



**Request for Proposal for Electronics & Furniture Items for Asian University for Women,
Satellite Campus, Youngone KEPZ, Chattogram, Bangladesh.**

Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	PR 0603/24-25, 0602/24-25, 0604/24-25
Date of issue of the RFP	17 th November, 2024
Date and Closing Time for RFP submission	4 th December, 2024 (12:01 pm) (GMT +6)
Quotation submission mail address	tender114@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: tender114@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: Request for Quotation for Electronics and & Furniture Items.

SL	Description	Unit	Quantity	Unit Price	Total Price
1	Floor Carpet (8'x10')	pcs	39		
2	Refrigerator Type: Direct Cool Gross Volume: 132 Ltr (not limited to) Net Volume: 129 Ltr (not limited to)	pcs	11		
3	Class room Tablet chair 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 and hinge with powder coding black color. 16 mm Scratchproof & 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) for seat and back. Two Year Warrant	nos	290		
4	Computer Lab Chair As per sample Comfortable back with best quality semi rubber foam & best quality Rexene. 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. Visit AUW to see the sample	nos	30		



ASIAN UNIVERSITY
FOR WOMEN

SL	Description	Unit	Quantity	Unit Price	Total Price
5	Custom made Computer Lab Table Made with 16+16 mm thick scratchproof & termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue. Including keyboard tray, CPU trolley, UPS trolley, monitor space & drawer unit with fully knockdown system. All respect as per sample Size: 1200 X 600 X 750 mm Visit AUW before bidding to see the sample	pcs	15		
6	Teacher Table - Custom made class room Teacher Table Made with 16+16 mm thick scratchproof & termite proof melamine laminated board with 1 mm thick edging pasted by hot melt glue. Including keyboard tray & drawer unit with fully knockdown system. Fitting Fixing by best quality necessary hardware. Visit AUW before bidding to see the sample	pcs	17		
7	Teacher Chair Office wheel chair Made by mesh back with lumber Support, with swivel, Fixed arm, gas lift for height adjustment, nylon base with castors. 150- 160 gsm foreign mesh fabric. 2" SHARK soft foam use at seat portion	pcs	17		
8	AC 1.5 ton with inverter	pcs	22		
9	Work Station for 4 Person Base: Aluminum profile & Mash Fabric, Top:18 mm thick MFC board with 1 mm thick PVC edge banding. Mobile Drawer Unit with Central Lock Base: 16 mm thick MFC board with 1 mm thick PVC edge banding & high quality hardware.	set	8		
10	Office Wheel chair Office wheel chair Made by mesh back with lumber Support, with swivel, Fixed arm, gas lift for height adjustment, nylon base with castors. 150- 160 gsm foreign mesh fabric. 2" SHARK soft foam use at seat portion	nos	30		

SL	Description	Unit	Quantity	Unit Price	Total Price
11	<p>Office chair Comfortable back with best quality semi rubber foam & best quality Rexene. 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. Visit AUW to see the sample</p>	pcs	20		
12	<p>Conference Table Material: Lamination Board; Size: L3600 X W1200 X H750 mm; Color: American Teak and White, Delivery From: Showroom Stock, Package Delivery, Material: Mild Steel; Size: L3600 X W1200 X H750 mm; Color: Light Gery Structure, Delivery From: Showroom Stock, Package Delivery, Material: Lamination Board; Size: L3600 X W1200 X H750 mm; Color: American Teak and White, Delivery From: Showroom Stock, Package Delivery, Material: Mild Steel; Size: L3600X W1200 X H750 mm; Color: Light Gery Structure, Delivery From: Showroom Stock, Package Delivery, Material: Lamination Board; Size:L3600 X W1200 X H750 mm; Color: American Teak and White, Delivery From: Showroom Stock, Package Delivery, Material: Mild Steel; Size: L3600 X W1200 X H750 mm; Color: Light Grey Structure. Visit AUW before bidding to see the sample</p>	pcs	1		
13	<p>Convenience Chair (Customize) Office wheel chair Made by mesh back with lumber Support, with swivel, Fixed arm, gas lift for height adjustment, nylon base with castors. 150- 160 gsm foreign mesh fabric. 2" SHARK soft foam use at seat portion</p>	pcs	12		

Information need to be submitted with financial proposals:

- a) Warranty/Guarantee period
- b) Trade license
- c) Company details
- d) Delivery date
- e) Client Information.
- f) TIN and Tax Return
- g) BIN
- h) The price should include details about VAT/TAX.



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 4th December, 2024 11:01 am. Please note that any inquiry received from any bidder will be sent to all bidders without disclosing the source of the inquiry.
7. Bidder can participate in any single item

Note: The basic rates quoted should be effective until 31st December, 2024