

## **REQUEST FOR PROPOSAL**

**ENGAGEMENT OF CONTRACTOR FOR  
PROVIDING ACCREDITATION SERVICES FOR  
22<sup>nd</sup> ASIAN ATHLETICS CHAMPIONSHIPS 2017  
AT KALINGA STADIUM, BHUBANESWAR, INDIA.**

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Dev Prakash Shastri Marg  
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# **1. INTRODUCTION**

## **Background**

Asian Athletics Championships, the flagship sporting event of the continent, is organized biennially with its first edition being held at Manila in 1973. Since its inception, India has twice hosted the Asian Athletics CHAMPIONSHIPS; at New Delhi (1989) and Pune (2013).

Bhubaneswar, the capital city of Odisha (India), will host the 22<sup>nd</sup> Asian Athletics Championship 2017, scheduled from 6<sup>th</sup> to 9<sup>th</sup> July 2017 at Kalinga Stadium Bhubaneswar. The Championships will have participation of athletes from 45 Asian countries competing for 42 events wherein 20 World Champions will be in action.

Bhubaneswar is proud to host the biggest ever sporting event in the state which will place Odisha in the International Sporting Map. The Mega Event will be hosted with grandeur and conforming to international standards of hospitality and excellence of sports.

**AFI**; - The Athletics Federation of India is the apex body of India in the sport of Athletics and is responsible for conducting athletics competitions in the country.

The government of Odisha has entrusted Athletics Federation of India, the responsibility to arrange procurement of Accreditation services for 22<sup>nd</sup> Asian Athletics Championships 2017 to be held in Bhubaneswar, Odisha (India).

## **SECTION "I"**

### **2. INSTRUCTIONS TO TENDERERS**

- (i) In order to familiarize themselves with the site conditions the prospective bidders, may make visits to Kalinga Stadium Bhubaneswar, Odisha – (India)
- (ii) The buyer is at liberty to accept or reject any offer without assigning any reason therefore.

### **3. Consortium**

**Keeping in view the scope of work, Consortiums / Joint Ventures are allowed.**

The members of the consortium should also individually qualify the PQ criteria for the portion of the project quoted by them. The evidence/ certificate for Pre Qualification should accompany the PQ offer. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government agency.

### **4. Documents**

- (i) The RFP document shall be available from the advertisement date till the bid due date on the website of AFI at [www.indianathletics.in](http://www.indianathletics.in)
- (ii) At any time before the submission of proposals, AFI may, for any reasons, whether at its own initiative or in response to a clarification requested by firms, modify the document by an amendment. The amendment will be notified on the website of AFI and revised documents / clarification if any, shall also be uploaded on the website.
- (iii) The self-attested photocopies of certificates etc. should accompany the PQ, Technical or commercial bid as the case maybe.

### **5. Pre-bid Meeting:**

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled to be held at AFI as per below mentioned schedule.

- i. Clarification to RFP: - the bidders may approach AFI by email or by post/ Fax etc. for any clarification to the RFP terms & conditions or Technical Specification. The last date for receipt of request for clarification is Saturday i.e. 20.05.2017.
- ii. The buyer will respond to all queries received before 24.05.2017. through the website. The buyer will not respond directly to the tenderers but all clarifications will be posted on the AFI website. The bidders are advised to frequently visit the AFI website to keep themselves abreast with the clarifications issued from time to time.
- iii. Bid processing Fees:- A non-refundable demand draft for an amount of Rs 10,000/- (Rupees Ten Thousand only) drawn in favour of Hony Secretary Athletics Federation of India being the fees for the bid should accompany the pre-qualification bid which is to be put in an Envelope "A", superscribed with words.  
  
"Pre-Qualification Bid for Accreditation" due for opening on Friday i.e. 2<sup>nd</sup> June 2017 at 15.00 hrs. "Bid" without the processing fee is liable to be rejected at the discretion of the buyer .
- iv. Earnest money/ Bid security: - An earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) should accompany the pre-qualification bid in the envelope "A" for PQ bid. The earnest money can be submitted in the form of a B.G. valid till 17/06/2017 or Demand Draft favoring the Athletics Federation of India.
- v. Performance Security:- The successful bidders will have to submit a performance guarantee equivalent to 5% of the contract value. The B.G., Demand Draft, etc. all of the above are acceptable to the buyer. B.G. should be valid till 30/07/2017.

## **6. Submission of Bid**

The bid will comprise of three envelopes as follows

Envelope "A" - Pre qualification Bid. This envelope will contain the following:

- a) Response to pre-qualification criteria given in this document .
- b) Bid processing fees.
- c) The proof of yearly turnover for past 3 years. (See Annexure "A-3" attached herewith).

- d) Bid security of Rs. 50,000 (Rupees Fifty Thousand only) in the form of a B.G. or Bank Draft drawn in favour of Hony Secretary, Athletics Federation of India, New Delhi.
- e) Annexures "A-1" to "A-3"

Envelope "B" - It should contain the technical proposal of the company with reference to the specification provided for Accreditation services. Any deviation from the tender specifications should be brought out clearly.

Envelope "B" should be super scribed with the words Technical proposal for Accreditation Services due for opening on Friday i.e. 02/06/2017 at 1500 hrs"

Envelope –"C": It should be super-scribed with the word "Commercial Bids for Accreditation Services. The envelope should contain the details of Prices item wise and commercial terms & conditions of the offer.

All the three envelopes shall be placed in an outer sealed cover super-scribed envelop with the words "Proposal for Accreditation Services for 22nd Asian athletics Championships 2017" due for Opening on Friday i.e. 02/06/2017 at 15.00 hrs. and addressed to Hony Secretary Athletics Federation of India, WZ – 72, First Floor, B.R. Complex, Todapur Main Road, Dev Prakash Shastri Marg, New Delhi -110012.

### **Place of Submission & Opening of Tenders:-**

Venue: Conference Hall, C/O AFI, WZ – 72, First Floor, B.R. Complex, Todapur Main Road, Dev Prakash Shastri Marg, New Delhi -110012.

### **7. Communications:**

All communications including the submission of Proposal should be addressed to:

**To,**  
The Hony Secretary.  
Athletics Federation of India  
WZ – 72, First Floor, B.R. Complex, Todapur Main Road,  
Dev Prakash Shastri Marg,  
New Delhi -110012

## **8. Schedule of Selection Process:**

AFI shall endeavour to adhere to the following schedule:

Sl. No.	Event Description	Date
1	Issue of Tender	17 <sup>th</sup> May 2017
2	Pre-Bid Meeting	26 <sup>th</sup> May 2017 (Friday) (15.00 hrs.)
3	Proposal submission date	2 <sup>nd</sup> June 2017 (Friday) (15.00 hrs.)
4	Opening of PQ Proposals	2 <sup>nd</sup> June 2017 (Friday) (15.30 hrs.)
5	Opening of Technical proposal	3 <sup>rd</sup> June 2017 (Saturday) (11.30 hrs.)
6	Opening of Commercial bid	5 <sup>th</sup> June 2017 (Monday) (15.00 hrs.)
7	Award of Contract	7 <sup>th</sup> June 2017 (Wednesday)

## **9. Preparation of Proposal**

- (i) Bidders are requested to submit the proposals as per the instructions given in the RFP. **The proposals, which are not submitted in the required format, are liable to be rejected by Athletics Federation of India.**
- (ii) The information required to be provided by the Bidder, i.e. the pre-Qualification, Technical and Financial Proposal, is described in Section- "3" of this document. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- (iii) The Bidders may be disqualified, if information sought in the RFP is not provided.
- (iv) Any proposals containing vague and indefinite expressions will not be considered.

### **Late Proposals**

Proposals received after the date & time stipulated in this RFP shall not be considered and shall be summarily rejected & returned to sender unopened.

### **Proposal Validity Period**

The proposals shall be valid for acceptance by Athletics Federation of India for a period of Thirty (30) days from the Bid Due Date.

## SECTION "II"

### 10. Evaluation of the Bids / Proposals

- i. The PQ Bid Proposals submitted on the time & date stipulated in this RFP shall be opened, in the presence of Bidders who choose to be present.
- ii. During PQ evaluation of proposals submitted, AFI will determine whether each proposal is responsive to the requirements of the RFP. AFI may, in its sole discretion, reject any proposal that is not responsive. A proposal shall be considered responsive only if:
  - a) Proposal prepared have been as per this RFP;
  - b) It is received by the due date stipulated in the RFP including any extension there of granted by AFI;
  - c) It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this RFP;
  - d) It contains all the information (complete in all respects) as requested in the RFP;
- iii. AFI reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the AFI in respect of such proposals. Any changes after opening of the bids which affects the vital terms & conditions or prices of the bid shall lead to rejection of the bid & forfeiture of bid security
- iv. AFI will carry out the evaluation of all offers which are prime-facie responsive in the manner stipulated in the RFP document.
- v. Offers which passes the PQ stage, will be taken up for Technical Evaluation.
- vi. AFI shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- viii. Any information contained in the Proposal shall not in any way be construed as binding on AFI, its agents, successors or assigns,



## **11. Bid Security**

- i. A Bid Security of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft drawn in favour of Athletics Federation of India and payable at any Nationalised Bank, shall be submitted by all the Bidders along with the Pre-Qualification Proposal. The bid security can also be furnished in the form of Bank Guarantee, FDR etc.
- ii. Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- iii. No interest shall be payable by AFI for the sum deposited as Bid Security.
- iv. The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

The Bid Security shall be forfeited by the AFI in the following events:

- i. If the proposal is withdrawn during the validity period or any extension thereof.
- ii. If the proposal is varied or modified in a manner not acceptable to AFI after opening of the tender and during the validity period or any extension thereof.
- iii. If the tenderer tries to influence the evaluation process.
- iv. If the tenderer withdraws its proposal.

## **12. Bid Processing Fee :**

This Fee of Rs 10,000/- (Rupees Ten Thousand only) is Non-Refundable and is payable along with the PQ bid in the form of Bank draft drawn in favour of Hony Secretary Athletics Federation of India and Payable at Delhi.

## Section “III”

### 13. Terms of Reference

#### 1. Payment Schedule:

The payment shall be released by AFI to the Contractor in the following manner:

- i. 10% payment will be made at the time of placement of LOI against a Bank Guarantee of equivalent amount valid for 30 days or as required by AFI and the receipt of performance Guarantee.
- ii. Balance 90% will be paid on satisfactory performance of the Contract duly certified by Hon'y Secretary Athletics Federation of India.

#### 2. P.Q. Proposal

The P Q should be provided with the following information, using the format for P Q proposal provided in Section-‘5’ of this RFP document: These Annexure should be placed in Envelope “A” super scribed with the words,” PQ Bid due for opening on 2<sup>nd</sup> June 2017” at 15.30 hrs.

- (i) Letter of Proposal – **Annexure A-1,**
- (ii) Particulars about the Bidder – **Annexure A-2,**
- (iii) Financial Capacity of the Bidder –**Annexure A-3,**
- (iv) Experience of Bidder in Similar Projects – **Annexure A-4**

A. Experience in providing of Accreditation services in National & International events of similar nature for last three years.

*All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.*

B. Particulars in the form of C.Vs. regarding the team leader and core team of at least 5 (Five) key personnel (who will be heading the respective domains).

All the supporting document to be placed in Envelope “A” P.Q. Bid

The Bidders must familiarize with the weather conditions prevalent in July 2017 & take adequate precautions for uninterrupted performance of the equipment without any breaks etc.

### **3. Financial / Commercial Proposal (to be put in envelope C)**

- i. In the Financial Proposal, the tenderer shall quote prices item-wise.
- ii. All costs must be expressed in Indian rupees only.

### **4. Evaluation Criteria**

#### **Evaluation of Proposals**

The RFP bids of those tenderer which would meet the minimum conditions of eligibility specified (given hereunder) will be evaluated in three stages:

#### **Pre-Qualification / Minimum Eligibility Criteria:**

- a) The Company must be rendering Accreditation services in same name and style for last five years and in those last five years, the firm should have undertaken and completed similar projects of State / National & International level of repute with a contract value of Rs. 25 Lac. (Rupees Twenty Five Lac only) or above for each project, and 50% of estimated value for at least two projects of similar nature.
- b) **Turnover criteria:** The firm should have a turnover of at least Rs. 50 Lac. (Rupees Fifty Lac only) per year in the previous Three years.

#### **Evaluation of Technical Proposal:**

The Technical evaluation shall be carried out with reference to the technical specifications indicated in this RFP. The firms should clearly bring out deviations from the specifications in order to decide the suitability of the proposal.

#### **Evaluation of Commercial Proposal:**

The Financial / Commercial proposal of those bidders shortlisted by the Technical Evaluation Committee shall be opened in the presence of the technically responsive bidders.

#### **Performance Security:**

The successful bidder shall deposit a performance security equal to 5% of the contract value in the form of Bank Guarantee / F.D. etc. or in any other form acceptable to AFI. The Bid security will be returned to the successful bidders on receipt of performance security.

## **Letter of PQ Proposal Annexure A-1 (To be placed in Envelope “A”)**

### **Letter of PQ Proposal**

To,  
The Hony Secretary.  
Athletics Federation of India  
WZ – 72, First Floor, B.R. Complex, Todapur Main Road,  
Dev Prakash Shastri Marg,  
New Delhi -110012

**Subject: “Proposal for Providing Accreditation services to the 22<sup>nd</sup> Asian Athletics Championships 2017 to be held in Bhubaneswar, Odisha (India) from 6th to 9th July 2017.**

### **Regarding PQ Proposal**

Dear Sir,

1. With reference to the RFP dated ..... for the above captioned project, and clarification issued by AFI thereof, I \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing Accreditation services for **22<sup>nd</sup> Asian Athletics Championships 2017 at Kalinga Stadium**. Bhubaneswar Odisha (India). The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to AFI any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the AFI to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, attracting imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

Business dealings have never been banned by any Government or Private body with our company

I declare that:

- 6.a I have examined and have no reservations to the RFP Documents, including any Addendum issued by the AFI.
  - 6.b I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the AFI or any other public sector enterprise or any government, Central or State; and
  - 6.c I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
  8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to AFI on the date specified upon intimation received from Athletics Federation of India.
  9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney may be enclosed).
  10. In the event our firm is selected for this above project we shall enter into a contract with AFI.
  11. The Financial / Commercial Proposal is being submitted in a separate cover. This PQ Proposal read with the Technical and Commercial Proposal shall constitute the Application which shall be binding on us.
  12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

**Power of Attorney (To be Placed in Envelope "A")**

Know all men by these presents, we,..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr Ms..... son/daughter/wife and presently residing at , who is presently with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for providing Accreditation services for 22<sup>nd</sup> Asian Athletics Championships 2017 to be held at Kalinga Stadium, Bhubaneswar including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the AFI, representing us in all matters before the AFI, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the AFI in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the AFI.

And, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY Of ....., 2017

For .....  
(Signature, name, designation and address)

Witness:  
1.  
2.

Notarisd  
Acceptd

.....  
(Signatue, name, designation and address of the Attorney)

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50 (fifty) and duly notarized by a notary public.*

## **Particulars of the Bidder**

**(To be placed in envelope A)**

### **General Information about the Firm:**

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business
- i) **Name, designation, address and phone numbers of authorized signatory of the Bidder:**
  - i) Name:
  - ii) Designation:
  - iii) Company:
  - iv) Address:
  - v) Phone No.:
  - vi) Fax No. :
  - vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of .....



**Financial Capacity of the Applicant (To be Placed in Envelope “A”)**

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2015-16	
2.	2014-15	
3.	2013-14	

**Certificate from the Statutory Auditor**

This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is

Rs.\_\_\_\_\_. (In words)

**Name of the audit firm:**

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

## **Annexure- A-4**

### **Eligible projects undertaken by the Bidder (To be placed in envelope “A”)**

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

*Applicants are advised to provide the information for only those assignments & qualifying projects of Accreditation Services.*

(i)	Assignment Name	
(iii)	Name, fax, email of the Client Representative:	
(ii)	Time when the assignment was carried out : Start Date End Date	
(iii)	Location of the Event	
(iv)	Contract Value	
(v)	Narrative Description of the Scope of work of the assignment	
(vii)	Description of Actual Services provided by your Staff	
(viii)	Status of the assignment	

### **IMPORTANT:**

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc.The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.

**B FINANCIAL PROPOSAL**

**Covering Letter**  
(on the Agency's letterhead)

To

**The Hony Secretary  
Athletics Federation of India  
B.R Complex, Todapur  
New Delhi-110012**

**Sub.: “Proposal for Providing Services of Accreditation System for 22<sup>nd</sup> Asian Athletics Championships- 2017 at Kalinga Stadium”, Bhubaneswar (India)”.**

**Regarding Financial Proposal**

Dear Sir,

I,

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enclose herewith our Financial Proposal for selection of our firm as Agency to carry out **“Proposal for Providing Services of Accreditation System for 22<sup>nd</sup> Asian Athletics Championships- 2017 at Kalinga Stadium, Bhubaneswar”**.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 60 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Designation

## **Specification of Accreditation Services (Annexures- “S”)**

# **ACCREDITATION**

## **INTRODUCTION**

### **Purpose**

AFI has an objective to provide a timely, accurate process for registering, authenticating, credential checking and badging for Games participants who will require access to the Kalinga Stadium Bhubneshwar.

This document defines the general functional requirements for the overall needs and requirements of the Accreditation System (the System). The System will be required to capture accreditation details and print the various passes required to service the 4000 plus participants of the Games.

The System will provide services for easy to use, on-line registration capabilities. The services of the Provider will include the full management of the end-to-end solution design, development, testing, installation and decommissioning of the System, in cooperation with AFI/LOC.

### **Objectives**

There are a number of key objectives and drivers identified for the System, and the solution to be implemented shall align with these in the design and implementation of the overall solution delivery.

The Provider shall ensure its approach to the project and delivery of the System will conform to the following requirements:

- Able to provide a service to facilitate easy web based access for online registration, data input, image captures, and information transfer and management.
- Be able to manage high volume batches of data input easily.
- Provide a comprehensive, modular, streamlined, flexible and scalable solution.
- Able to provide improved data access to the users of the data throughout AAC-2017.

- Meet AAC-2017 quality requirements, which focus on error reduction, and making cost savings through process improvement.
- Will require minimal customisation.
- Provide training to facilitate the understanding of the system, its data, and associated working practices.
- Able to provide ongoing support, both locally and remotely, where required.
- Will be highly secure with Hologram & Q.R. Code.
- Is delivered by a supportive and collaborative organisation.

### **Overview of Accreditation**

The Accreditation System identifies, registers and establishes the eligibility of all Games participants and issues to each, an accreditation pass which identifies the bearer and indicates the particular access to which they are entitled.

The primary objective of the Accreditation is to identify and register all persons involved in the staging of the Games, and to ensure that they are able to conduct their business in an efficient and safe manner to sites and events which they need to attend within the framework of their function.

This is achieved through the provision of the following services:

Operation of the accreditation centres,

There will be one Centrally Operated Accreditation Centre in Bhubaneswar.

### **DETAILED REQUIREMENTS**

#### **Registration Process**

##### **Planning**

- Handle persons from all countries of the Asia.
- Support data entry forms that allow screen layout design and customisation, as well as the electronic import of the data into the relevant fields.

- Support web services for online registration forms (including external online access).
- Record the correct participant status throughout each stage including, but not limited to:
  - **Registered** - when data is first input.
  - **Able to be Accredited** – when correct approvals have been sought and pass is printed.
  - **Accredited** – when the pass is validated to become “live”.
  - **Cancelled** – when eligibility ceases (system should not allow records in cancelled status to be updated).
  - **Duplicated** – merged into identical duplicate record.

The design of each on screen application for accreditation form shall be completely configurable. The customisation by the Provider of all on screen application for accreditation forms shall be included in the delivery of the System.

### **Data Gathering**

The System must capture information about individuals and

- Load and store personal details information.
- Include a comment section that records any unique information.
- Assign a unique registration number to each new record.
- Load and store role-specific details.
- Support entry of manually keyed registration data.
- Identify and handle duplicate entries.
- Produce quality control reports.
- Provide steps to check and verify input data.

### **Image capture**

The System must be able to handle the specialised data gathering process required for managing electronic images and therefore must be able to:

- Capture images electronically via appropriate hardware such as scanners and web-cams.
- Process captured images, such as cropping, resizing, rotating and basic filtering.
- Store captured images with suitable indexing tags.

- Provide tools to identify and reject sub-standard images.
- Provide rotating and basic filtering capabilities.

### **Data Management**

The System must support the capture of all data required on the accreditation forms that are defined for the event via application or import. At a minimum, the System must capture the following data:

- Personal information:
  - name (first name, last name, middle name)
  - country of birth
  - parent's names (first name, last name, middle name)
  - birth date, gender, address (home, work)
  - email address
  - phone number (home, work, mobile, fax)
- Nationality (as shown on passport)
- Photograph (hard or soft copy)
- Suitable identification (such as passport number, driver's license) and other related information such as but not limited to:
  - passport number
  - issuing country
- Organisation
- Function (such as Organising Committee, VIPs, Guests, Athletes, Technical Officials, Press, photographer, broadcast crew etc.)
- Organisation information
- Registration organisation name & description, organisation type etc..
- Organisation contact information (such as address, email, phone number, website)
- Any additional information required for background and security verification.

### **Card Production**

- Allow AFI to design the appearance of badges and passes.
- Allow the user to preview the appearance of a card on screen.
- Support printing of near photo quality pictures on a card (subject to printer).
- Support printing of a barcode or Q.R. Code on a Card.
- Support printing of standard statements and disclaimers on badges.
- Support production of different forms of Card for different client groups.
- Support personalised Cards including the following functionality:
  - 22<sup>nd</sup> Asian Athletics Championships 2017 logo,
  - Name, nationality, organisation and organisation country
  - Photograph
  - Zone access including all zone access identifier
  - Venue/location access including all venues access identifier
  - Colour coded and printed categories with adequate category; description and representation (e.g. a minimum of six characters)
  - Volunteer indicator
  - Electronically readable security identifier (for example, a bar code)

### **Card Distribution**

Once Cards have been produced, they will be distributed by AFI/AAC-2017 to the designated individuals. Accordingly, the System must be able to:

- Allow the user to verify identity of badge holder against previously acquired information (for example: a passport number).
- Allow the user to verify the appearance of card holder against a previously acquired digital image (or photograph).



- Support verification and correction of personal details at the point of distribution.
- Validate and record the issue of a card to an accredee.

### **Accreditation Centres**

AFI/AAC-2017 currently plans to have only one accreditation center that will be in operation in the lead up to and during Games time. The System must be able to support the workflow screens required at accreditation centres.

### **Reporting**

- Accreditation re-print details - lists detail on all badges that have been reported as lost and/or replaced.
- Provide access to reporting via the AFI network.
- Provide other standard reports not yet specified.
- Provide a customisable report facility using an industry-standard query tool.

Additional reports will be requested by AFI and are not identified at this time. It is possible that an ad-hoc reporting solution will satisfy this undefined need for additional reporting.

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