

Memo No.-USA/TMCL/PBJ-02/2026/08

Date: 16.09.2026

**REQUEST FOR QUOTATION**

RFQ No.:01

Date: 16.09.2026

Package No.: 01

Subject: Request for Quotation for Supply of Books for University Library

Dear Sir/Madam,

The University Library invites quotation from eligible suppliers for supply of books as per the specifications and requirements stated in the attached schedule.

**Schedule of Requirements**

**SL Author Title Publisher Edition Unit Price Copies & Total Amount(BDT)**

**Instructions to Supplier**

1. The books must be original and new.
2. The supplier shall quote against the specified title, author, publisher, edition and ISBN.
3. The quoted price should include all applicable costs.
4. Applicable VAT and taxes shall be treated according to prevailing rules.
5. Delivery shall be made to the University Library.
6. The supplier shall replace any damaged, defective or incorrectly supplied book.
7. Payment shall be made after satisfactory delivery, inspection and acceptance.
8. The supplier must comply with the applicable conditions of the RFQ document.
9. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid Trade License, Tax Clearance Certificate, Experience Certificate, VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate.

**Quotation Submission Deadline: 22.09.2026, Time: 12.00 A. M.**

**Place: Prof. Dr. Tashmina Matin Central Library, University of South Asia**

 16.09.2026

Dr. Pankoj Kumar Sarker

Librarian

Prof. Dr. Tashmina Matin Central Library

University of South Asia

Amin Bazar, Savar, Dhaka-1348

Mobile: 01719338262

E-mail: [library@southasiauni.ac.bd](mailto:library@southasiauni.ac.bd),

[pankoj13@gmail.com](mailto:pankoj13@gmail.com)

Memo No.-USA/TMCL/PBJ-02/2026/08(01)

Date: 16.09.2026

**REQUEST FOR QUOTATION**

**For**

**Supply of Books for University Library**

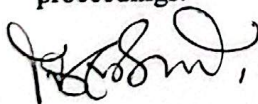
RFQ No:01

Date: 16/09/2026

To

1. The Prof. Dr. Tashmina Matin Central Library, University of South Asia has been allocated funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications and, Design & Drawings for the intended Goods are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation is being requested on Unit-Rate basis.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
5. No Securities such as Quotation Security and Performance Security shall be required for submission of the Quotation and supply of the Goods (if awarded) respectively.
6. Quotation in sealed envelope or through electronic mail shall be submitted to the office of the undersigned on or before [22.09.2026 at 12.00 A.M.]. The envelope containing the Quotation must be clearly marked "Quotation for [books to be supplied] and DO NOT OPEN before [22.09.2026 at 12.00 A.M.]. Quotations received later than the time specified herein shall not be accepted.
7. Quotations received through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of seven (7) days pursuant to Rule 92 (4) of the Public Procurement Rules, 2025.
9. All Quotations must be valid for a period of at least [insert days] from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.
12. Rates shall be quoted and, subsequent payments under this Contract shall be made in Taka currency. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.

13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related to valid **Trade License, Tax Clearance Certificate (or Acknowledgement slip issued by the competent authority as a proof of submission of income tax return for the Assessment Year 2025, VAT Registration Number/Business Identification Number (BIN) and Financial Solvency Certificate** showing liquid asset of at least BDT (*please mention an amount equalling seventy percent (70%) of the estimated cost*) from any scheduled Bank; without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, in the quotation submitted on unit rate basis, the unit rates or prices shall prevail. In case of discrepancy between words and figures, the former will govern. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The Quotationers prices, being responsive to the Procuring Entity's requirements, shall be checked for SLT (Significantly Low-priced Tender) in accordance with the Rules 25 and 26 of the Public Procurement Rules, 2025.
17. The supply of Goods shall be completed within [60] days from the date of issuing Purchase Order.
18. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within [insert number] days [*but not more than three (3) days*] of receipt of approval from the Approving Authority.
19. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

 16.09.2026

Dr. Pankoj Kumar Sarker

Librarian

Prof. Dr. Tashmina Matin Central Library

University of South Asia

Amin Bazar, Savar, Dhaka-1348

Mobile: 01719338262

E-mail: [library@southasiauni.ac.bd](mailto:library@southasiauni.ac.bd), [pankoj13@gmail.com](mailto:pankoj13@gmail.com)

**Distribution:**

1. Office of the Vice-Chancellor (to inform the Hon'ble Vice-Chancellor)
2. Office of the Registrar (to inform the Respected Registrar)
3. Deputy Registrar (Requesting for uploading in the university website).
4. Deputy Director, Finance( for his information).
5. Notice Board.
6. Office File.

| List of Books for Purchasing<br>Fiscal Year: 2026-2027 |                                |                                                                                                            |                 |               |                |            |            |             |
|--------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------|-----------------|---------------|----------------|------------|------------|-------------|
| SL                                                     | Author                         | Title                                                                                                      | Edn.            | Publ<br>isher | Price<br>(ORG) | copi<br>es | Amoun<br>t | Remar<br>ks |
| Department of English                                  |                                |                                                                                                            |                 |               |                |            |            |             |
| 01                                                     | David Nunan                    | Second Language Teaching & Learning                                                                        | 5 <sup>th</sup> |               |                | 02         |            |             |
| 02                                                     | David Nunan                    | Syllabus Design                                                                                            | 3 <sup>rd</sup> |               |                | 02         |            |             |
| 03                                                     | David Nunan                    | Task Based Language Teaching                                                                               | 2004            |               |                | 02         |            |             |
| 04                                                     | David Nunan                    | Language Teaching Methodology (A textbook for teachers)                                                    |                 |               |                | 02         |            |             |
| 05                                                     | Peter Roach                    | English Phonetics and phonology- A Practical Course                                                        | 4 <sup>th</sup> |               |                | 02         |            |             |
| 06                                                     | Beverly Collins, Inger M. Mees | Practical Phonetics and Phonology: A Resource Book for Students (Routledge English Language Introductions) | 4 <sup>th</sup> |               |                | 03         |            |             |
| 07                                                     | Paul Simpson                   | Stylistics: A resource book for students                                                                   |                 |               |                | 02         |            |             |
| 08                                                     | William Blake                  | Songs of Innocence and of Experience                                                                       |                 |               |                | N/A        |            |             |
| 09                                                     | Samuel Taylor Coleridge        | The Rime of the Ancient Mariner                                                                            |                 |               |                | 03         |            |             |
| 10                                                     | Samuel Taylor Coleridge        | Kubla Khan                                                                                                 |                 |               |                | 03         |            |             |
| 11                                                     | Charlotte Bronte               | Jane Eyre                                                                                                  |                 |               |                | 03         |            |             |
| 12                                                     | Daniel Defoe                   | Robinson Crusoe                                                                                            |                 |               |                | 03         |            |             |
| 13                                                     | Jonathan Swift                 | Gulliver's Travels                                                                                         |                 |               |                | 03         |            |             |
| 14                                                     | Herman Melville                | Moby Dick                                                                                                  |                 |               |                | 03         |            |             |
| 15                                                     | M. H. Abrams                   | A Glossary of Literary Terms                                                                               |                 |               |                | 03         |            |             |
| 16                                                     | Dr. Prakash & B. Tegghihall    | English Literature Made Easy                                                                               |                 |               |                | N/A        |            |             |
| 17                                                     | W.W. Norton & Company          | Norton's Anthologies                                                                                       |                 |               |                | 01         |            |             |
|                                                        |                                |                                                                                                            |                 |               |                |            | 37         |             |

  
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Email: library@sothasiauni.ac.bd, Website: http://www.southasiauni.ac.bd



UNIVERSITY OF  
SOUTH ASIA

প্রফেসর ড. তাসমিনা মতিন সেন্ট্রাল লাইব্রেরী  
ইউনিভার্সিটি অব সাউথ এশিয়া

আমিন বাজার, সাতার, ঢাকা-১৩৪৮, মোবাইল: ০১৭১৯-৩৩৮২৬২  
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| SL                                           | Author                                                               | Title                                                                             | Editi<br>on      | Publ<br>isher | Price | copi<br>es | Amoun<br>t | Remar<br>ks |
|----------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------|---------------|-------|------------|------------|-------------|
| <b>Department of Business Administration</b> |                                                                      |                                                                                   |                  |               |       |            | <b>37</b>  |             |
| 18                                           | Weygandt,<br>Kimmel, Kieso                                           | Accounting Principles                                                             | 13 <sup>th</sup> |               |       | 03         |            |             |
| 19                                           | Ray H Garrison                                                       | Managerial Accounting                                                             | 13 <sup>th</sup> |               |       | 03         |            |             |
| 20                                           | S. Chand and<br>Company Limited,<br>New Delhi, India.                | B.N.Tandon, A Handbook<br>of Practical Auditing                                   | Latest<br>ed.    |               |       | N/A        |            |             |
| 21                                           | Nikhil Chandra<br>Shill                                              | Bangladesh income tax<br>theory & practice                                        | 18 <sup>th</sup> |               |       | 03         |            |             |
| 22                                           | Manindra Kumar<br>Roy                                                | Business Statistics                                                               | Latest<br>ed.    |               |       | 05         |            |             |
| 23                                           | Henry R<br>Cheseman                                                  | Legal Environment of<br>Business: Online<br>Commerce, Ethics and<br>Global Issues | 8 <sup>th</sup>  |               |       | 03         |            |             |
| 24                                           | ICMA                                                                 | Capital Budgeting and<br>Finance: A Guide for Local<br>Governments                | Latest<br>ed.    |               |       | N/A        |            |             |
| 25                                           | Andrew Abel, Ben<br>Bernanke, Dean<br>Croushore                      | Macroeconomics                                                                    | 11 <sup>th</sup> |               |       | 03         |            |             |
| 26                                           | S.P.Gupta, M.P.<br>Gupta                                             | Business Statistics                                                               | 2022             |               |       | 03         |            |             |
| 27                                           | Barry Render,<br>Ralph M Stair,<br>Michael E Hanna,<br>Trevor S Hale | Quantitative Analysis for<br>Management                                           | 13 <sup>th</sup> |               |       | N/A        |            |             |
| 28                                           | Debra Petterson                                                      | Human Resource<br>Management                                                      | 3 <sup>rd</sup>  |               |       | 03         |            |             |
| 29                                           | Trevor Colling,<br>Mike Terry                                        | Industrial Relations Theory<br>and Practices                                      | 3 <sup>rd</sup>  |               |       | 03         |            |             |
| 30                                           | Ricky W.Griffin                                                      | Principles of Management                                                          | 7 <sup>th</sup>  |               |       | 03         |            |             |
| 31                                           | Raymond A. Noe                                                       | Employee Training &<br>Development                                                | 5 <sup>th</sup>  |               |       | 03         |            |             |
| 32                                           | Joseph J.<br>Martocchi                                               | Strategic Compensation A<br>Human Resource<br>Management approach                 | 6 <sup>th</sup>  |               |       | 03         |            |             |
| 33                                           | K.D. Ghosh                                                           | Business Mathematics                                                              | Latest           |               |       | 03         |            |             |
| 34                                           | Dr. A.R. Khan                                                        | Bank Management                                                                   | Latest<br>ed.    |               |       | 03         |            |             |
|                                              |                                                                      |                                                                                   |                  |               |       |            | <b>81</b>  |             |

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| SL                                          | Author                                                                          | Title                                                                       | Edition          | Publisher | Price | copies | Amount | Remarks |
|---------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------|-----------|-------|--------|--------|---------|
| 81                                          |                                                                                 |                                                                             |                  |           |       |        |        |         |
| 35                                          | Kenneth C. Laudon, Jane P. Laudon                                               | Management Information Systems: Managing the Digital Firm                   | Latest ed.       |           |       | 03     |        |         |
| 36                                          | Francis Cherunilam                                                              | Business Environment: Text and Cases                                        | Latest ed.       |           |       | 03     |        |         |
| 37                                          | Jay Heizer, Barry Render, Chuck Munson                                          | Operations Management                                                       | Latest ed.       |           |       | 03     |        |         |
| 38                                          | Steven M. Bragg                                                                 | Treasury Management: The Practitioner's Guide                               | Latest ed.       |           |       | 03     |        |         |
| 39                                          | William B. Brueggeman, Jeffrey D. Fishe                                         | Real Estate Finance and Investments                                         | Latest ed.       |           |       | 03     |        |         |
| 40                                          | Prasanna Chandra                                                                | Project Planning, Analysis, Selection, Financing, Implementation and Review | Latest ed.       |           |       | N/A    |        |         |
| 41                                          | P. L. Malik                                                                     | Labour and Industrial Law                                                   | Latest ed.       |           |       | N/A    |        |         |
| 42                                          | Peter Norton                                                                    | Introduction to Computers                                                   | Latest ed.       |           |       | 03     |        |         |
| <b>Department of CSE</b>                    |                                                                                 |                                                                             |                  |           |       |        |        |         |
| 43                                          | CHRISTOPHER M. BISHOP                                                           | Pattern Recognition and Machine Learning                                    | 3 <sup>rd</sup>  |           |       | 03     |        |         |
| 44                                          | Alan Dennis                                                                     | Systems Analysis and Design                                                 | 8 <sup>th</sup>  |           |       | 03     |        |         |
| 45                                          | প্রকৌ. মহিউদ্দিন ও প্রকৌ. মাহবুব আলম                                            | কম্পিউটার পেরিফেরাল এন্ড ইন্টারফেসিং (২৮৫৪৩)                                | 2022 প্রবিধান    |           |       | N/A    |        |         |
| <b>Department of B. Textile Engineering</b> |                                                                                 |                                                                             |                  |           |       |        |        |         |
| 46                                          | Joseph E. Shigley, Charles R. Mischke, Richard G. Budynas, and Keith J. Nisbett | Mechanical Engineering Design                                               | 10 <sup>th</sup> |           |       | 03     |        |         |
| 47                                          | V.B. Bhandari                                                                   | Design of Machine Elements                                                  | 5 <sup>th</sup>  |           |       | 03     |        |         |
| 48                                          | R. K. Rajput                                                                    | Elements of Mechanical Engineering                                          | 7 <sup>th</sup>  |           |       | 03     |        |         |
| 114                                         |                                                                                 |                                                                             |                  |           |       |        |        |         |

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|---------------------------|------------------------------------------|--------------------------------------------|------------------|---------------|-------|------------|------------|-------------|
| 114                       |                                          |                                            |                  |               |       |            |            |             |
| 49                        | R. S. Khurmi, N. Khurmi                  | A Textbook of Strength of Materials        | 26 <sup>th</sup> |               |       | 03         |            |             |
| 50                        | Md. Abu Raihan, Rowshan Zannat           | Effective Teaching Learning                | 1 <sup>st</sup>  |               |       | N/A        |            |             |
| <b>Department of NFS</b>  |                                          |                                            |                  |               |       |            |            |             |
| 51                        | A.L. Lezni                               | Biochemistry                               | L. ed.           |               |       | 03         |            |             |
| 52                        | U Satyanarayana                          | Biochemistry                               | "                |               |       | 01         |            |             |
| 53                        | C.C. Chatterjee                          | Human Physiology:                          | "                |               |       | 01         |            |             |
| 54                        | R. Gibson                                | Principles of Nutritional Assessment       | "                |               |       | 03         |            |             |
| 55                        | Md. Aminul Haque Bhuyan and Nayeem Jafar | Community Nutrition                        | "                |               |       | 03         |            |             |
| 56                        | B. Srilakshmi                            | Dietetics                                  | "                |               |       | 01         |            |             |
| 57                        | F.P. Anita & P. Abraham                  | Clinical Dietetics and Nutrition           | "                |               |       | 01         |            |             |
| 58                        | N.N. Potter                              | Food Science-                              | "                |               |       | 02         |            |             |
| 59                        | B. Srilakshmi                            | Food Science-                              | "                |               |       | 01         |            |             |
| 60                        | C. Frazier and D.C. Westhoff             | Food Microbiology                          | "                |               |       | 02         |            |             |
| 61                        | Michael J. Gibney                        | Public health nutrition-                   | "                |               |       | 01         |            |             |
| 62                        | Garrow                                   | Human Nutrition and Dietetics              | "                |               |       | 01         |            |             |
| 63                        | H.D. Belitz and W. Grosch                | Food Chemistry                             | "                |               |       | 01         |            |             |
| <b>Department of MPHO</b> |                                          |                                            |                  |               |       |            |            |             |
| 64                        | Samar Kumar Basak                        | Essentials of Ophthalmology                | "                |               |       | 02         |            |             |
| 65                        | A. K. Khurana                            | Theories & practice of Optics & Refraction | "                |               |       | 01         |            |             |
| 66                        | Jack J. Kanski                           | Clinical Ophthalmology                     | "                |               |       | 01         |            |             |
| 67                        | David Abrams                             | Practice of Refraction                     | "                |               |       | N/A        |            |             |
| 68                        | Troy E. Fennin                           | Clinical Optics                            | "                |               |       | N/A        |            |             |
| 69                        | Cliffords W. Brooks                      | System for Ophthalmic Dispensing           | "                |               |       | N/A        |            |             |
| 70                        | Theodore Grosvenor                       | Primary Care Optometry                     | "                |               |       | N/A        |            |             |
| 71                        | Ajay Kumar Bhootra                       | Optician's Guide_A Manual for Opticians    | "                |               |       | N/A        |            |             |
| 57 Titles                 |                                          |                                            |                  |               |       | 142 copies |            |             |

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প্রফেসর ড. তাসমিনা মতিন সেন্ট্রাল লাইব্রেরী  
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| List of Books for purchasing<br>Fiscal Year: 2026-2027 |                                                             |                                                                             |                  |               |                |                   |        |         |
|--------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------|------------------|---------------|----------------|-------------------|--------|---------|
| SL                                                     | Author                                                      | Title                                                                       | Editi<br>on      | Publi<br>sher | Price<br>(PHT) | copi<br>es        | Amount | Remarks |
| <b>Department of English</b>                           |                                                             |                                                                             |                  |               |                |                   |        |         |
| 01                                                     | William Blake                                               | Songs of Innocence and of Experience                                        |                  |               |                | 03                |        |         |
| 02                                                     | Dr. Prakash & B. Tegghall                                   | English Literature Made Easy                                                |                  |               |                | 03                |        |         |
| <b>Department of Business Administration</b>           |                                                             |                                                                             |                  |               |                |                   |        |         |
| 03                                                     | S. Chand and Company Limited, New Delhi, India.             | B.N.Tandon, A Handbook of Practical Auditing                                | Latest ed.       |               |                | 03                |        |         |
| 04                                                     | ICMA                                                        | Capital Budgeting and Finance: A Guide for Local Governments                | Latest ed.       |               |                | 03                |        |         |
| 05                                                     | Barry Render, Ralph M Stair, Michael E Hanna, Trevor S Hale | Quantitative Analysis for Management                                        | 13 <sup>th</sup> |               |                | 03                |        |         |
| 06                                                     | Prasanna Chandra                                            | Project Planning, Analysis, Selection, Financing, Implementation and Review | Latest ed.       |               |                | 03                |        |         |
| 07                                                     | P. L. Malik                                                 | Labour and Industrial Law                                                   | Latest ed.       |               |                | 03                |        |         |
| <b>Department of CSE</b>                               |                                                             |                                                                             |                  |               |                |                   |        |         |
| 08                                                     | প্রকৌ. মোঃ মহিউদ্দিন(মাসুম), প্রকৌ. মোহাম্মদ মাহবুব আলম     | কম্পিউটার পেরিফেরাল এন্ড ইন্টারফেসিং(28543)                                 | 2022 প্রবিধান    |               |                | 03                |        |         |
| <b>Department of B. Textile Engineering</b>            |                                                             |                                                                             |                  |               |                |                   |        |         |
| 09                                                     | Md. Abu Raihan, Rowshan Zannat                              | Effective Teaching Learning                                                 | 1 <sup>st</sup>  |               |                | 03                |        |         |
| <b>Department of MPHO</b>                              |                                                             |                                                                             |                  |               |                |                   |        |         |
| 10                                                     | David Abrams                                                | Practice of Refraction                                                      | „                |               |                | 03                |        |         |
| 11                                                     | Troy E. Fennin                                              | Clinical Optics                                                             | „                |               |                | 03                |        |         |
| 12                                                     | Cliffords W. Brooks                                         | System for Ophthalmic Dispensing                                            | „                |               |                | 03                |        |         |
| 13                                                     | Theodore Grosvenor                                          | Primary Care Optometry                                                      | „                |               |                | 03                |        |         |
| 14                                                     | Ajay Kumar Bhootra                                          | Optician's Guide_A Manual for Opticians                                     | „                |               |                | 03                |        |         |
| <b>14 Titles</b>                                       |                                                             |                                                                             |                  |               |                | <b>Copies: 42</b> |        |         |

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