



Request for Proposal: Mahsa Amini 2nd floor (Partial) Library Architectural Design at Asian University for Women, Chatteshwary

RFP Summary Sheet

Name of the company	Asian University for Women
Procurement Reference Number	Library Design
Date of issue of the RFP	24 th June, 2025
Date and Closing Time for RFP submission	30 th June, 2025 (12:01 pm) (GMT +6)
Quotation submission mail address	tender119@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: tender119@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:

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SL. No.	Description	Quantity Required	Unit	Cost Per Unit	Total Cost (Taka)
1	Light shade under ceiling: 4ft long LED tube shade 22 and 65 pieces round shape COB light will be fixed on ceiling. The cost involves wiring and electrician cost	24	pcs		-
2	Elevation works at entrance: Wall paneling as like as our design. Complete with paint.	140	sft		-
3	Glass door : A rimless glass door will be fixed replacing wooden door.	1	pcs		-
4	Library front desk: An 'L' type front desk will be constructed according to our design specifications. It will feature a two-drawer set consists 3 drawers and an electrical socket point. We will use 18 mm melamine laminate board for this project.	1	set		-
5	Utility Cabinet: A utility cabinet made by melamine board as like as our design. There will be provision of electric socket for Photocopier, Network printer etc. Size : 8 ft x 2 ft. and 2.5 ft high.	16	sft		-
6	Enclosure for librarian: The partition will be 7 ft high and made of ply board and wood. Complete with paint	560	sft		-
7	Book Shelves 8 ft. high: Made of 18 mm Garjon board, complete with paint. There will be a storage provision in the lower portion, as per our design. Size: 8 ft x 4 ft x 1 ft. The width of some shelves may be smaller to ensure they fit properly.	6	nos		-

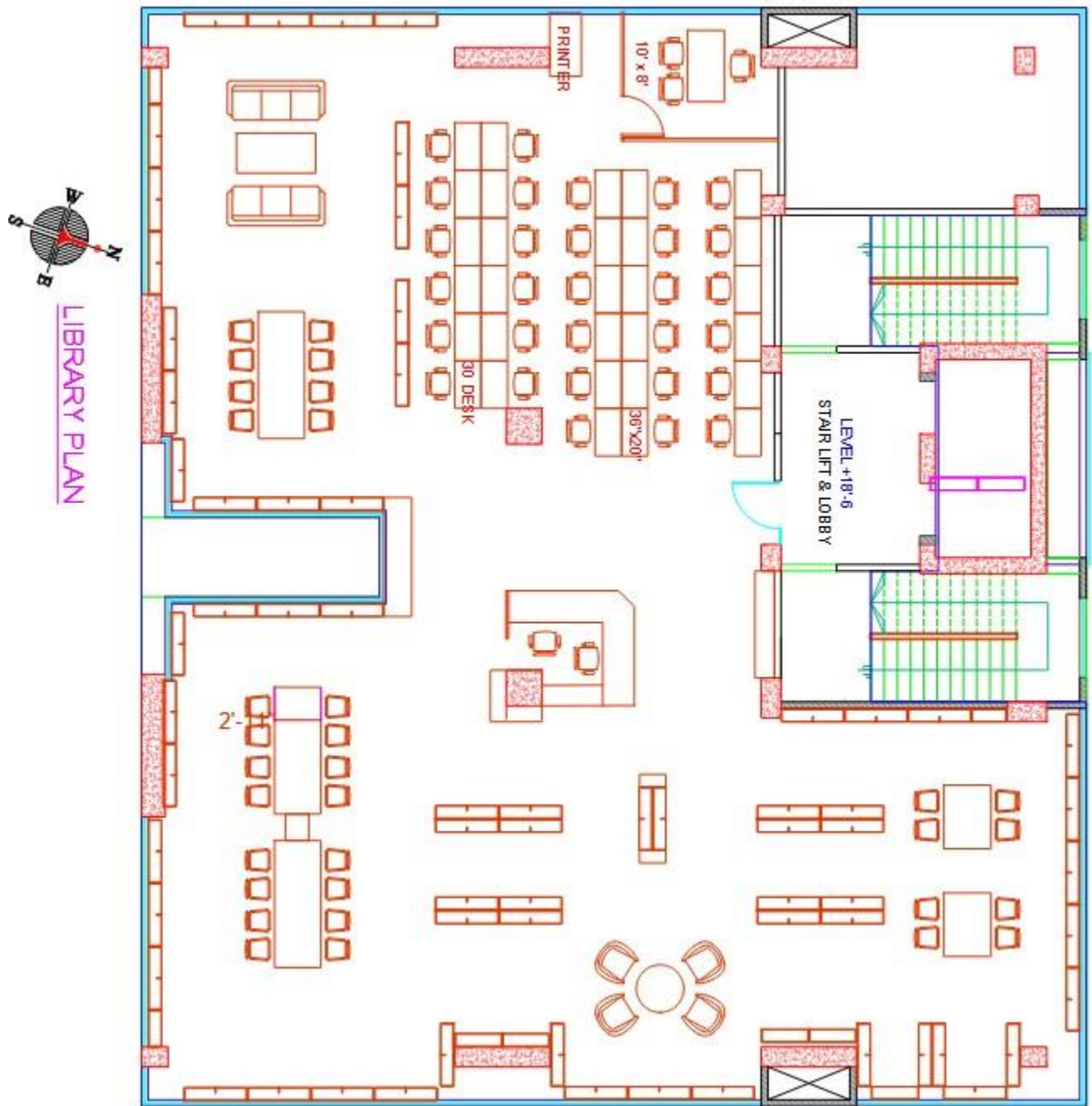
8	Book shelves 3 ft high : Made of 18 mm Garjon board, complete with paint. There will be a storage provision in the lower portion, as per our design. Size: 3 ft x 4 ft x 1 ft	12	nos		-
9	E-Desk: Made of me 18 mm melamine board. Each desk size will be 36 inches' x 20 inches. There will be provision for electric socket for use laptop.	30	nos		-
10	Long table with electric socket point: Size 4 ft x 8 ft. Table top will be made of melamine board and frame will be MS box. 8 socket point will fix on table; Electrical wiring will be connected from ceiling through MS box. The overall design of the table will reflect our specific requirements and aesthetic.	1	set		-
11	Electric socket installation: We will install socket points at the following locations: the reception area, the librarian room, the utility shelf, and on three long table and e-desk. We will connect all socket to main distribution board using required size cable.	36	pcs		-
12	Librarian Desk and Side rack : Size 4 ft x 2 ft. Made of melamine board with a drawer set at right side.	1	nos		-
13	Signage : Signage made by acrylic sheet at entrance and reception area.				-

The design discussion should be conducted with Mr. Prithwi, Head of Maintenance.
Number - +8801712629846

Information need to be submitted with financial proposals:

- Cost should mention VAT amount separately with percentage.
- Trade license
- TIN/BIN
- Similar work experience details
- Company details that includes current work and highest work volume.
- Lead time to accomplish the task

Layout



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 30th June, 2025 11:01 am. Please note that any inquiry received from any bidder will be sent to all bidders without disc losing the source of the inquiry.

Note: The basic rates quoted should be effective 15th October 2025.