
17	Washing Machine	AUW/EE/001702	1	whirlpool	
18	Washing Machine	CTG/EE/005356	1	whirlpool	