

ANNOUNCEMENT OF LAUNCH OF NEW OFFICE DESIGN AND BUILD PROJECT FOR OXFAM INDIA

Oxfam India is initiating the process of inviting sealed **Expression of Interest Bid** from qualified and reputed Architect cum Interior Contracting firms/agencies in Delhi NCR. This is a two stage bidding process for the designing and building (Turnkey) of their new office space (approx. 8000sqft carpet area) at Lajpat Nagar III, New Delhi.

The scope of work will include the preparation of detailed interior design and drawings including visuals, materials specifications, quantity surveying and bill of quantities of all the proposed floor plans, facilities, services (electrical, plumbing, HVAC-Heating, ventilation and Air conditioning) etc. of the proposed office. This will be followed by the execution of fit-out work on site.

About Oxfam India:

Oxfam India is a non-governmental, rights based organization whose vision is to create a world free from injustice and poverty. We believe in the power of people to end poverty. More details about us can be seen at www.oxfamindia.org

The bidding process will involve two stages: -

Stage 1: Expression of interest from all eligible bidders. This stage submission will include two parts – Technical capability and 2D layout plans of proposed design.

Stage 2: Top 5 shortlisted bids will be invited for a digital presentation of detailed concept design and will be asked to submit a separate project cost estimate sheet

EOI Eligibility Criteria:

1. Firm should have been in similar business for at least 10 years. Similar business means interior design and fit out (turnkey projects) of offices in India.
2. Firm should have its office in any one of the following locations – Delhi, Noida, Gurugram, Ghaziabad, Faridabad
3. Consortiums, joint ventures and strategic alliances are not allowed
4. The annual turnover of in each of the past 3 consecutive financial years should be minimum INR 100 lakhs.
5. Firm should have at least one Council of Architecture registered architect with 10 years of professional experience.
6. Firm should have completed similar projects (office design and fit out) of the following scale since April 2013. At least one project of 8,000 sqft OR two projects of 4,000 sqft each

All interested design and build firms who fulfil the following eligibility criteria may send an email to procurement@oxfamindia.org –Email must contain, name of firm, contact person, email address and contact nos. The subject on the email should read “**New Oxfam India office – Request for EOI document**”.

Oxfam India will then individually email the detailed Expression of Interest document for the project. The last date for receiving the “EOI” email is **05/09/2018 – 12 noon**.