

**Corrigendum No. 2 to the Request for Proposal (RFP)
for the Selection of
“Event Logistics Agency” for the preparation of Venue Plans for the
35th National Games**

In response to the queries raised during the Pre-Bid meeting held on July 26, 2013 and the subsequent requests from prospective bidders for details related to the sample Venues, NGS is releasing this **Corrigendum No. 2** to the “RFP for the the Selection of Event Logistics Agency”. This document forms an integral part of the RFP document.

1. The Technical Evaluation shall be carried out as per the following criteria. Please refer **Clause No 7 (e)** in the RFP.

Sl No	Technical Evaluation Criteria	Basis of Evaluation		Marks
1	Experience Details			25
		Venue planning for a total participation of 5000 people and above, in the last 3 years	@ 5 marks per project. (maximum of 25 marks)	
2	Financial Information	Turn over should be related to Event Logistics / Event Management		10
		Average annual turnover in the past 3 financial years: Rs 1 Crore	6	
		Average annual turnover in the past 3 financial years. (Rs 1 - 2 Crores)	8	
		Average annual turnover in the past 3 financial years: Greater than Rs 2 Crores	10	
3	Sample Venue Plan Document for the selected Venue Technical Presentation	The Venue Plan Document shall be evaluated based on the overall quality of the document, judged against the scope of work and the deliverables mentioned in the RFP document. Evaluation of Technical Presentation covering the details mentioned in the sample venue plan document		65
	Grand Total			100

The following details are attached as Annexure to this document.

1. Details of Place/functions/sub spaces and other generic details to be considered in the Venues. – **Annexure 1.**
2. Generic details – **Annexure 2.**
3. Details of Jimmy George Indoor Stadium - Handball – **Annexure 3.**
4. Details of Shanthumugham Beach - Beach Handball - – **Annexure 4.**
5. Details of Jawaharlal Nehru Stadium - Archery – **Annexure 5.**
6. A document showing typical details of Doping Control Station in Sport Venues. – **Annexure 6.**
7. Hand ball Floor Plan – **Annexure 7.**
8. Archery Field of Play – **Annexure 8.**

Note: The details provided as part of this Corrigendum are not exhaustive and is provided for general guidance only. The Agency will have to make use of his own expertise and assessments for preparing the sample venue plan, considering all the details mentioned in the **RFP document** and the **Corrigendum No. 1.**

Annexure 1

Functions/Sub Functional Areas in Venues

Space / Function	Subspaces / Sub-functional areas
NSF	NSF Office & Lounge
	President & Secretary's Room/ Desks (Optional)
	DOCs Room & Competition Managers Desk
	Meeting Room (+ Appeal/ Jury Room depending on the sport)
	Toilets (M&W)
Athletes	Warm-Up Area
	Warm-Up Area Storage + Lockers
	Athletes Lounge
	Changing Rooms (M&W)
	Toilets (M&W)
Technical Officials	Officials Lounge
	Changing Rooms + Lockers (M&W)
	Toilets (M&W)
Competition	Call Area (First Call, Final Call, as required)
	Competition Management - Weigh-in Area, Equipment Checking, etc. (depending on the sport)
	Field of Play including Players Pavilion & Entry Points (FOP)
	Officiating Area (Technical Desk, Umpire seats, Video/ TSR Analysis)
	TSR (Equipment/ camera point) Scoreboard, Scoreboard Operations
	FOP Storage
Sports Presentation	Announcers Desk
	Light, Sound, AV Console

Medal Ceremony	Waiting Area for Athletes and Volunteers
	Ceremony Presentation Area
	Podium + Podium Storage
Seating (concourse marked) & Hospitality	VIP Seating - T1, Ministers, NSF, IOA, other VIPs
	Sponsor Seating
	VIP Lounge
	Toilets (M&W) for Sponsors, VIPs, etc. near VIP Lounge
	Accredited Media
	Athletes, Teams, etc./ Games Family
	Spectator / Public - Ticketed Seating
	Toilets (M&W) for Public
Medical Services	Waiting Area
	Doctors Counter
	Treatment Room/ Area
	Physiotherapist Room/ Area
Anti-doping	Waiting Area
	Antidoping Process & Sample Collection Counter
	Toilets (M&W) (that's meets the specifications of NADA)
Sponsor & "the Look"	Consolidated Games Signage's (NGOC & Sponsor)
	IOA Branding (Vertical Banners)
	NSF Branding
	NGOC Branding (Kerala 2014 National Games)
	Sponsor Signage
	Sponsor Display
	Look & Image Branding
Host	Commentators Box

Broadcasters / Broadcasting Agency	Broadcast Production Room (+ Camera Areas + Cabling)
	Broadcasters Office
Media	Photographers Pit next to FOP
	Media Services Desk
	Media Resource Centre
	Press Conference Room (Separate entry for Media & Athletes)
	Toilets (M&W) (Same for Broadcasting Crew)
Food	Food Counters - Public / Spectators
	Catering Preparation Area
Venue Management	Venue Managers Office/ Desk
	OC's / Venue Management Office + Meeting Room (Meeting. Workforce briefing, etc.)
	Sports + Information + Merchandise Counter
	Ticket Counter
	Ticket/ Accreditation Checking Counters
Venue Operations	Venue Operations - Work force Area
	Waste Clearing Area (+ Storage for Materials, Waste & Recycle Containers, etc.)
	Generator Room, related functional areas
	Workforce/ BOH Toilets (M&W)
Security	Security Control Room
	Security Screening Areas
	Security Outposts
Transportation	Transportation Desk (inside Venue)
	T1, T2 Load Zone/ Entry-Exits
	T3 - Athlete, Officials Load Zone/ Entry-Exits
	Transport Outpost in Parking Area

	Parking - T1, T2, T3, T4, NGOC vehicles, etc.
	Parking - Ambulance, Fire Force, Police
	Services Parking Loading Unloading Zone/ Entry-Exits - Catering, Cleaning, etc.
	Parking - Public / Spectators, Staff, etc. (200 Mtrs away from Venue, Main Entrance & FOP)
	Host Broadcaster/ Production Agency - OB Van

Annexure 2

Generic Details

1. ICT - Information Communication & Technology

- The DOCs Desk, Competition Managers Desk will have one desktop PC each and one printer.
- Competition Management/ Result Management of Indoor Sports and Beach Handball venues will have 2 desktop PC and one printer.
- Information Center, Transport Co-ordination Desk, Ticket Counter, Anti-Doping Station and Security Command Center will have one desktop PC/ laptop each. Anti-doping center will have a printer too.
- In Venue Management, the Venue Managers desk would have one desktop PC/ laptop and one printer.
- The Media Resource Center would have 2-3 desktop PCs, one printer and one photocopy machine.
- The above-mentioned aspects are separately covered in the scope of ICT. The Venue Logistics Agency need not include the ICT element but should include the functional set, power, etc for all those above-mentioned elements.

2. Security

- Walk-through metal detector, Electronic Wand, etc. at the Security Screening Area is separately categorized in the scope of Security. And the Venue Logistics Agency need to include only the area of screening, power and other functional elements in their presentation.

3. Transport (for sample study)

- T 1 - Personal Car with Driver; 10 parked near the venue
- T2 - On call fleet; 3 - 5 parked near the venue
- T 3 - Technical Official/ Team Buses; 4 parked near the venue
- T 4 - Shuttle Buses - None parked
- Public transport - Agencies can make a calculated assumption.

Annexure 3

Jimmy George Indoor Stadium - Handball

Regarding the competition aspects of Handball

- No Call Area is required
- The Competition & Results Management Area should also be adjacent to FOP area - towards one corner or behind officiating desk depending on space available - on the BOH side and not spectator side. Table and seating for minimum 8 people, cabling for 2 Computer, printer, etc.
- Field of Play is as per the image attached and NGS will be fully responsible for FOP elements (except Team official + reserve seating)
- Adjacent to FOP Area towards the center, we require the Officiating Area - Desk for 6 people. On either side of the Officiating Desk, we require seating for the Team officials + reserve players.
- For Handball, there is not much storage FOP required. Need to store only few balls.

Regarding Athletes Warm-up

- The warm-up area is in-built nearby. The functional elements have to be listed by the Agency.

Sports Presentation

- Is generally aligned next to the Competition Management Desk

Ceremony Presentation

- For Handball, the goal posts are moved out and the podium is put in the FOP for victory ceremony.

Sponsor and the Look

- The Spectator Side periphery of FOP can be full of runners and on sides behind the Goal post. The Officiating Desk is usually masked with the branding of the Handball Federation of India. There is no signage/ branding in front of the Team Officials+reserves desk. Other areas in the FOP area can be branded.
- Non-sponsor generic branding outside the stadium shall be quantified by the Agency.

Other Information

- Athletes for Handball - 256 Athletes (16 athletes/ team - 8 best team in men and women category). Only 2 team are playing at a time, 4 - 8 teams seated in stadium or 2 / 4 in warm-up area.
- Technical Officials - 52, out of which 35+ are on duty. Others expected to wait in lounge and take turns
- Technical Volunteer - 15, mostly doing duty full-time in FOP or NSF office.
- Expected VIP seating including IOA & NSF seating required is 50
- The Agency has to take a god estimate about the media present at the venue. The final call on the final call on the spectator seats that can be ticketed shall be provided by the Agency.

Annexure 4

Shangumugham Beach – Beach Handball

Venue

- Shangumugham beach is area listed as venue by the NGS. The exact spot in the Shangumugham area can be suggested by the agency after assessing the scope of the entire venue logistics of the sport.

FOP Beach Handball

- No Call Area is required
- Field of Play is as per the image attached and NGS will be fully responsible for FOP elements (except Team official + reserve seating)
- Time Keepers Desk = Officiating Desk - seating of 4 people
- The Competition & Results Management Area should also be adjacent to FOP area - on one side of the TimeKeepers Desk - Table and seating for minimum 8 people, cabling for 2 Computer, printer, etc..
- For Beach Handball, there is not much storage FOP required. Need to store only few balls.

Regarding Athletes Warm-up

- A warm up area will have to identified nearby, beyond the competition venue and spectator seating.

Sports Presentation

- Is generally aligned next to the Competition Management Desk

Ceremony Presentation

- For Beach Handball, the podium is put in the FOP for victory ceremony facing the spectators.

Sponsor and the Look

- The sideline on both sides can have runners - with a small gap for substitutes and goal keeper to make entry to the FOP. Runners can be placed across the goalline behind the goal post.
- We require non-sponsor generic branding outside the stadium.

Members

- Athletes for Beach Handball - 128 Athletes (8 athletes/ team - 8 best team in men and women category). Only 2 team are playing at a time, 4 - 8 teams seated in stadium or 2 / 4 in warm-up area.
- Technical Officials - 45, out of which 30+ are on duty. Others expected to wait in lounge and take turns
- Technical Volunteer - 15, mostly doing duty full-time in FOP or NSF office.
- Expected VIP seating including IOA & NSF seating required is 30
- The Agency has to take a good estimate about the media present at the venue.
- And has to give us a final call on the spectator seats that can be ticketed.

Annexure 5

Jawaharlal Nehru Stadium - Archery

Venue

- The venue identified currently for the sport of Archery is JNS, Ernakulam. However, it is too big a venue for Archery. After going through the specifics, the agency could also suggest another venue also in the City and or a site near to the CIAL Cluster.

FOP Archery

- There are 2 settings for the Archery FOP
 1. Initial Rounds
 2. Semi-Final & Finals
- The FOP is fully done as overlays - set in North South Direction in both settings. Please find attached the image with measurements. * Generally, various measurements are used for various disciplines. For National Games, we will be placing all targets at 70M.
- Judges Desk = Officiating Desk - seating of 4 people
- The Competition & Results Management Area should also be adjacent to FOP area marked as DOS in the image - Table and seating for minimum 8 people, cabling for 2 Computer, printer, etc.
- For Archery, FOP storage including storing of all the targets

1. Initial Round

- Eight targets have to be arranged at a time. The distance between the target lane have to be a minimum of 5 mtrs and accordingly the distance between targets shall be a minimum of 2.5 mtrs. Image attached for reference.
- Eight Athlete/ Team waiting Areas have to be provided as per the FOP image.
- General Seating is provided only on one side of the FOP

2. Semi-Finals & Finals

- Only 2 targets are placed in this round. Image attached for reference.
- General Seating is arranged on both sides of the FOP for semi-finals & finals.

Regarding Athletes Warm-up

- A warm up area will have to identified nearby, beyond the competition venue and spectator seating.

Sports Presentation

- Is generally aligned next to the Competition Management Desk

Ceremony Presentation

- For Archery, the podium is put in the FOP in front of the digital clock for victory ceremony.

Sponsor and the Look

- Behind the targets, there will be general "the look and image" branding. But there shall be no writing or commercial branding on it.
- The runners on the side of the general seating can have sponsors signage.
- The judges desk would be masked with the branding of Archery Federation of India
- Beyond FOP, Sponsors can have other runners / branding in the venue
- We also require non-sponsor generic branding outside the stadium.

Members

- Athletes for Beach Handball - 112 Athletes
- Technical Officials - 36, out of which 25 are on duty. Others expected to wait in lounge and take turns
- Technical Volunteer - 18, 10 on duty at a time, 8 in FOP and 2 in NSF office.
- Expected VIP seating including IOA & NSF seating required is 30
- The Agency has to take a good estimate about the media present at the venue.
- And has to give us a estimate on the spectator seats that can be ticketed.

Figure: Archery FOP



Figure: Archery FOP



Annexure 6

Details of Doping Control Station - Attached as separate pdf document

Annexure 7

Hand ball Floor Plan -Attached as separate pdf document

Annexure 8

Archery Field of Play - Attached as separate pdf document

DOPING CONTROL STATION

The Station should be situated close to the competition area if possible, close to the finishing line for athletics, triathlon, etc. Consideration should also be given to the visibility of competitors being escorted to the station and ideally they should not have to walk across the competition venue in front of spectators (on the same side as the hallway that leads to the players' room - not on the opposite side). The entry door to the Doping Control Station must be secure.

Within the doping control station three areas are required (separate if possible but segregated in so far as possible):

- Reception / Waiting area
- Processing area
- Toilet

Reception & Waiting Area

This area should be equipped with chairs, space for adequate supply of non-alcoholic drinks in unopened containers and a rubbish bin. Reading material, television or a radio are helpful to create a relaxed atmosphere in the station.

Processing Area

This area should contain table and chairs, washbasin, soap and towels. A lockable refrigerator for storage of medical samples should also be supplied.

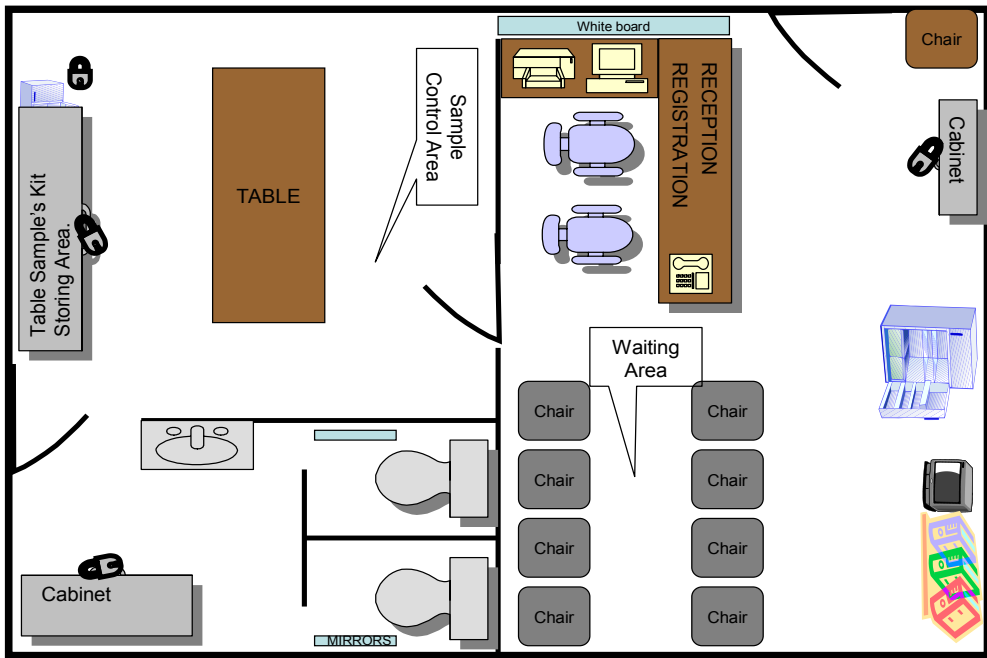
(If separate rooms are not available for waiting and administration areas a single room can be separated by a partition or screen.)

Sample Collection Area

At least one toilet (two toilets are better) is required in the sample collection area. Sufficient space is needed to accommodate the doping control officer and competitor in this area, to ensure that the doping control officer can observe the provision of the sample. Wheelchair toilets if available are ideal.

Examples of a model Doping Control Station is provided below.

(1 - Doha Asian Games by OCA; 2 - International Basketball Federation)



1. General principles

These Regulations are to define the International Handball Federation's criteria for handball floors which have to be met for the floor concerned to be provided with the IHF seal of approval.

2. Technical criteria for handball floors

2.1. The playing court

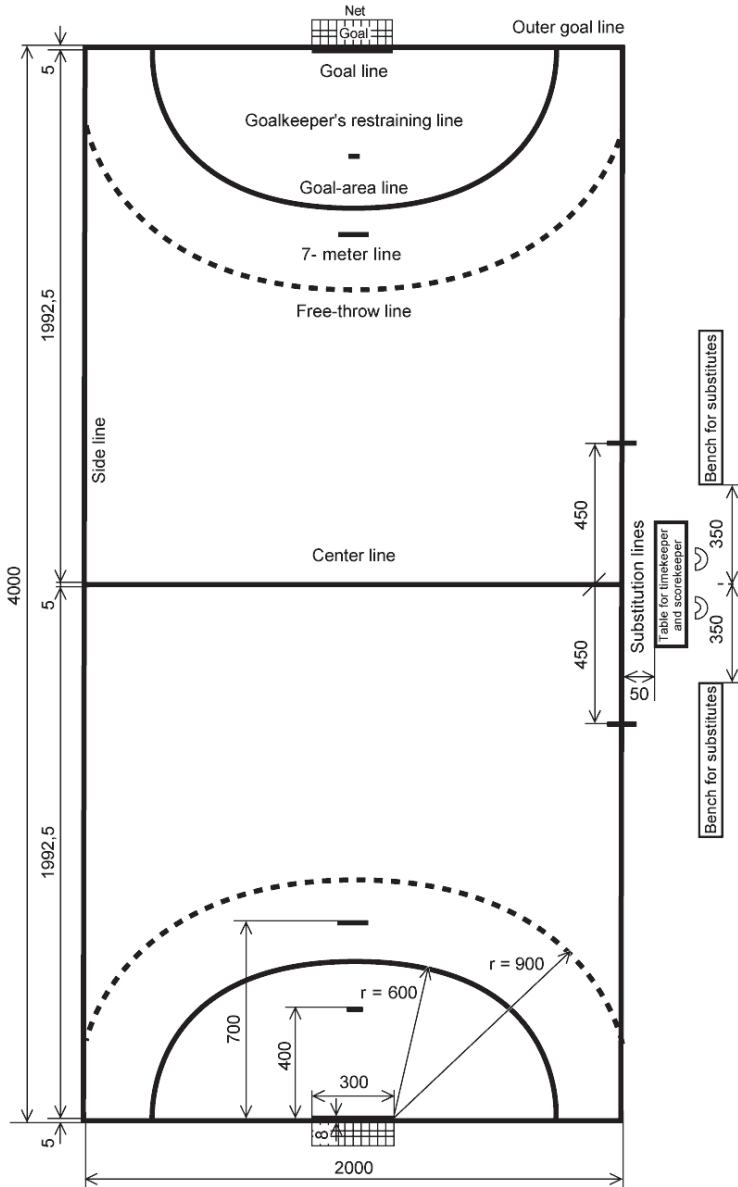
The playing court (*diagram 1*) is a 40m long and 20m wide rectangle consisting of two goal areas and a playing area. The longer boundary lines are called side lines, and the shorter ones are called goal lines (between the goalposts) or outer goal lines (on either side of the goal).

There should be a safety zone surrounding the playing court, with a width of at least 1 m along the side lines and 2m behind the goal lines.

All other technical provisions relating to play are set out in the IHF Rules of the Game (*Rule 1*).

See Diagram 1 for further technical specifications.

Diagram 1: The Playing Court



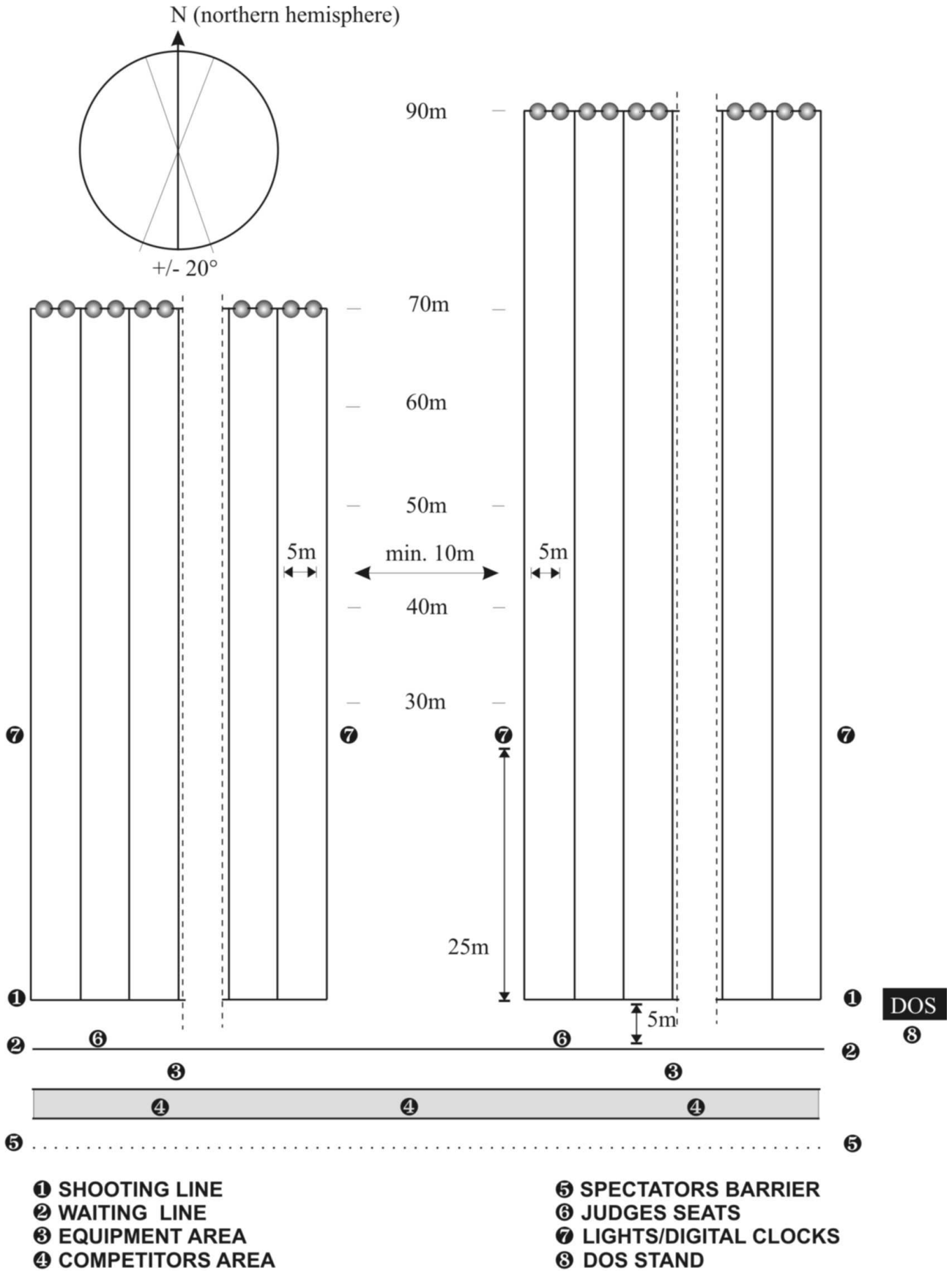


Image 2: Range Layouts