



Request for proposal for appointment of Event Management Agency for the Launch Ceremony of the Queen's Baton Relay at Buckingham Palace, London

Section I – Invitation for bids

**ORGANISING COMMITTEE
COMMONWEALTH GAMES 2010 DELHI**

DELHI 2010



Table Of Contents

1. INVITATION TO TENDER.....	- 3 -
2. SCHEDULE FOR INVITATION TO TENDER.....	- 3 -



I. Invitation to tender

- i. This global invitation to tender is for appointing an Event Management Agency for the Launch Ceremony of the Queen's Baton Relay to be held in the first week of November 2009 at Buckingham Palace, London for Organising Committee Commonwealth Games 2010 Delhi.
- ii. Interested companies are advised to study this tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. Sealed offers prepared in accordance with the procedures enumerated in Clause 1 of Section II should be submitted at the address given in the Clause 2 (b).

2. Schedule for invitation to Tender

- a. Name of issuing office:
Deputy Director General Procurement
Organizing Committee Commonwealth Games 2010 Delhi,
Indian Olympic Bhawan,
B-29, Qutab Institutional Area,
New Delhi – 110 016
e-mail: surjitlal48@yahoo.com
- b. Addressee and Address at which tenders are to be submitted:
Office of the Deputy Director General Procurement
Organizing Committee Commonwealth Games 2010 Delhi,
Indian Olympic Bhawan,
B-29, Qutab Institutional Area,
New Delhi - 110 016
- c. Last date for receipt of Tender:
1400 hours on 8 May 2009
- d. Place, Time and Date of opening of Pre-Qualification bids:
Organizing Committee Commonwealth Games 2010 Delhi,
Indian Olympic Bhawan,
B-29, Qutab Institutional Area,
New Delhi - 110 016
at 1500 hours on 8 May 2009
- e. Date till which the response to the tender should be valid
90 days from the last date of submission of bids
- f. Important dates

The following table provides information regarding the important dates of the bid process:

S. No.	Activity	Date
1	Last date for submission of Queries	1700 hrs. on 30 April 2009
2	Last date for submission of Bids	1400 hrs. on 8 May 2009
3	Date for opening of Prequalification bids	1500 hrs. on 8 May 2009
4	Date for opening of Commercial bids	To be notified to the Technically Qualified bidders at a later date

g. Period from which services has to commence:

Services should commence within 15 (fifteen) days from the date of issue of Letter of Intent to the successful Tenderer.

Note: The Purchaser (Organising Committee Commonwealth Games 2010 Delhi) shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.





Request for proposal for appointment of Event Management Agency for the Launch Ceremony of the Queen's Baton Relay at Buckingham Palace, London

Section II – Instructions to Tenderers

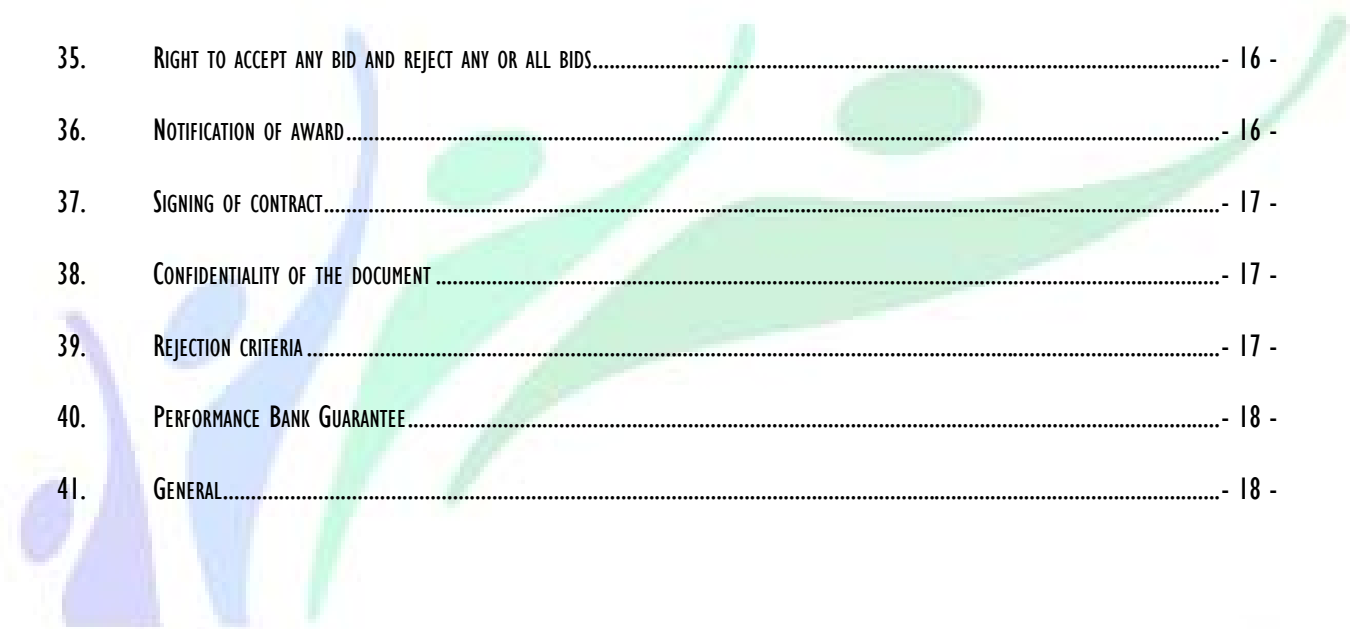
**ORGANISING COMMITTEE
COMMONWEALTH GAMES 2010 DELHI**

DELHI 2010

Table Of Contents

1.	PROCEDURES FOR SUBMISSION OF BIDS	- 4 -
2.	COST OF THE TENDER	- 4 -
3.	CONTENTS OF THE TENDER	- 5 -
4.	CLARIFICATION ON TENDER.....	- 5 -
5.	AMENDMENT OF TENDER.....	- 5 -
6.	LANGUAGE OF BIDS	- 6 -
7.	DOCUMENTS COMPRISING THE BIDS.....	- 6 -
8.	BID PRICES.....	- 7 -
9.	FIRM PRICES.....	- 7 -
10.	DISCOUNT.....	- 7 -
11.	AUTHORIZED SIGNATORY.....	- 7 -
12.	PERIOD OF VALIDITY OF BIDS	- 8 -
13.	FORMAT AND SIGNING OF BIDS	- 8 -
14.	REVELATION OF PRICES.....	- 8 -
15.	LOCAL CONDITIONS.....	- 8 -
16.	HEADINGS	- 8 -
17.	CONSORTIUM RELATED CONDITIONS	- 9 -
18.	SEALING AND MARKING OF BIDS.....	- 9 -
19.	LAST DATE AND RECEIPT OF BIDS.....	- 9 -
20.	LATE BIDS	- 9 -
21.	MODIFICATIONS AND WITHDRAWAL OF BIDS	- 9 -
22.	ADDRESS FOR CORRESPONDENCE.....	- 10 -

23.	CONTACTING THE PURCHASER	- 10 -
24.	OPENING OF BIDS BY THE PURCHASER.....	- 10 -
25.	CLARIFICATIONS.....	- 10 -
26.	EARNEST MONEY DEPOSIT.....	- 10 -
27.	PRELIMINARY EXAMINATION.....	- 11 -
28.	POST TECHNICAL SHORT-LISTING.....	- 11 -
29.	CRITERIA FOR EVALUATION OF BIDS	- 12 -
30.	PHASE I – EVALUATION OF PRE QUALIFICATION BIDS.....	- 12 -
31.	PHASE II – EVALUATION OF TECHNICAL BIDS	- 13 -
32.	PHASE III – EVALUATION OF COMMERCIAL BIDS	- 14 -
33.	PHASE III – DECLARATION OF SUCCESSFUL BIDDER	- 15 -
34.	RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD.....	- 16 -
35.	RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS.....	- 16 -
36.	NOTIFICATION OF AWARD.....	- 16 -
37.	SIGNING OF CONTRACT.....	- 17 -
38.	CONFIDENTIALITY OF THE DOCUMENT	- 17 -
39.	REJECTION CRITERIA	- 17 -
40.	PERFORMANCE BANK GUARANTEE.....	- 18 -
41.	GENERAL.....	- 18 -



DELHI 2010

I. Procedures for submission of bids

- 1.1 It is proposed to have a **Three Cover System** for this Tender
- | | |
|-----------------------|-----------------------|
| Pre-Qualification Bid | (1 Copy) in one cover |
| Technical Bid | (1 Copy) in one cover |
| Commercial Bid | (1 Copy) in one cover |
- 1.2 Pre Qualification Bid, Technical Bid and Commercial Bid of the Tender should be placed in a separate sealed covers with the wordings **“Prequalification Bid”**, **“Technical Bid”** and **“Commercial Bid”** respectively super-scribed on them. Please note that the Prequalification Bid and Technical Bid shall not include any financial information and any Prequalification Bid and Technical Bid containing financial information shall be declared non-responsive and shall be disqualified.
- 1.3 The covers containing the Pre-Qualification Bid, Technical Bid and the Commercial Bid must be put in another envelope (bid cover). The Bid Cover should be super scribed with Tender Reference, Due Date and the wordings **“Do not open before 1500 hours on 8 May 2009”** and this envelope should be clearly marked **“Request for Proposal for appointment of Event Management Agency for the Launch Ceremony of the Queen’s Baton Relay at Buckingham Palace, London”**.
- 1.4 The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- 1.5 The Pre-Qualification Bid, Technical Bid and Commercial Bid should be complete documents and should be bound as volumes separately. The documents should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- 1.6 As part of the bid, Tenderer should also provide the Pre-Qualification Bid and Technical bid in soft copy format, in the form of a non-re-writeable CD (Compact Disc) as follows:
- One copy of separate CDs containing the Pre-Qualification and Technical bid. The CDs containing the Pre-Qualification Bid and Technical Bid should be sealed along with the hard copies of the Pre-Qualification Bid and Technical Bid respectively.
 - The CDs submitted by the Tenderer must be in sealed covers. The sealed covers as well as the CD media must be duly signed by the Tenderer using a “Permanent Pen/Marker”, should be super scribed with “Pre-Qualification Bid” and “Technical Bid” respectively and should bear the name of the Tenderer.
 - Tenderer must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper bid documents. In case of any discrepancy observed by the Purchaser in the contents of the CDs and original paper bid documents, the information furnished on original paper bid documents will prevail over the soft copy.
 - Tenderer must ensure that the Pre-Qualification Bid and Technical Bid CDs do not contain any Commercial items / prices.

2. Cost of the tender

- 2.1. The Tenderer shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Purchaser. The Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3. Contents of the tender

3.1. The Scope of Work, Tender procedures are prescribed in the Tender. The Tender documents include:

Section I	Invitation for bids
Section II	Instructions to Tenderers
Section III	Contents of the Bid
Section IV	Scope of Work

3.2. The Tenderer is expected to examine all instructions, forms, terms & conditions and Scope of Work in the Tender documents. Failure to furnish all information required by the Tender or submission of a bid not substantially responsive to the Tender in every respect will be at the Tenderer's risk and may result in the rejection of the Bid.

4. Clarification on tender

4.1 A prospective Tenderer requiring any clarification on the Tender Document may submit queries by sending an email at the e-mail address given in Clause 2 (a) of Section I. All queries must be received by the purchaser no later than the date given in Clause 2(f) of Section I. The queries must be submitted in the following format:

Sr. No	Section No.	Clause No.	Reference/ Subject	Clarification Sought
..

4.2 The Purchaser will respond by to any request for clarification or queries on the Tender Document, received not later than the dates prescribed by the Purchaser in Clause 2 (f) of Section I of this Tender document by placing the response to the queries on the Purchaser's Official website www.cwgdelhi2010.org. No email will be sent individually to the Tenderer requesting clarifications or raising queries.

5. Amendment of tender

5.1 At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender by an amendment.

5.2 The amendment will be notified through the Official website of the Purchaser www.cwgdelhi2010.org and will be binding on the Tenderers. Therefore, it is advised the Tenderers frequently visit the website and take note of any amendments during the bid process.

5.3 In order to provide prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Tender.

- 5.4 Purchaser may at any time during the tendering process request the Tenderer to submit revised Pre-Qualification/Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in scope of work, without thereby incurring any liability to the affected Tenderer or Tenderers.

6. Language of bids

- 6.1 The Bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Tenderer may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7. Documents comprising the bids

The bid prepared by the Tenderer shall comprise the following components:

- 7.1 The Prequalification Bid must comprise the following:

- 7.1.1 The Tenderer shall furnish, as part of the Pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to GBP 7,000 (United Kingdom Pound Seven Thousand Only)
- 7.1.2 Copy of letter of incorporation
- 7.1.3 Details of key assignments handled by the Tenderer in each of the last 10 years (Section III Form A)
- 7.1.4 Certificate from Auditors providing break-up of revenue from Event Management Services to overall revenue
- 7.1.5 Certificate from Auditors stating turnover of the Tenderer for last 3 financial years i.e. FY2005 – 06, FY2006-07 and FY 2007-08 or Balance sheet of last 3 years i.e. FY2005 – 06, FY2006-07 and FY 2007-08
- 7.1.6 Details/Profile of operations in London/UK with disclosure of number of years of operations in London/UK
- 7.1.7 Resumes of key office bearers at the London/UK office (Section III Form B)
- 7.1.8 Declaration by authorised signatory(s) confirming ability to provide turn key Event Management Services in accordance with the scope of work detailed in Section IV
- 7.1.9 Details of assignments handled where services of London/UK office(s) were utilized (Section III Form A)
- 7.1.10 In case of alliance with another Company, details of the alliance
- 7.1.11 Copy of signed contract and completion certificate for 2 turn key events, festivals, arts related projects, in the city of London where the scope included obtaining necessary approvals from Government agencies, and the fees paid for each assignment was more than GBP 170,000

- 7.2 The Technical Bid must comprise the following:

- 7.2.1 Tenderer Profile (Section III: Form 1)
- 7.2.2 Project Team and experience of personnel Deployed (Section III: Form 2)
- 7.2.3 Approach & Methodology (Section III: Form 3)
- 7.2.4 Prior Experience of the Tenderer in turn key Event Management in the city of London (Section III: Form 4)
- 7.2.5 Prior Experience of the Tenderer in Event Management (Section III: Form 5)

- 7.3 The Commercial Bid must comprise the following:

- 7.3.1 Commercial Bid (Section III: Form 6)

8. Bid prices

- 8.1. The Tenderer shall indicate in the proforma prescribed in Form 6 of Section III, the total Bid Price for services it proposes to provide under the Contract.
- 8.2. In absence of above information as requested in Clause 8.1 above, a bid may be considered incomplete and summarily rejected.
- 8.3. The Tenderer shall prepare the bid based on details provided in the Tender documents. The Tenderer shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Tenderer to fully meet all the requirements of the Tender documents.

9. Firm prices

- 9.1. Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The Tenderer shall, therefore, indicate the prices in Form 6 of Section III enclosed with the Bid. The Bid Prices shall be indicated in both GBP and Indian Rupees (INR) using the conversion factor of 1GBP = 75 INR. This conversion rate shall be used for the purpose of evaluation of bids only and shall have no implication or validity with respect to payments to be made to the Consultant, which shall be made at the prevailing rates.
- 9.2. The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. All such charges included should be shown in Form 6 of Section III. However, should there be a reduction or increase in the applicable taxes during the tendering process or during execution of the project; Purchaser / Tenderer reserves the right to negotiate the same.

10. Discount

- 10.1 The Tenderer is advised to indicate any discount in the Commercial Bid format. Discount indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, being found to be the lowest, the Purchaser shall avail of such discount at the time of award of contract.

11. Authorized signatory

- 11.1 The "Tenderer" or "Prime Tenderer" as used in the Tender shall mean the one who has signed the Tender document forms. The Tenderer may be either the Principal Officer or the duly Authorized Representative of the Tenderer.
- 11.2 The Tenderer shall sign its bid with the exact name of the firm to whom the contract is to be issued.

12. Period of validity of bids

- 12.1 Bids shall remain valid for the period mentioned in Clause 2 (e) of Section I. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.
- 12.2 In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by e-mail). A Tenderer may refuse the request; however, a Tenderer granting the request will neither be required nor be permitted to modify its bid.

13. Format and signing of bids

- 13.1 The Bid shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract in accordance with Clause 11.
- 13.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the bid by ink.
- 13.3 The Tenderer shall duly sign and seal its bid with the exact name of the firm/company to whom the contract is to be issued.

14. Revelation of prices

- 14.1 Prices in any form or by any reason before opening the Bid should not be revealed, failing which the offer shall be liable to be rejected.

15. Local conditions

- 15.1 It will be incumbent upon each Tenderer to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and / or the cost.
- 15.2 It will be imperative for each Tenderer to fully inform himself/herself of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The Purchaser shall not entertain any request for clarification from the Tenderer regarding such legal conditions.
- 15.3 It is the responsibility of the Tenderer that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Purchaser and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Purchaser on account of failure of the Tenderer to apprise themselves of local laws / conditions.

16. Headings

16.1 The headings of conditions hereto shall not affect the construction thereof.

17. Consortium related conditions

17.1 All Consortium members and external experts would be required to submit Letter of Association / Memorandum of Understanding with the lead Consortium member.

18. Sealing and marking of bids

18.1 The Tenderer shall seal and mark the Bid strictly in accordance with Clause 1.

18.2 If the outer cover of the bid is not sealed and marked as required by Clause 1, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

19. Last date and receipt of bids

19.1 Bids will be received by the Purchaser at the address specified under Clause 2 (b) of Section I not later than the time and date specified in Clause 2 (c) of Section I. In the event of the specified date for the receipt of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

19.2 The Purchaser may, at its discretion, extend the last date for the receipt of bids by amending the Tender in accordance with Clause 5, in which case all rights and obligations of the Purchaser and Tenderer previously subject to the last date will thereafter be subject to the last date as extended.

20. Late bids

20.1 Any bid received by the Purchaser after the last date for receipt of bids prescribed by the Purchaser, pursuant to Clause 2(c) of Section I, will be rejected and/or returned unopened to the Tenderer.

21. Modifications and withdrawal of bids

21.1 The Tenderer may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser not later than the last date prescribed for receipt of bids.

- 21.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 1. A withdrawal notice may also be sent by e-mail but followed by a signed confirmation copy, which should be received by the Purchaser before the last date for receipt of bids.
- 21.3 No bid may be modified subsequent to the last date for receipt of bids.

22. Address for correspondence

- 22.1 The Tenderer shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by the Purchaser.

23. Contacting the Purchaser

- 23.1 No Tenderer shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 23.2 Any effort by a Tenderer to influence the Purchaser's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Tenderer's bid.

24. Opening of bids by the Purchaser

- 24.1 The Purchaser will open the Pre-Qualification Bids, in the presence of the representatives of the Tenderer who choose to attend, at the time, date and place, as mentioned in Clause 2 (d) of Section 1.
- 24.2 The Tenderer's names, modifications, bid withdrawals and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the bid opening.
- 24.4 On the basis of information furnished in the Pre-Qualification Bid, Tenderer will be evaluated. The bids of Tenderer, who do not qualify at this stage, will not be taken up for further evaluation.

25. Clarifications

- 25.1 When deemed necessary, the Purchaser may seek clarifications on any aspect from the Tenderer. However, that would not entitle the Tenderer to change or cause any change in the substance of the bid submitted or price quoted.

26. Earnest Money Deposit

- 26.1 The Tenderer shall furnish, as part of the Pre-qualification Proposal, an Earnest Money Deposit (EMD) amounting to GBP 7,000 (United Kingdom Pounds Seven Thousand Only).

- 26.2 The EMD shall be in GBP and shall be in the form of Bankers Cheque or Demand Draft payable in Delhi, India
- 26.3 Refund of EMD - The earnest money of unsuccessful Tenderer shall be refunded on request by the Tenderer after final award of contract but not before the finalization of the contract
- 26.4 The EMD lying with the Purchaser in respect of other tender/ RFP/ Expression of Interest awaiting approval or rejected or on account of contracts being completed will not be adjusted towards EMD for this RFP. The EMD may however, be taken into consideration in case RFP are re-invited
- 26.5 EMD of the successful Tenderer will be released after the Tenderer signs the final agreement and furnishes the Performance Bank Guarantee in accordance with clause 40 of Section 2 of this RFP
- 26.6 The Earnest Money will be forfeited on account of one or more of the following reasons:
- The Tenderer withdraws its Proposal during the validity period specified in RFP
 - The Tenderer does not respond to requests for clarification of its Proposal
 - The Tenderer fails to provide required information during the evaluation process
 - In case of a successful Tenderer, the said Tenderer fails to sign the Agreement in time; or furnish Performance Bank Guarantee

27. Preliminary examination

- 27.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 27.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Tenderer does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 27.3 A bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.
- 27.4 The Purchaser may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer at its sole discretion without assigning any reason whatsoever.

28. Post Technical Short-listing

- 28.1 The Purchaser will determine to its satisfaction whether the Tenderer selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the Contract.
- 28.2 This determination will take into account the Tenderer's technical capabilities. It will be based upon an examination of the documentary evidence submitted by the Tenderer as a part of the bid as well as such other information as the Purchaser deems necessary and appropriate.
- 28.3 An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's bid, in which event; the Purchaser will proceed to the next best evaluated bid to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

29. Criteria for evaluation of bids

- 29.1 To meet the Purchaser's requirements, as spelt out in the Tender, the selected Tenderer must have the requisite experience in providing services in the relevant fields specified for the entire period of the contract.
- 29.2 The evaluation process of the bid proposed to be adopted by the Purchaser is indicated in Clauses 29 to 31. The purpose of Clauses 29 to 31 is only to provide the Tenderer an idea of the evaluation process that the Purchaser may adopt. The Purchaser reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Tenderer of any such change.
- 29.3 At any time during the process of evaluation the Purchaser may seek specific clarifications from any or all Tenderer.
- 29.4 Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Tenderer. The evaluation would consist of following phases
- Phase I: Evaluation of Pre Qualification Bids
 - Phase II: Evaluation of Technical Bids
 - Phase III: Evaluation of Commercial Bids
- 29.5 It is mandatory for the Tenderer to qualify the pre-qualification criteria and obtain minimum Technical marks in each competency as decided by the Technical Evaluation Committee to be technically qualified and for being considered for opening of their Commercial Bid and evaluation thereof.

30. Phase I – Evaluation of Pre Qualification Bids

- 30.1 Tenderer shall have to enclose documentary evidence in support of following mentioned Pre-Qualification Eligibility Criteria. In the absence of such supporting documents as detailed below and in Clause 7 the bid will be rejected summarily. The technical bid will be evaluated only for the Tenderers qualifying the pre-qualification conditions.
- 30.2 Prequalification bids will be opened as per the schedule stipulated by the Purchaser in Clause 2 of Section I.
- 30.3 Eligibility Criteria

S. No.	Eligibility Criteria	Supporting Documents Required
4.1	The Tenderer should have been in the business of providing turn key event management for at least 10 years and at least 75% of its turnover in FY 2007 – 08 should be from offering Event Management Services	<ul style="list-style-type: none"> ▪ Copy of letter of incorporation ▪ Self Certification providing details of key assignments handled by the Tenderer in each of the last 10 years ▪ Certificate from Auditors providing break-up of revenue from Event Management Services to overall revenue
4.2	The Tenderer should have a turnover of at least INR 30 million (or equivalent) in each of the last 3 years i.e. FY 2005 – 06, FY 2006 – 07 and FY 2007 – 08	<ul style="list-style-type: none"> ▪ Certificate from Auditors stating turnover of the Tenderer for last 3 financial years i.e. FY2005 – 06, FY2006-07 and FY 2007-08 or Balance sheet for last 3 years i.e.

S. No.	Eligibility Criteria	Supporting Documents Required
		FY2005 – 06, FY2006-07 and FY 2007-08
4.3	The Tenderer should, either on its own or through an alliance partner, have an offices in London or the United Kingdom that can deliver turn key event management solutions	<ul style="list-style-type: none"> ▪ Details of operations in London/UK with years of operations ▪ Resumes of key office bearers/Full time staff at the London/UK office ▪ Declaration by authorised signatory(s) confirming ability to provide turn key Event Management Services in accordance with the scope of work detailed in this document ▪ Details of assignments handled where services of this office(s) were utilized ▪ In case of alliance with another Company, details of the alliance
4.4	Experience of delivering at least 2 turn key events, festivals, arts related projects, in the city of London where the scope included obtaining necessary approvals from Government agencies, and the fees paid for each assignment was more than GBP 170,000	<ul style="list-style-type: none"> ▪ Copy of signed contract and completion certificate for each of the 2 engagements

30.4 After the evaluation is completed, the Purchaser shall notify Tenderers whose Bids did not meet the Pre Qualification Eligibility Criteria or Tenderers whose Pre Qualification Bids were considered non-responsive to the RFP requirements, indicating that their Technical and Commercial Bids will be returned unopened after completion of the selection process. The Purchaser shall simultaneously notify, in writing Tenderers whose Pre Qualification Bids met the above Eligibility Criteria.

31. Phase II – Evaluation of technical bids

31.1 After phase I evaluation, only qualified bidders will qualify for further evaluations of Technical bid (Phase 2).A detailed analysis will be subsequently carried out by the Purchaser. The Second phase has two parts, as follows:

31.2 Part I

In this part, the technical bid will be reviewed for compliance of the bids with the necessary technical requirements and Scope of Work of this Tender.

31.3 Part 2

In this part, the technical bid will be analyzed and evaluated based on specific experience of the Tenderer, competence of key personnel, adequacy of the proposed approach and methodology and understanding the requirements of the Organising Committee and prior experience as per the following matrix:

Bid Component	Weightage in Technical Score
Understanding of the requirements of the Organising Committee and proposed Theme of the Event	150
Project Team and experience of personnel deployed	250
Prior experience of the Tenderer in providing turn key event management services in London	400
Prior experience of the Tenderer in Event Management Services	200

31.4 Analysis of Technical bid

In this part, the technical bid of qualified Tenderers will be analyzed and evaluated and the technical bid marks (Stm) shall be assigned to each shortlisted Tenderer's bid on the basis of following above evaluation matrix

31.5 The Purchaser shall evaluate and rank the Technical Bid on the basis of Bid's responsiveness to the scope using the evaluation criteria and score system specified above under 30.3. Each Technical Bid will receive a technical score. A Bid shall be rejected if it does not achieve the minimum technical mark of 750 from the maximum of 1,000 points.

31.6 The bids of Tenderers who have cleared the Pre Qualification shall be ranked on the basis of the Technical bid marks (Stm) and the Tenderer having the maximum marks shall be declared the "Technically Superior (T1)" for the purpose of next stages of evaluation.

31.7 After the technical evaluation is completed, the Purchaser shall notify Tenderers whose Bids did not meet the minimum qualifying technical mark or Tenderers whose Technical Bids were considered non-responsive to the RFP requirements, indicating that their Commercial Bids will be returned unopened after completion of the selection process. The Purchaser shall simultaneously notify, in writing Tenderers whose Technical Bids received a mark of 750 or higher, indicating the date, time, and location for opening of Commercial Bids. (Tenders' attendance at the opening of Commercial Bids is optional).

32. Phase III – Evaluation of commercial bids

32.1 Public Opening of Commercial Bids - At the public opening of Commercial Bids, Tenderers' representatives who choose to attend will sign an Attendance Sheet.

- (i) The mark of each Technical Bid that met the minimum mark of 750 will be read out aloud.
- (ii) Each Commercial Bid will be inspected to confirm that it has remained sealed and unopened.
- (iii) The Purchaser's representative will open each Commercial Bid. Such representative will read out aloud the name of the Tenderer and the total price shown in the Tenderer's Commercial Bid. This information will be recorded in writing by the Purchaser's representative.
- (iv) The Purchaser's representative will provide attendees with details of the applicable currency exchange rate(s) which will be used to compute GBP (United Kingdom Pound) equivalents during evaluation of Commercial Bids. The source for determining the exchange rates will be as per Clause 9.1 of Section II.

- 32.2 The detailed contents of each Commercial Bid will be subsequently reviewed by the Purchaser. During the examination of Commercial Bids, the Purchaser's staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any Tenderer who has submitted a Commercial Bid.
- 32.3 Commercial Bids will be reviewed to ensure that the figures provided therein are consistent with the details of the corresponding Technical Proposal (e.g. personnel schedule inputs, number and duration of field trips, applicable per diems, etc.).
- 32.4 The commercial terms in each Commercial Bid will be checked for compliance with the requirements set forth in this RFP.
- 32.5 Commercial Bids will be checked for computational errors or material omissions, and prices will be corrected and adjusted as necessary. For the purpose of evaluation only, in the case of material omissions, the cost of the relevant Commercial Bid will be increased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Commercial Bids.
- 32.6 The evaluated total price (ETP) for each Commercial Bid will be determined. The ETP for each Commercial Bid will be converted into Indian Rupees using the exchange rates laid out in Clause 9.1 of Section 2 of this RFP.
- 32.7 If a discount has been offered in any Commercial Bid, such discount will be applied pro-rata against each currency cost item. The Purchaser reserves the right to reject, at its sole discretion, any or all evaluated Commercial Bids and if necessary, call for submission of new Commercial Bids.
- 32.8 In order to allow comparison on a common basis, each Commercial Bid will be carefully scrutinized in accordance with the procedure outlined in Clauses 31.2 to 31.7 and ETP in Indian Rupees will be determined. The score for each Commercial Bid is inversely proportional to its ETP and will be computed as follows:

$$S_f = 1,000 \times F_m/F$$

where:

S_f is the financial score of the Commercial Bid being evaluated

F_m is the ETP of the lowest priced Commercial Bid

F is the ETP of the Commercial Bid under consideration

The lowest evaluated Commercial Bid will receive the maximum score of 1,000 marks.

33. Phase III – Declaration of successful bidder

- 33.1 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weight of 0.60 (or 60 percent) and 0.40 (or 40 percent) respectively to the technical and financial score of each evaluated qualifying Technical and Commercial Bids and then computing the relevant combined total score for each Tenderer. After such final ranking, the first-ranked Tenderer will be invited for contract negotiations.
- 33.2 Negotiations will be held between the Purchaser and the first ranked Tenderer. Normally, such negotiations will commence not less than 7 days after issuance of the Purchaser's invitation to attend the negotiations. The invited Tenderer will, as a pre-requisite for attendance at the negotiations, confirm availability of all nominated experts and satisfy such other pre-negotiation requirements as the Purchaser may specify. Failure in satisfaction of such requirements may result in the Purchaser proceeding to negotiate with the next-ranked Tenderer. Representatives conducting

negotiations on behalf of the Tenderer must have written authority to negotiate technical, financial, and other terms and conclude a legally binding agreement.

- 33.3 The technical negotiations cover review of the Tenderer's Technical Proposal, including the proposed technical approach and methodology, staffing schedule, organizational arrangements, and any suggestions made by the Tenderer or the Purchaser to improve the implementation of the assignment. Negotiations will not result in substantial modifications to either the Tenderer's Technical Bid or the Scope.
- 33.4 The financial negotiations will generally fine-tune duration and rates of experts' inputs and quantities of out-of-pocket expenditure items may be increased or decreased from the relevant amounts shown or agreed otherwise, in the Financial Bid.
- 33.5 The Purchaser shall prepare minutes of the negotiations, which will be signed by the Purchaser and the Tenderer.
- 32.6 If contract negotiations fail for any reason, the Purchaser will commence negotiations with the next ranked consultant.
- 33.7 Information relating to evaluation of Bids and recommendations concerning contract award shall not be disclosed to Tenderers who submitted Bids or to other persons not officially concerned with the recruitment process until the winning firm has been notified and contract awarded.
- 33.8 After completion of negotiations, the Purchaser shall award the contract to the selected Tenderer and promptly notify the other Tenderers who submitted Bids that they were unsuccessful. The Purchaser will return the unopened Commercial Bids to the unsuccessful Tenderers.

34. Right to vary scope of contract at the time of award

- 34.1 The Purchaser may at any time, by a written order given to the Tenderer, make changes within the general scope of the Contract.
- 34.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Tenderer for adjustment under this Clause must be asserted within thirty (30) days from the date of the Tenderer's receipt of the Purchaser's changed order.

35. Right to accept any bid and reject any or all bids

- 35.1 The Purchaser reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action

36. Notification of award

- 36.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Tenderer by e-mail or in writing, by registered letter that its bid has been accepted.
- 36.2 The notification of award will constitute the formation of the Contract.

37. Signing of contract

- 37.1 At the same time as the Purchaser notifies the successful Tenderer that its bid has been accepted, the Purchaser will send the Tenderer the Contract Form, incorporating all agreements between the parties.
- 37.2 Within 10 days of receipt of the Contract Form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser.

38. Confidentiality of the document

- 38.1 This Tender is confidential and the Tenderer is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

39. Rejection criteria

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

39.1 Pre-Qualification

- Incomplete bids that do not contain supporting documents to support fulfillment of the defined eligibility criteria
- Bids providing information that are found to be incorrect / misleading at any stage / time during the Tendering Process
- Bid containing commercial details

39.2 Technical

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Tenderer
- Bids providing information that are found to be incorrect / misleading at any stage / time during the Tendering Process
- Technical Bid containing commercial details
- Bids that reveal prices in any form or by any reason before opening the Commercial Bid

39.3 Commercial

- Bids not submitted in Three Bid systems in three separate envelopes
- Bids in which the total lump sum price quoted by the Tenderer is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids which do not conform to Purchaser's price bid format
- Bids in respect to which the Tenderer does not accept the purchaser's rectification of arithmetic discrepancies, if any, in the commercial bid

39.4 Other

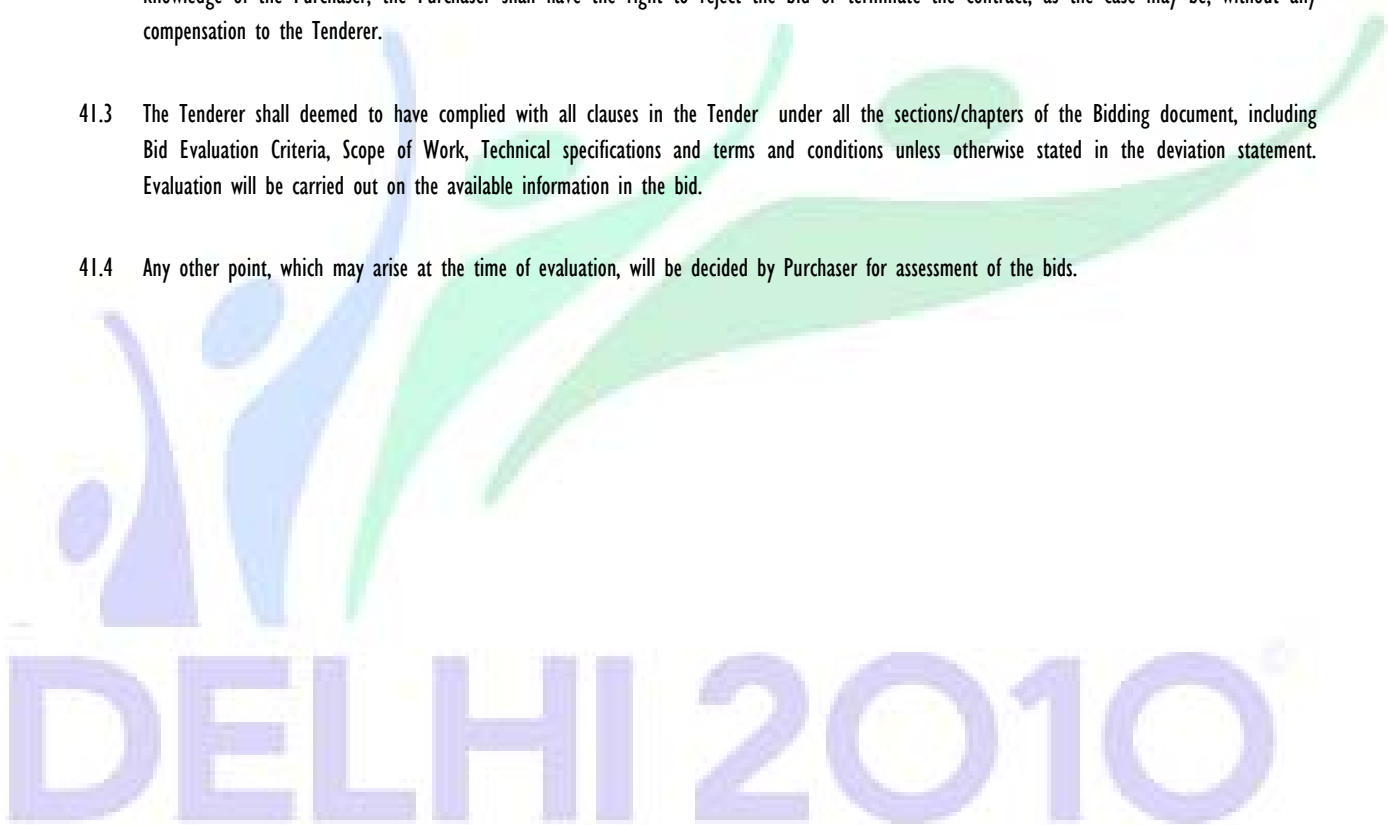
- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender
- Bids in which the Tenderer seeks to influence the Purchaser's bid evaluation, bid comparison or contract award decisions
- Multiple bids received from the same firm; in which case all such bids would be rejected

40. Performance Bank Guarantee

- 40.1 Within 7 days of notifying the acceptance of proposal for the award of contract, the selected Tenderer shall furnish a Performance Bank Guarantee, amounting to GBP 35,000 (United Kingdom Pounds Thirty Five Thousand Only) for the entire contract period as its commitment to perform services under the contract.
- 40.2 Failure to comply with the requirements of scope of work specified in this RFP shall constitute sufficient grounds for the forfeiture of the Performance Bank Guarantee
- 40.3 The Performance Bank Guarantee shall be released immediately after completion of the contract in all respects and provided further that there is no breach of the contract on the part of the selected Tenderer
- 40.4 No interest will be paid on the Performance Bank Guarantee

41. General

- 41.1 Tenderer shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.
- 41.2 If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge of the Purchaser, the Purchaser shall have the right to reject the bid or terminate the contract, as the case may be, without any compensation to the Tenderer.
- 41.3 The Tenderer shall deemed to have complied with all clauses in the Tender under all the sections/chapters of the Bidding document, including Bid Evaluation Criteria, Scope of Work, Technical specifications and terms and conditions unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- 41.4 Any other point, which may arise at the time of evaluation, will be decided by Purchaser for assessment of the bids.



DELHI 2010



Request for proposal for appointment of Event Management Agency for the Launch Ceremony of the Queen's Baton Relay at Buckingham Palace, London

Section III – Contents of the Bid

**ORGANISING COMMITTEE
COMMONWEALTH GAMES 2010 DELHI**

DELHI 2010

Table Of Contents

1.	FORM A — KEY ASSIGNMENTS HELD IN LAST 10 YEARS	- 3 -
2.	FORM B — RESUME OF KEY OFFICE BEARERS.....	- 4 -
3.	FORM 1 TENDERER PROFILE.....	- 5 -
4.	FORM 2 PROJECT TEAM AND EXPERIENCE OF PERSONNEL DEPLOYED.....	- 5 -
5.	FORM 3 APPROACH & METHODOLOGY.....	- 7 -
6.	FORM 4 PRIOR EXPERIENCE OF THE TENDERER IN EVENT MANAGEMENT IN LONDON	- 8 -
7.	FORM 5 PRIOR EXPERIENCE OF THE TENDERER IN EVENT MANAGEMENT	- 9 -
8.	FORM 6 COMMERCIAL BID.....	- 10 -



Tenders are requested to follow the format provided for each of the Forms mentioned in this Section. Further the Tenderer needs to ensure that all information requested is provided. Non-compliance the these conditions could lead to disqualification of bids

I. Form A – Key assignments held in last 10 years

Provide Summary of key assignments held in the last 10 years demonstrating relevant experience in the following format:

Name of Event		
1	Name of the Event Management Firm	
2	Name of the Client	
3	Services rendered	
4	City, Country and Year where event held	
5	Was the event held in London or United Kingdom	Yes /No (if Yes, mention the city)
6	Did the scope include obtaining necessary approvals from local Government agencies	Yes / No (if Yes, list the agencies)
7	Names of key personnel involved in the project	
8	Brief Description of services provided (not more than 200 words)	

DELHI 2010

2. Form B – Resume of key office bearers

Provide resumes of key office bearers/Full time staff at the London/UK office in the following format:

Full Name of the Staff	
1	Employer's name and address
2	Employed since
3	Date of birth & Nationality
4	Employment history
5	Experience that is relevant for this project
6	Key areas of expertise

DELHI 2010

3. Form 1 Tenderer Profile

Please provide with the following information / documents.

Company Information

- a. Name of Tenderer
- b. Address of Tenderer

Contact Person

- a. Name
- b. Designation
- c. Email ID
- d. Telephone (with ISD/STD Code)
- e. Fax no (with ISD/STD Code)

Consortium Details¹

- a. Name of Consortium Members
- b. Address of Consortium Members

Financial Statement

Please provide with audited statement / certificate from Auditor of the Prime Tender and all Consortium members stating the turnover of the company for last 3 financial years i.e. FY2005 – 06, FY2006-07 and FY 2007-08

Registration Certificate / Certificate of Incorporation

Please provide with Registration Certificate / Certificate of Incorporation. These Certificates need to be provide for both the Prime Tenderer and each of the Consortium Members

4. Form 2 Project Team and experience of personnel Deployed

¹ For each of the Consortium Members please provide with a letter of Understanding / Association with the Prime Tenderer

- a. In this section, the Tenderer is required to provide details of the key personnel² (who are proposed to be deployed on Project) in the format given below
- b. Please also provide the details of the proposed Team structure (CVs of all team members mentioned in the team structure should be included)


Full Name of the Person		
1	Name of Current Employer	
2	Proposed Role in the Project	
3	Whether the service would be available full time for the project	Yes/No
3	Date of birth & Nationality	
4	Education Details	<input type="checkbox"/> [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]
5	Countries of work experience	[List countries where staff has worked in the last ten years]
6	Languages known and proficiency	<input type="checkbox"/> [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
7	Employment record	[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment.] <input type="checkbox"/> _____ From [Year]: To [Year]: <input type="checkbox"/> Employer: <input type="checkbox"/> Positions held:
8	Detailed task assigned for the project	<input type="checkbox"/> [List all tasks to be performed under this Assignment/job]
9	Work undertaken that best illustrates capability to handle	<input type="checkbox"/> Name of Assignment/job or project: <input type="checkbox"/> Year: <input type="checkbox"/> Location: <input type="checkbox"/> Employer: <input type="checkbox"/> Main project features: <input type="checkbox"/> Positions held: <input type="checkbox"/> Activities performed: [Among the Assignment/jobs in which the staff has been involved, indicate the information for those Assignment/jobs]

² For each external expert on the Team of the Tenderer, who is not an employee of the Prime Tenderer or the Consortium Member a letter of association is required from the expert, in the absence of which the profile of the expert shall not be considered for evaluation purpose

		that best illustrate staff capability to handle the tasks listed under point 8.]
10	Certification	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.
11	Signature	[Signature of staff member or authorized representative of the staff]
12	Date & Place	

5. Form 3 Approach & Methodology

In this section the Tenderer is expected to showcase understanding of the requirements of the Organising Committee Commonwealth Games and the Tenderer's proposed Approach & Methodology including the theme for the event




DELHI 2010

6. Form 4 Prior Experience of the Tenderer in Event Management in London

In this section the Tenderer is expected to showcase experience and credentials in providing turn key Event Management services for events in the city of London, United Kingdom

Project Name:	Country:
Project Location within Country	Name of Client:
Date and Year of assignment:	Approximate Value of services provided:
Was this event held in the city of London, UK	Yes/ No
Did the scope included obtaining necessary approvals from local Government agencies	Yes / No (if Yes, list the agencies)
Name of Associated Firm(s), if any:	
Detailed narrative description of the event:	
Detailed description of actual services provided by your firm:	
Name of the Firm:	



DELHI 2010

7. Form 5 Prior Experience of the Tenderer in Event Management

In this section the Tenderer is expected to showcase experience and credentials in providing turn key Event Management services relevant to the scope of this assignment

Project Name:	Country:
Project Location within Country	Name of Client:
Date and Year of assignment:	Approximate Value of services provided:
Did the scope include obtaining necessary approvals from local Government agencies	Yes / No (if Yes, list the agencies)
Name of Associated Firm(s), if any:	
Detailed narrative description of the event:	
Detailed description of actual services provided by your firm:	
Name of the Firm:	

8. Form 6 Commercial Bid

1. Tenderers are required to provide an all inclusive lump sum fee quote for this engagement based on the Scope of Work mentioned in Section IV. Please note this engagement is a lump-sum fee engagement for delivering the work mentioned in Scope of Services and there should be no disclaimers restricting any commitment to the Organising Committee. Tenderers are requested to understand the scope of work in detail and make their own assessment of the effort required to successfully deliver turn key event management services for the Launch Ceremony of the Queen's Baton Relay in the first week of November 2009 at Buckingham Palace, London
2. Tenderer should provide all prices as per the prescribed format under this Form. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
3. All the prices (even for taxes) are to be entered in Indian Rupees and GBP ONLY (%age values are not allowed). Conversion rate of 1GBP = INR 75.00 shall be used for the purpose of evaluation of bids. This conversion rate shall be used for the purpose of evaluation of bids only and shall have no implication or validity with respect to payments to be made to the Consultant, which shall be made at the prevailing rates.
4. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
5. The final Commercial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including Service Tax, Withholding Tax etc.
6. Purchaser shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.



Commercial Bid Summary

S. No	Description	Value in GBP	Value in INR (GBP 1 = INR 75)
1	Professional fees		
2	Out of pocket expenses		
	Taxes on Professional fees		
3	a. _____ Tax @ _____ %		
	b. _____ Tax @ _____ %		
	Taxes on Out of pocket expenses		
4	a. _____ Tax @ _____ %		
	b. _____ Tax @ _____ %		
5	Miscellaneous Expenses 1		
	Miscellaneous Expenses 2		
	Miscellaneous Expenses 3		
	Miscellaneous Expenses 4		
6	Taxes on Miscellaneous Expenses		
	_____ Tax @ _____ % _____ Tax @ _____ %		
	Total Commercial Bid (In Figures)		
	Total Commercial Bid (In Words)		

DELHI 2010



Request for proposal for appointment of Event Management Agency for the Launch Ceremony of the Queen's Baton Relay at Buckingham Palace, London

Section IV – Scope of Work

**ORGANISING COMMITTEE
COMMONWEALTH GAMES 2010 DELHI**



Table of Contents

1. Introduction	2
2. Event brief	4
3. Summary of equipment & services	6
4. Milestones	10
5. Alternative proposals	11
6. Conclusion	12





Delhi 2010 Organising Committee Commonwealth Games is seeking to appoint an events production company to manage and organise all aspects of the launch ceremony. The successful Tenderer will need to coordinate, implement and stage this event in partnership with Buckingham Palace and other key stakeholders in consultation with the Delhi 2010 Organising Committee.

This Scope of Works is set out in 6 parts:

1. Introduction
2. Event Brief
3. Summary of Equipment and Services
 - 3.1 Description of Services
 - 3.2 Goods/Services to be provided by Tenderer
 - 3.3 Goods/Services to be provided by Delhi 2010
 - 3.4 Working with Third Parties
4. Milestones
5. Alternative Proposals
6. Conclusion

I. Introduction

Background

The XIX Commonwealth Games will take place in Delhi India from 3rd – 14th October 2010, and will be the largest sporting event India has ever seen. 71 nations will compete at the Delhi 2010 Commonwealth Games, representing over one third of the worlds' population.

The Sports Program comprises 17 Sports (23 Disciplines) across 20 competition venues or field's of play and will involve over 6000 athletes and officials; 14 individual and 3 team sports.

Vision

Delhi 2010 shall be the best Commonwealth Games to date boasting impeccable standards of service to be provided to athletes, officials and the general public. The Games shall set up new benchmarks for other Host nations with regards to urban sustainable development by showcasing excellent infrastructure and facilities which will be used by the society and the general public for generations to come. For achieving the above objectives, the Organising Committee has a definite vision, mission and values as outlined below.

Mission

- Deliver the best ever Commonwealth Games
- Build state of the art sporting and city infrastructure for the facilitation of the Games
- Create suitable environment and opportunities for the involvement of the citizens in the Games
- To showcase the culture and heritage of India
- To project Delhi as a global destination
- To project India as an economic power
- To leave behind a lasting legacy.

Functions

The Organising Committee (OC), is a non-profit autonomous body setup for organising the Commonwealth Games 2010 in Delhi, and is registered by the Indian Olympic Association (IOA) as a Society under the Societies Registration Act, 1860. The OC comprises the following:



Chairman (Chief Executive)
OC Executive Board
OC Executive Management
Infrastructure Co-ordination Committee
OC Sub-committees
OC Secretariat

The OC has adopted a management philosophy of close interaction and collaboration with its partners, building up a committed team of capable individuals and adopting the best set of practices to deliver the most memorable Games.

Values

In fulfilling its mission, the OC shall exhibit and abide by the following values in its day to day operations:

- Sportsmanship
- Integrity
- Excellence
- Solidarity
- Diversity
- Competence
- Transparency
- Discipline

The Queen's Baton Relay

The Queen's Baton Relay has been the curtain raiser to the Commonwealth Games since the 1958 Games in Cardiff. Traditionally, the Queen's Baton ("the baton") commences its journey to the next Commonwealth Games from Buckingham when Her Majesty Queen Elizabeth II hands the baton to the next host nation staging the Games. In this instance, the Delhi 2010 Queen's Baton Relay will commence in the first week of November 2009 from Buckingham Palace. The baton contains a message from Her Majesty that is to be read at the opening ceremony which will officially open the Delhi 2010 Commonwealth Games, after having travelled throughout the Commonwealth and India for a period of 336 days.

Objectives of the relay

- Generate consistent crowd attendance along the relay route and at celebrations
- Deliver a pre-games publicity programme that generates media coverage, community awareness and support for the games by promoting sales of merchandise and tickets en route
- Stage a relay using a dynamic and innovative operating model to provide cultural, scenic, historic and sporting highlights.

Launch Ceremony – Buckingham Palace

The Delhi 2010 Commonwealth Games Organising Committee (Delhi 2010) in conjunction with the Commonwealth Games Federation will stage an event in the first week of November at Buckingham Palace, London, to celebrate the commencement of the Delhi 2010 Queen's Baton Relay.

Delhi 2010 is seeking to appoint an events production company (Tenderer) to manage and organise all aspects of the launch ceremony. The Tenderer will need to coordinate, implement and stage this event in partnership with Buckingham Palace, Security Agencies and other key stakeholders in consultation with the Delhi 2010 Organising Committee.

The ceremony should be both visually and technically sound, imaginative and one that reflects the heritage, diversity and cultural richness of the Commonwealth and promote India as the host Nation for the XIX Commonwealth Games.

The Tenderer should be aware of local restrictions and not include those types of activities in their proposed event theme if the Tenderer is not confident of securing the appropriate permits and approvals in the required timelines.



Objectives of the Launch

- Create and produce an imaginative and technically sound launch ceremony for the Queen's Baton Relay at Buckingham Palace
- Produce and design a cultural performance of approx 30 minutes to showcase the rich and diverse culture of India, its heritage and contemporary thought
- Provide a 20-30 minute formal launch ceremony on the forecourt of Buckingham Palace, involving Her Majesty The Queen Elizabeth II and other senior dignitaries
- Promote The Queen's Baton Relay and the XIX Commonwealth Games to be held in Delhi 2010
- To generate excitement internationally and build awareness for the Delhi 2010 Commonwealth Games
- To raise awareness amongst the international and local media and the 'Commonwealth community' of the relay and its pending arrival in Delhi
- To acknowledge the considerable contribution and support of key partners and stakeholders
- To attract traffic to the Delhi 2010 Commonwealth Games website.
- To ensure all necessary security concerns are addressed with the appropriate authorities

Stakeholders

- The Royal Family
- VIP's
- Spectators
- Rights Holders and Broadcasters
- Queen's Baton Relay Sponsors
- Commonwealth Games Federation
- Organising Committee Commonwealth Games 2010, Delhi
- Ministry of External Affairs, Indian Government
- Business Club of India
- Indian High Commission
- Ministry of Tourism, Indian Government
- Government of National Capital Territory of Delhi

2. Event brief

Delhi 2010 will be responsible for event management and event publicity with support from the appointed Tenderer and the Commonwealth Games Federation (CGF). The CGF will be responsible for Buckingham Palace relations with support from the appointed Tenderer and Delhi 2010 as directed.

Delhi 2010 will liaise with the appointed Tenderer to create themes and creative concepts for the launch and any associated celebrations and activities, to ensure they are integrated with relay and games themes and messages.

The relay celebrations for the Buckingham Palace Launch may comprise of the following events:

- A 20 - 30 minute cultural performance to showcase India to be held at Buckingham Palace Forecourt
- A 30 minute formal launch ceremony at Buckingham Palace Forecourt

For the purpose of finalising the content and quality of presentation, bidders may target to deliver the ceremony as per advertised scope of work at an approximate amount of GBP 200,000/-. Competitiveness on quality and price will be considered as key factors for making its selection by the OC.

The 30 minute formal launch ceremony is a set program where Her Majesty places her message into the baton and announces the start of the relay. Detailed below for the reference of the Tenderer are the formal cues for the Manchester 2002 and Melbourne 2006 Queen's Baton Relays

Melbourne 2006 – Formal Ceremony Run of Events

- MC welcomed/announced the Governor General to Palace Forecourt and onto stage
- MC explained the ceremony about to be carried out for the attendees/media



- Governor General presented the baton to Melbourne 2006 Chairman
- Melbourne 2006 Chairman then presented the baton to Commonwealth Games Federation President
- Commonwealth Games Federation President placed the baton in the ceremonial stand on stage
- MC thanked the Governor General, M2006 Chairman Commonwealth Games Federation President and invited The Queen to officially transfer her message to the Commonwealth to the baton
- Her Majesty pressed the 'send' button which transferred the message to microchip
- A video screen displayed a short burst of video depicting the technical process occurring
- Her Majesty then placed the baton cover on the baton, thus activating its operating systems
- Triggered into life by this action, the video screens display a short video depicting the technical process occurring inside the baton culminating in a representation of the baton's pulsing light display which in turn mirrored the actual light display being emitted by the baton
- Batonbearer one (1) stepped forward onto the stage
- Her Majesty took the baton from its stand and officially announced that the Queen's Baton Relay had commenced
- Her Majesty handed the baton to Batonbearer 1
- The imagery on the screens switched to relay images from the baton camera and also depicted the GPS operating system.
- Batonbearer one (1) turned to face the audience/cameras and held the baton aloft. The baton was then passed to Batonbearer two (2) to hold aloft, then handed the baton back to Batonbearer one (1)
- The images on the screen switched to the baton's camera view
- Children line up with flags held aloft to form an avenue of honour
- Both runners walked down the steps and through the children towards the Palace gates (accompanied by TV steady-cam)
- Mascot was in attendance
- As the Batonbearers reached the gates they handed the baton onto Batonbearer three (3) & four (4)
- Children closest to the palace gates walked up along the avenue of flags in sequence and assembled in front of the stage where they are presented to the Queen
- The Queen and Duke of Edinburgh were escorted by Commonwealth Games Federation President and Commonwealth Games Chairman to meet a number of the school children
- The Children moved to fan out along the arc of the taxis they then presented the flags to the audience and got into the taxis to depart
- Queen's party return to the Kings Door

Manchester 2002 – Formal Ceremony Run of Events

- MC welcomed everyone to and introduced the key elements, Army, Kids, Opera Babes, UCOS, runners, escorts and baton
- dignitaries escorted to stage Commonwealth Games Federation President, Commonwealth Games Chairman and Batonbearer one (1)
- H.M. and Prince Edward appeared and made their way to stage
- Procession arrived at Palace. Flags lined up either side of stage, band lined up in front of flags. Children waited behind flags
- Forecourt entertainment began with UCOS singing Commonwealth song (4 mins)
- To music Children burst from behind stage and formed '50' to HM Queen. Children separated and reformed 50 to crowd and aerial shot
- Opera Babes commenced singing of 'Ode to Joy' (3 mins 40 secs)
- Baton handover ceremony began...Child passed baton to Commonwealth Games Federation President who passed it to H.M. who held it whilst Commonwealth Games Chairman inserted the message and activated the baton. Baton was then passed to Batonbearer one (1) by The Queen. As athlete received baton and turned to face crowd, children broke from "50" and were joined by more to form "2002" facing crowd
- Batonbearer descended stairs and was escorted through the centre of the "2002" to 2nd group
- Baton handed over to 2nd group.
- On climax of "Ode to Joy" 2nd group headed out of Palace centre gates with a balloon release and pyrotechnics from Palace roof. Flag bearers peeled out from their position and followed runners through the gates
- 2nd group handed over baton to 3rd group outside the gates of the Palace and held position for photo shot
- 3rd group head past QVM where they are followed by Bollywood singers and Indian dancers, the 72 flags and at the rear African prayer chanters. The street entertainers joined the group and interplayed with the public
- 3rd group handed baton to 4th group on the Mall at Trafalgar Square Road and held position for photo shot
- 4th group headed off down the mall followed by a full carnival procession and handed baton to 5th group. Photo shot. Group continue to Admiralty Arch where relay ceased

3. Summary of equipment & services

3.1 Description of Services

The appointed Tenderer will be responsible for the planning, implementation and staging of the Delhi 2010 Queen's Baton Relay launch ceremony at Buckingham Palace in consultation with Delhi 2010 and the CGF. These services include without limitation:

- Project management and pre-production planning
- On site project management including:
 - Risk assessment
 - Security clearances
 - Provision of technical production
 - Stage management
- All event plans and production schedules for the following events:
 - A 20 - 30 minute cultural performance to showcase India in the forecourt of Buckingham Palace
 - A 30 minute formal launch ceremony in the forecourt of Buckingham Palace
- All approvals, consultation with relevant stakeholders, technical, security and logistical arrangements and equipment
- Ensure that all equipment, staging etc is as per the rules and regulations of the host country and adheres to health and safety requirements thereof
- All labour laws are taken into account
- All insurance as per EU laws applicable in the UK are adhered to and contracted in time
- All vat and other landed costs for consumables and display items are cleared and paid for
- Transport of Delhi 2010 Organising Committee VIP's (up to 50) from hotel to Launch Ceremony at Buckingham Palace and from Buckingham Palace to the next official function and return to hotel
- Processing of all work visas for performers where required
- Assist with supporting documentation for application of business and or tourist visas for delegates and visitors where required
- Plan, implement and manage an accreditation process for the Launch Ceremony at Buckingham Palace and access for all invited guests
- Implement and manage the invitation process for the Launch Ceremony at Buckingham Palace as per protocol requirements
- Provide a full recording of the launch in both video and photographic format which is to include some back of house and bump-in footage
- Coordinate ceremonial transport of the baton from Buckingham Palace to the following function

3.2 Goods/Services to be provided by Tenderer

As a guide, the Tenderer will be responsible for sourcing and the installation of the following types of equipment and crew to support equipment operation. The exact equipment required will be dependent on the creative concepts put forward by the Tenderer but should as a minimum take into consideration the following aspects:

Staging Equipment and Services

A raised stage area will need to be supplied and will be the central focus of the event. Items to consider in respect to the supply of the stage and supporting services should include:

- Lectern with approved branding
- Microphone on stand
- Master of Ceremonies
- Theatre style seating , if permitted by Buckingham Palace
- Up to 12 participants on stage
- The Queen's Baton and Queen's Baton stand, as provided by Delhi 2010
- Backdrop branded with Delhi 2010 Queen's Baton Relay look and any other logos pre approved by Delhi 2010, the CGF and Buckingham Palace
- Other items as determined by the creative concept
- Stage/Production manager and bump in/out crew



The provision of staging equipment and services should include a stage/production manager and the necessary support crew for bump in/out. It is important to note all staging equipment and associated services used within the grounds of Buckingham Palace will need to meet the requirements for Buckingham Palace approved contractors.

Outdoor Video Screens (number and size to be determined by creative program)

Around the provided space, a series of video screens will be required to provide vision to the public, the media and the invited guests. Some of these will be required inside the gates on the forecourt of Buckingham Palace and others outside the gates for public viewing. The video screens will be required to display the following forms of footage:

- Delhi 2010 supplied video material
- Live camera footage shot from stage and crowd

The provision of the outdoor video screens should include video screen operators and the necessary support crew for bump in/out. It is important to note all outdoor video screen equipment and associated services used within the grounds of Buckingham Palace will need to meet the requirements for Buckingham Palace approved contractors.

Audio and Lighting

Around the provided space, a series of audio speakers will be required to provide audio to the public and the media. Content will include:

- Delhi 2010 supplied soundtracks
- Music and cultural performance audio with feeds to cameras
- Speeches

Consideration should also be given to the following:

- Microphone types
 - cable
 - wireless
- Microphone stands
- Amplification
- Audio splitter for media
- Discreet theatrical lighting focused on the stage area to serve the needs of the media

The provision of the audio and lighting equipment should include audio and lighting operators and bump in/out crew. It is important to note all audio/lighting equipment and associated services used within the grounds of Buckingham Palace will need to meet the requirements for Buckingham Palace approved contractors.

Transport & Logistics

- Coach transport for the Delhi 2010 Organising Committee VIPs from the chosen hotel to the Launch Ceremony at Buckingham Palace and then to the following function (details to be finalised later) and then back to the hotel
- Ceremonial transport arrangements of the Queen's Baton from Buckingham Palace to the following formal function (to be finalised later)
- Plan, implement and manage an accreditation process for the launch at Buckingham Palace
- Plan, implement and manage an invitation process for the launch at Buckingham Palace
- Provision of any meals required at Buckingham Palace for operational staff (tea, coffee etc) or for attendees if not provided for by Buckingham Palace

Production

- Plan, implement and manage all production elements of the launch at Buckingham Palace



- Record the launch at Buckingham Palace both in video and photographic format. Video to be in High Definition (HD) format. A minimum of two (2) cameras set up linked to the microphones. One (1) fixed and one (1) steadicam or similar. Video Recording to include the cultural performance, the formal ceremony, back of house scenes, crowd elements, VIP's and coverage of all event related scenes
- Pre production plans to be submitted to Delhi 2010 Organising Committee at stage four of the milestones below for review and official approval
- All video footage to be provided to Delhi 2010 Organising Committee in digital format on Hard Drives within 24 hours of completion of event
- All digital stills to be provided to Delhi 2010 Organising Committee in digital format on Hard Drive within 24 hours of completion of event
- A five (5) minute highlights edit to be provided to Delhi 2010 Organising Committee within 14 days from completion of event with an additional two (2) days editorial changes allowed for after review by Delhi 2010 Organising Committee (not for public distribution)

Consultation:

- Necessary consultation and meetings with relevant stakeholders, including any travel requirements to and from meeting locations and meeting production costs (audio & visual, collateral material etc)
- Obtaining all necessary licences and permits required for the launch at Buckingham Palace

3.3 Goods/Services to be provided by Delhi 2010

Delhi 2010 will be responsible for the following:

- Provide direction to Tenderer on the event, including an event brief with any specific requirements
- Media relations and pre-event publicity
- Compilation of the invitation list for invitations and accreditation purposes
- Provision of look & image guidelines to be incorporated into all look & image elements for the launch e.g. backdrop, invitations, accreditation etc
- Batonbearer uniforms
- Queen's Baton Relay team logistics and operations
- The Queen's Baton and the Queen's Message
- The Queen's Baton stand
- Other equipment associated with the operation of the baton
- Arrangements associated with the travel, accommodation and meals of any celebrity Batonbearers
- Mascot costume freight
- QBR photography (in addition to the photographic services provided by the Tenderer)
- Costs of any meals provided at Buckingham Palace for Delhi 2010 operational staff of VIPs
- Provision of relay and games related factsheets for guests and media (media kits etc)
- Provision of a small gift for attendees
- Transport, accommodation and meal arrangements of the Delhi 2010 contingent to and from London for the launch.

DELHI 2010



3.4 Working with third parties

The Tenderer acknowledges that there is a possibility that it will be required to work and co-operate with possible sponsors/stakeholders and other third parties (together known as "Third Parties") for additional support and resources. The Tenderer agrees that those Third Parties may provide additional support and resources (including technological solutions/input) in relation to the supply of equipment and personnel. Those additional support and resources provided by a Third Party may be provided at no cost by that Third Party. The Tenderer agrees to work, cooperate and liaise with these parties as required by Delhi 2010 from time to time. There is also the probability that a general theme for the overall Queen's Baton Relay Launch Ceremony may need to be taken into consideration.





4. Milestones

The Tenderer must obtain the approval of Delhi 2010 **before proceeding to the next stage of development.**

**Stage one: Develop & present creative themes and concepts
(1 May 2009 – 31 May 2009)**

**Stage two: Review creative themes and concepts as per site visit and in accordance with what are permissible according to local requirements
(1 June 2009 – 30 June 2009)**

**Stage three: Approve creative themes and concepts
(1 July 2009 – 31 July 2009)**

**Stage four: Develop & present technical production
(1 August 2009 – 31 August 2009)**

**Stage five: Review technical production and operational plans
(1 September 2009 – 30 September 2009)**

**Stage six: Approve technical production
(1 October 2009 – 16 October 2009)**





5. Alternative proposals

Delhi 2010 will consider alternative proposals not in accordance to this scope of works that the Tenderer considers to be an alternative and also viable proposal. If alternatives are offered, the Tenderer is required to submit the information in the same format, as a separate proposal.





6. Conclusion

The Queen's Baton Relay will be instrumental in promoting the Delhi 2010 Commonwealth Games and will be a major catalyst for generating support on a national and international level for the games. The relay will be the vehicle to showcase the pride and enthusiasm Indians have for their natural and manmade attractions, the cultural heritage of India and the rich, vibrant and colourful soul of India. Holding aloft the most inspirational baton yet created, tens of thousands of people will carry the baton across the Commonwealth to its final destination Delhi, India. The opportunity now exists to create a spectacular and memorable event to mark the commencement of this truly epic journey.

