



TERMS OF REFERENCE

GENERAL INFORMATION

Organization	Bhutan Insurance Limited
Program	Corporate Office Building for Bhutan Insurance Limited
Post Level	Design Consultant
Project	Architectural Concept Design Work for Corporate Building
Project Location	Chang Ganay, Thimphu, Bhutan
Duration	2 Months

BACKGROUND

The need for a corporate office has been very significant. Therefore, designing and building the corporate Head Quarters for the company is a responsibility that is to be taken as a very important assignment. The Company have the responsibility of finding a firm that can create a building that will become a symbol of BIL for the next hundred years or more. A building that will blend tradition and culture with modern practicality. A structure that will take into account the present requirement but will still be relevant in the foreseeable future by remaining both functional and elegant for a long time to come.

Currently there are around 80 employees who are working in the Thimphu Head Office. However, it is anticipated that the numbers will increase in the coming years considering various diversification plans and growth trends. Also, the requirement for a parking space is likely to increase exponentially for both the employees and customers.

PURPOSE OF CONSULTANCY

The Country's architectural creation has been very traditional and unique. This creation is a cultural gift that should be practiced generation after generation. In decades time the country has seen swift transition in the construction sector. Several structures of variable design can be witnessed. However, the architectural representations of those structures have been monotonous. Therefore, in order to create something different which is unique in itself with out of the box concept, this recruitment has been made which otherwise is beyond the capacities of the Procuring Agency.

Bhutan Insurance Limited seeks to serve its stakeholders, people and nation as a whole. For this, an enriching working environment is very important so that the employees can operate effectively and spaciously. A high-definition corporate office building with all the required amenities will largely improve the customer service delivery and the customer experience.

Besides, considering the location for the Corporate Office Building, creating a land mark design becomes a priority. This comes as an opportunity to establish something that is culturally and aesthetically relevant. Along with this, the community could also be benefitted.

SPECIFIC OBJECTIVES

- Professional consultant firm to design the corporate office building for Bhutan Insurance Limited
- Achieve a desirable design which is in line to the vision of the Company.
- Introduce innovative architectural creation in the country.

SCOPE OF WORK

- Predesign and Programming
- Schematic Design
- Design Development

ESTIMATED PROJECT DURATION

The total duration for this PROJECT shall be **TWO** months. The project shall commence for 1st March 2023 and should be completed by 1st May 2023.

DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE PROCURING AGENCY/EMPLOYER

- The Employer shall provide all the relevant details and documents that are required during the course of the project.
- The Employer shall assist the Consultant in conducting meetings with relevant stakeholders.
- The Employer shall facilitate in arranging the travel requirements, accommodations and working space. However, the cost associated with it is to be borne by the consultant.

DELIVERABLES

The Key Deliverable that are expected from this project are:

- Site Visit Reports
- Concept design with 3-D representation and walk-through video

INSTITUTIONAL ARRANGEMENT

Reporting Unit

The consultant shall report as follows:

- On-site reporting: Engineer, Real Estate Committee, Bhutan Insurance Limited
- As-need reporting: Chief Executive Officer, Bhutan Insurance Limited, Thimphu
- As-need reporting: Chairman, Bhutan Insurance Limited, Thimphu

Role of the Consultant

- The consultant shall contribute in the project with utmost dedication and commitment and hold this project as a top priority.
- The Consultant shall operate with high end professionalism and skills in order to achieve the desired results.
- The consultant shall ensure professional and convenient working environment during the course of the project.
- The Consultant shall communicate on a timely basis and update the Employer on the progress of the project.
- The Consultant shall disclose all the information acquired related to the project.
- The Consultant shall not engage in any activity that will affect the project or its outcome.
- The Consultant shall engage its own equipment and other resources that are required to execute the project.
- The Consultant shall report and submit the deliverables to the Reporting Unit.

Visiting Schedule

The Consultant may visit the site as per their need and requirement. However, the cost incurred during those visits have to be borne by the Consultant themselves.

TEAM COMPOSITION AND QUALIFICATION

The proposed assignment must be carried out by the national/international consultant firms and it must be completed within the time frame specified in the applicable section of this ToR.

The consultancy firm will be responsible for the final deliverables including the inception report, draft reports, and final reports. The consultancy firm shall have prior experience managing similar assignments, and should possess the following:

1. Should be a registered/licensed consultancy firm.
2. Should have experience of working in the relevant projects and the details of the works on similar assignments should be submitted.
3. Should have qualified staff to carry out and complete the contract work.
4. Should have a decent past records and achievements.

The consultancy firm shall engage the following key personnel as shown in the table below to carry out the assignment:

Sl. No.	Experts	Minimum Qualifications / Experiences	Tasks / Responsibilities
1	Team Leader	<ul style="list-style-type: none"> ● Masters (OR) Bachelor Degree/BTech in the relevant Field. ● Should have minimum experience of not less than 10 years in the relevant field and projects. ● Should have managed/led a project successfully before. ● Should have a good communication skill. ● Should be technically fit for the project. 	<ol style="list-style-type: none"> 1. Shall function as a Team Leader for the Project. 2. Shall be responsible for the implementation of all the activities including timely completion. 3. Shall guide, supervise, coordinate and monitor the works of other team members involved in this project. 4. Provide Technical Support. 5. Shall prepare all the relevant documents/reports and submit it to the Reporting Unit. 6. Shall make frequent updates of the work to the Reporting Unit. 7. Shall immediately report to the Unit if any issue arises which could affect the scope of works.

<p style="text-align: center;">2</p>	<p style="text-align: center;">Design Team/Experts</p>	<ul style="list-style-type: none"> ● Masters (OR) Bachelor Degree/BTech in the relevant Field. ● Should have minimum experience of not less than 5 years in the relevant field and projects. ● Should have successfully worked on similar projects before. ● Should have a good communication skill. ● Should be technically fit for the project. 	<ol style="list-style-type: none"> 1. Study and review the requirements of the Company. 2. Shall be responsible for executing all the activities including timely completion. 3. Shall maintain proper record of the work. 4. Shall prepare all the relevant documents/reports and submit it to the Team Leader for Reporting. 5. Shall make frequent updates of the work to the Team Leader. 6. Shall immediately report to the Unit if any issue arises which could affect the scope of works.
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