

**PRASAR BHARATI
(BROADCASTING CORPORATION OF INDIA)**

Host Broadcaster – Commonwealth Games D2010 Cell

Directorate General: Doordarshan
DD Bhawan, New Delhi – 110001

AN INVITATION FOR EXPRESSION OF INTEREST

For Event management of World Broadcaster Meetings
Under the Host Broadcaster assignment for
Commonwealth Games Delhi2010

EOI No 1(2)/ HB-CWG Cell/ D2010/ 12/ 08-09

1. Background and Objective:

The Commonwealth Games 2010 are scheduled to be held from October 3 to October 14, 2010 at Delhi (India) (hereinafter referred to as the GAMES).

The Organizing Committee - Commonwealth Games Delhi2010 has appointed , Doordarshan , a constituent of Prasar Bharati as the “ Host Broadcaster” (for short referred to as HB), for the GAMES.

This Invitation for Expression of Interest (for short referred to as EOI) is issued by Prasar Bharati , a body corporate through its constituent Doordarshan with Headquarters at Doordarshan Bhawan, Mandi House, Copernicus Marg, New Delhi in respect of the services hereinafter set out , for shortlisting eligible entity (ies).

The HB is required to hold two World Broadcaster Meetings (WBMs) in consultation with the Organizing Committee - Commonwealth Games Delhi2010, in the lead upto the GAMES.

In this regard, the HB requires to have an ‘Event Management’ entity for providing facilities and services for arranging and coordinating WBMs under the HB activities for the GAMES. The HB intends outsourcing the aforesaid facilities & services and accordingly seeks to invite Expression of Interest (EOI), from potential entities for shortlisting eligible entity (ies).

2. Eligibility Criteria:

(i) The entity, in order to be eligible to provide the aforesaid services, must be in their own capacity or in a consortium, has successfully provided the entire Event Management facilities and services in organizing international sports events, anytime in last ten years.

(ii) Any other entity which responds to this invitation for ‘Expression of Interest’ but does not have the requisite experience as set out above would be free to participate as a member of a consortium as long as the *lead partner* of the consortium meets the eligibility criteria at S. No. (i).

It is clarified that the *lead partner* of the consortium is the one which has the largest exposure in the Event Management activities as required above, amongst all the members of the consortium.

In case of a consortium, the bidder should specify the name of the *lead partner* of the consortium.

(iii) The Annual Turn-over of the entity in case of an individual EOI or all the members of the consortium taken together in the case of a consortium, must not be less than

a. An amount equivalent to USD 0.2 million or INR 1 crore in each of the last five years ,

OR

b. An amount equivalent to an aggregate of USD 1.2 million or INR 6 crore in the last Five Years.

(iv) The required documents explicitly supporting the past experience such as work order copies & certificates from the clients, consortia document – MOU document, financial strength document, list of key personnel engaged alongwith brief bio-data, must be forwarded with the EOI.

3. Broad Scope of Work and Services:

(i) The Event Management facilities and services are required to host World Broadcaster Meetings (WBMs) to discuss various aspects of the Games, updates of the bookable facilities, progress of the HB and Games activities etc to the Right Holder Broadcasters, other broadcasters and stakeholders. The Event Manager is responsible to provide services and facilities to conduct the said meetings as and when required by the HB. The WBM-I is scheduled in June 2009 and WBM-II is planned in May 2010 at Delhi (India).

(ii) It is intended to outsource the facilities and services on wet-lease basis (including equipment, facilities and operational manpower) of event management of the World Broadcaster Meetings for Host Broadcaster - Commonwealth Games Delhi 2010. The facilities include:

- a. Provision of Conferences/ Meeting space of international standards for 150 dignitaries at least, at a time, equipped with projection systems along with display panels having interface for Power-Point presentations and for Audio/Video demonstrations through Broadcast VTRs(HD-SDI/ SD-SDI/ Analog outputs), Public Addressing systems, RF mikes for the participants, catering facility alongwith required manpower.
- b. Facilitating Accommodation for delegates in International standard Hotels.
- c. Provision of sufficient Computers, Internet and browsing facility.
- d. Provision of High Tea, Lunch/ Dinners for participants/ delegates.
- e. Provision of information material, booklets including the script, designing, printing, etc.
- f. Provision of delegate-kits for delegates/ participants each comprising souvenirs, booklets, information material, stationary, etc.
- g. Arrangement of local transport in and around Delhi for delegates/ participants during the Meetings for visit of stadiums and other places. Arrangement for sight-seeing in and around Delhi.
- h. Provision of Help desks, Registration counter, Protocol officers for WBMs.
- i. Organizing Cultural evening for the delegates.
- j. Photography/Video Coverage of the Conferences.

(iii) There shall be a nodal officer from the Host Broadcaster who would forward the required information to the nodal officer of engaged entity.

(iv) The HB will outsource this job on turnkey-basis.

4. Broad Facilities to be provided/ extended by the Host Broadcaster:

Information and updates from time to time for conducting World Broadcaster Meetings.

5. Summary Rejection:

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity. Any EOI submitted by an entity, which fails to satisfy the eligibility requirements set out in the Clause No 2 above, is liable to be rejected.

6. Preparation for submission of EOI:

- (i) It shall be obligatory on the part of the Entity (ies) to furnish any further information as may be sought by HB.
- (ii) They shall be under a duty to ensure that they fulfill the eligibility criteria.
- (iii) The Validity period of the EOI shall be 6 months from the date of publishing of EOI.
- (iv) The EOI must contain essential information as per the format given below:
 - a. Name & address of the Entity (ies).
 - b. Business name and constitution
 - c. E-mail ID.
 - d. Fax No/Telephone No (s).
 - e. Experience/Past performance as desired at Clause No. 2 above , **particulars with supporting documents such as copy of order, certificate from client etc..** in following format.

Sl. No.	Name & Address of client	Year of relevant service	Worked for International sports events	Remarks in terms of objectives, scope of services covered

- f. Experience of key personnel proposed to be engaged.
- (v) Execution Plan must be submitted for the 'Broad Scope of Work and Services' as mentioned at Clause No 3 above.

- (vi) The EOI complete in all respects must be submitted together with requisite information and annexure (s). The EOI offer should be free from ambiguity, change or interlineations. Incomplete EOI will not be considered.
- (vii) The EOI and any annotations or accompanying documentation must be in English language.
- (viii) The EOI shall be duly signed on each page by an authorized person. Documents authorizing such person must accompany the EOI. HB reserves the right to reject outright any EOI unsupported by proof of the signatory's authority.

7. Submission of EOI:

- (A) An EOI may only be made by the submission of three (3) copies (including an electronic copy) of:
 - (i) An EOI Form as at Clause No 15 in the document, complete in all respects.
 - (ii) Execution Plan of the above-mentioned 'Broad Scope of Work and Services' as at clause 3 above.
 - (iii) Documents to support the eligibility criteria as at Clause No. 2 above and for clause 6(iv) above are to be submitted alongwith the EOI. Any other supporting documents or information as required by the Host Broadcaster is to be submitted alongwith the EOI.
 - (iv) Fee of INR 5000/- (Indian National Rupees Five Thousand only) or USD 125/- (US Dollar One Hundred Twenty Five only), in shape of a **Demand Draft** only in favour of PB (BCI), Directorate General: Doordarshan, payable at New Delhi, from a Nationalized Bank/ Scheduled Bank, in case of downloading the EOI document from Doordarshan Website is to be submitted alongwith the EOI.
- (B) The sealed EOI by superscribing envelope "Expression of Interest for Event Management of World Broadcaster Meetings under the Host Broadcaster assignment for Commonwealth Games Delhi2010" complete in all respects **should reach on or before 1400 Hours (IST) May 11, 2009** at the given below address:-

**Deputy Director General (Sports),
Host Broadcaster – Commonwealth Games Delhi2010 Cell,
Room No. 505, Tower – A,
Doordarshan Bhawan, Copernicus Marg,
New Delhi (India) – 110001**

HB will not be responsible for the loss of any EOI or for any delay in receipt of EOI by Postal transit or otherwise. EOI hand delivered should be put in the EOI box at the above mentioned address, by the specified time and date. EOI received after the closing date and time mentioned above shall not be considered. EOI (s) sent through TELEFAX/ Email will not be entertained.

8. EOI Opening:

- (i) The EOI shall be opened on May **11, 2009 at 1600 Hrs (IST)**.
- (ii) An authorized representative of an Entity carrying a copy of the authorization letter submitted along with the EOI shall be entitled to be present at the time of EOI opening.

Any person not carrying the said authorization letter shall not be allowed to attend the EOI opening.

- (iii) In case of an unscheduled holiday on the closing/opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.

9. Evaluation/ Scrutiny of EOIs:

Evaluation/ Scrutiny of EOIs shall be based on:

- (i) Submission of the required documents, information by the entity alongwith the EOI.
- (ii) Assessment of the capability of the entity based on the past record as stated above.
- (iii) Offered Plan as per 'Broad Scope of Work and Services' outlined above.
- (iv) Completed EOI in all respect including the Fee.

HB shall communicate acceptance of an EOI by Fax/ E-mail. The invitation to send EOI and the receipt of EOI would not constitute a contract between the parties.

10. Stage Subsequent to EOI:

RFP (Request For Proposal) / Tender document stage: Short listed entity (ies) (as determined at clause 9 above) will be required by HB to submit the bids vide RFP /Tender Documents under the "Two-Bid System" (Technical and Commercial Bids) to RFP/ Tender document.

11. Address for Correspondence with Host Broadcaster:

(A) **Fax : +91 11 23381756**

E-Mail : akjailkhani@yahoo.com , abhiagra31@gmail.com

POSTAL ADDRESS:-

Deputy Director General (Sports),
Host Broadcaster - CWG D2010 Cell
Room No. 505, Tower A,
Doordarshan Bhawan, Copernicus Marg,
New Delhi-110001 India

- (B) All correspondence shall bear reference to the Invitation for EOI document number:

EOI No 1(2)/ HB-CWG Cell/ D2010/ 12/ 08-09

12. General:

- a. Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of HB to proceed with any EOI or any entity and HB reserves the right to annul or

terminate the process or reject any EOI at any time or stage without assigning any reason.

- b. HB reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any entity.
- c. HB shall in no circumstance whatsoever, be responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by the entity, in connection with or in consequence of the preparation or delivery of any EOI , or compliance with any of the requirements of the Invitation for EOI or in any other manner.
- d. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity (ies).
- e. In case any clarification is sought by HB after opening of EOI, the reply of the Entity should be restricted to the clarification sought.
- f. Canvassing in any form shall render the EOI liable to be rejected.
- g. The Entity shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by HB through any Addendum (s).
- h. Each Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI :
 - (i) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as HB may, in its sole discretion, require ; and
 - (ii) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.
 - (iii) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.
- i. The decision of HB shall be final while finalizing the EOI .
- j. The Entity (ies) should not directly or indirectly relate to any employee of Doordarshan/ Prasar Bharati.
- k. The Entity (ies) has not been declared blacklisted/ debarred/ defaulter in making payments by Prasar Bharati, at any stage. An individual entity or a member of a consortium entity, who is in financial dispute with Doordarshan (Prasar Bharati) or have not cleared their financial dues towards Doordarshan (Prasar Bharati), shall not be eligible to apply.
- l. The Entity(ies) would be fully responsible to follow all labour welfare legislations in India and Host Broadcaster will not be responsible for any default/ violation of labour welfare legislations by the party.

13. Arbitration:

Disputes or Differences. arising from this Invitation for EOI document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:

- (i) Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their Senior Management within ten days of a dispute arising.
- (ii) If no amicable settlement is arrived at within 30 days then any party may refer the dispute to a Sole Arbitrator to be nominated by CEO Prasar Bharati. The Sole Arbitrator as the case may be, shall be retired Judge / Judges of the Supreme Court of India. The place of arbitration shall be New Delhi. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.
- (iii) The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.
- (iv) All disputes shall be subject to the exclusive jurisdiction of Courts at New Delhi only.

14. Governing Law:

Indian laws, both substantive and procedural, shall govern.

15. EOI Form:

Having examined the details given above in Invitation to EOI and terms set out above, I/we hereby submit the relevant information for considering my/our EOI:

- i. I/We accept all the terms and conditions of EOI as set out above.
- ii. I/We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.
- iii. I/We have furnished all information and details necessary for EOI. My/our EOI is complete in all respects.
- iv. I/We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative

Enclosures

Seal of applicant

Date of submission
