

Architectural Design Competition
HGI Corporate Office Building Design Competition
Terms of Reference (ToR)

1. Background

Himalayan General Insurance Co. Ltd. (HGI), established in December 1993, is a leading non-life Insurance Company providing all range of Non-Life Insurance Policies.

Spanning a history of over 24 years, HGI has been providing clients with stability and confidence of security, and their shareholders with consistent returns through their customer-driven service packages, personalized service delivery, and technology-focused operations, their clients enjoy value and benefits that are unparalleled in the industry.

HGI has been operating its services from its old corporate office complex located at Babar Mahal, Kathmandu, which HGI has decided to pull down and construct a new corporate office building complex. Hence, HGI intends to pull off best design for their proposed a new corporate office building at Babar Mahal, Kathmandu, having total land area of 11,978.75 sq. ft. (2-3-0-0). Consequently, HGI has requested SONA for facilitation to carry out Design Competition for the same ensuring maximum number of participation of SONA members.

2. Project Site

The project site is centrally located in Babar Mahal, Kathmandu Metropolitan City, having total land area of 11,978.75 sq. ft. (2-3-0-0). The plot size is almost rectangular in shape with approximately 45 ft. of frontage and 145 ft. depth facing north along the main road (*Tanka Prasad Ghumti Sadak*) in Babar Mahal, Kathmandu. For details, please refer to attached Location Map and Site Map in the ANNEX.

The interested designer may visit the site with prior appointment with SONA or HGI.

3. Details on Design Competition

- Eligibility Criteria
 - Individual or Firm (having principal architect) duly registered with SONA/NEC
- Evaluation Process
 - All received coded entries would be evaluated by 5-member jury representing, a senior professional practicing architect, an academician, representative of HGI and 2-member SONA in a closed-door session
- Top 3 Proposal Presentation (with theme and design philosophy) before Jury Members
- Prize Money / Recognition
 - Prize Money
 - Recognition as the Principal Architect

4. Factors to be considered during preparation of Architectural Design Proposals

- Design Aspect
 - **Character / Symbolism**
 - **Functional Aspect**
 - **Vastu Shastra Aspect**
- Technical Aspect
 - **Green Architecture: please save the trees as far as possible**
 - **Energy Efficient Technology**
 - **Fire and EQ Safety Measures**
 - **Interior and exterior building Materials**
 - **Inclusive Design**

5. Drawing Requirements (with certain level of detailing)

- Paper A2 Size
- Master Plan / Site Plan 1:200
- Floor Plans 1:100
- Roof Plan 1:100
- 4-side Elevations 1:100
- 2- Sections 1:100
- 3D Color Perspective View
- Write-up on the theme, design philosophy and structural design concept in A4 size paper
- 2 Copies of same in Digital format (CD)

6. List of Requirement for Design Formulation

(Office Space for 200 personnel with 2 levels of Basement)

- 2 Levels of Basement for ample parking and utility services
 - Car Parking (with option of automatic mechanical lifts to avoid ramps)
 - Generator and electrical room
- Ground Floor and upper floors
 - Entrance Lobby/ Reception/ Lounging/ Waiting Area/ Customer Service Center
- Working space for;
 - Chairman's Office with attached Toilet
 - Board of Director's Meeting Room with attached Toilet
 - CEO's Office with attached Toilet
 - Secretariat of the CEO
 - Marketing Department (30 personnel)
 - Office Space for Department Head
 - Work Stations (cubical) for 30 personnel
 - Service Station, Lounging area and Toilet Facilities
 - Underwriting Department (50 personnel)
 - Office Space for Department Head

- Work Stations (cubical) for 50 personnel
 - Service Station, Lounging area and Toilet Facilities
 - Claim Department (50 personnel)
 - Office Space for Department Head
 - Work Stations (cubical) for 50 personnel
 - Service Station, Lounging area and Toilet Facilities
 - Accounts Department (15 personnel)
 - Office Space for Department Head
 - Work Stations (cubical) for 15 personnel
 - Service Station, Lounging area and Toilet Facilities
 - Re-insurance Department (15 personnel)
 - Office Space for Department Head
 - Work Stations (cubical) for 15 personnel
 - Service Station, Lounging area and Toilet Facilities
 - Office space for 40 personnel, i.e.;
 - Office Space for Human Resource Department
 - Office Space for Advisor
 - Office Space for Instructor / Trainer
 - Office Space for Technical Expert / Specialist
 - Office Space for IT Department
 - Office Space for Administration Department
 - Office Space for Internal Control
 - Office Space for Legal Department
 - Office space for Company Secretary
 - Common Office Space for visiting personnel from Branch Office 10 persons
 - Maintenance Department
 - Office space for Auditors Internal and Statutory
 - Space for Support Staff, Guards and Drivers (15 personnel)
 - Training Center (to accommodate 50 personnel)
 - Library (to accommodate 20 personnel)
 - Fire Fighting equipment room, Sprinkles and exit ladders
 - IT Server Room Fire Proof
- Meeting Room, Kitchenette/ Pantry, Store Room, Filling Room and Toilet Facilities for Men and Women in each floor
 - Circulation/ Atrium etc.
 - Cafeteria (to accommodate 50 people)
 - Built-in water conservation and Rain water harvesting facility
 - Sick room
 - Changing Room for Men and Women
 - Recreation Room
 - Guard Room

7. Evaluation of Entries

The evaluation process of the received entries for design competition will carried out based on following 7 parameters.

- i) **Design Philosophy**
- ii) **Design plan with functional flow**
- iii) **Design Elevation / Perspective 3D View**
- iv) **Site Plan and Landscaping Details**
- v) **Competence of Drawing and Presentation Techniques**
- vi) **Structural Design and Construction Aspect**
- vii) **Green Architecture and Energy Efficient Technology**

Special Conditions:

1. The building proposals not complying with the National Building Code and building by-laws will be automatically disqualified.
2. The selected first and 2 consolation prize winning concept designs will be the property of the Company (HGI) and SONA, hence, will not be returned,
3. Company (HGI) will have right to modify the selected first design as technically necessary during the preparation of DPR and construction period, for that first party can take prior consultation with the Principal Architect (winning participant), who will be further involved in preparation of DPR through negotiation based on SCAEF rate.
4. At least a minimum of **TEN entries** are mandatory for jury evaluation.

Note: Please Register soon to get further details and CAD (.dwg) file of Project site.

ALL THE BEST TO ALL PARTICIPANTS

THANK YOU