



REQUEST FOR PROPOSAL

**ENGAGEMENT OF CONTRACTOR
FOR PROVIDING SERVICES OF
TIMING, SCORING & RESULT (TSR) SYSTEM
FOR 22nd ASIAN ATHLETICS CHAMPIONSHIPS 2017
AT KALINGA STADIUM, BHUBANESWAR, INDIA.**

**(ATHLETICS FEDERATION OF INDIA)
WZ-72, First Floor, B.R. Complex, Todapur Main Road,
Dev Prakash Shastri Marg
New Delhi – 110012
T: +91 1125845421/22 F: +91 11 25845423
Email: indianathletics@gmail.com**

Website: www.indianathletics.in

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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 22nd Asian Athletics Championship 2017, scheduled from 6th to 9th 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 TSR services for 22nd 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
- (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 20.05.2017. 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 25,000/- (Rupees Twenty Five Thousand only) drawn in favour of Hony Secretary AFI being the fees for the bid should accompany the pre-qualification bid which is to be put in an Envelope "A", super scribed with words.

"Pre-Qualification Bid for TSR" due for opening on Friday i.e. 2nd 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. 2,00,000/- (Rupees Two Lakh 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. 2,00,000 (Rupees Two lakh) in the form of a B.G. or Bank Draft drawn in favour of Hony Secretary AFI, 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 TSR services. Any deviation from the tender specifications should be brought out clearly.

Envelope "B" should be super scribed with the words Technical proposal for TSR 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 Timing, Scoring & Results (TSR) system. 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 TSR 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 th May 2017
2	Pre-Bid Meeting	26 th May 2017 (Friday) (15.00 hrs.)
3	Last date of Tender Submission	2 nd June 2017 (Friday) (15.00 hrs.)
4	Opening of PQ Proposals	2 nd June 2017 (Friday) (15.30 hrs.)
5	Opening of Technical proposal	3 rd June 2017 (Saturday) (11.30 hrs.)
6	Opening of Commercial bid	5 th June 2017 (Monday) (15.00 hrs.)
7	Award of Contract	7 th 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 AFI.**
- (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.2,00,000.00 (Rupees Two Lac 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 25,000/- (Rupees Twenty Five 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 AFI 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. 40% payment will be made on installation of equipment in the stadium against Bank Guarantee of equivalent amount. BG should be valid up to 30.7.2017.
- iii.

- iv. Balance 50% will be paid on satisfactory performance of the system and decommissioning.

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 2nd 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 TSR 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 12 (Twelve) 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 TSR services in same name and style for last three years and in those last three years, the firm should have undertaken and completed similar projects of National & International level of repute with a contract value of Rs. 2.00 (Two) Crores or above for each project, and 50% of estimated value i.e. Rs One Crore for at least two projects of similar nature.
- b) **Turnover criteria:** The firm should have a turnover of at least Rs. 2.00 Crores (Rupees Two Crores) 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 TSR services to the 22nd 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 TSR services for **22nd 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 TSR services for 22nd 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.

Notarised

Accepted

.....
(Signature, 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.	2016-17	
2.	2015-16	
3.	2014-15	

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 in Marketing and Promotion activities and Event Management Activities separately.

(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 Timing, Scoring and Results System for 22nd Asian Athletics Championships- 2017 at Kalinga Stadium”, Bhubaneswar (India)”.

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out **“Proposal for Providing Services of Timing , Scoring and Results for 22nd 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 for TSR Services (Annexure- “S”)

TSR SPECIFICATIONS for ATHLETICS COMPETITION.

1. Photo Finish Camera : 3 Nos

- One Camera is required as Main Camera, 2nd Camera to be used as back up Camera and 3rd Camera to be used as infield Camera.
- Photo Finish Camera must have scanning speed of Minimum 1,000 frames per/second.
- Measuring accuracy of Photo finish camera up to 1/1000 seconds.

2. False Start Detection System: 2 Sets

This system must measure the reaction time in accordance with IAAF Rules and must get connected to Starting Blocks.

3. Starting Blocks with False Start detector & Mike: 24 Nos.

4. **Infrared Photo Cells with support: 4 Sets** - One each to be mounted at 100m., 200m., 1500m. and finish line to measure intermediate times and finish time of a race.

5. **Intermediate Time Display Boards : 4 Nos** - One each to be mounted on 100m., 200m., 1500m. and finish line to show intermediate time and finish time to spectators in 1/100 sec. accuracy. Digit height 200 mm
Intermediate time must be visible from a distance of 250 mts.

6. **Digital Lap Counter: 5 Nos.** - To be mounted at the finish line. Digital display must be visible from 250 mts. distance.
7. **Wind Gauge: 4 Nos.** - Must have connectivity with Photo Finish Equipment.
8. **Wind Gauge Display Board: 4 Nos.**
9. **Digital Rotary Score Boards: 6 Nos.** – This should display the following:
 - Event name,
 - Athlete name,
 - Athlete number,
 - Athlete country,
 - Current standing &
 - Performance

Visibility / Readability 250 mts. distance.

EQUIPMENT FOR FIELD EVENTS:

Electronic Distance Measuring (EDM) System: 6 Nos.:

Suitable for Throw and Jump events. This equipment should be able to measure the throw distances and jumps instantaneously and show the results on digital rotary scoreboards in accordance with IAAF rules.

Pole Vault upright movement display board – 4 Nos.

10. **Concentration Clocks: 6 Nos.** required for field events.

Other equipment are as under:

1. Call room event indicator board with time - 2 Nos.
2. Transponder chip (5,000m. and 10,000m.) - 200 Nos.
3. TV - 6 Nos.
4. HD Video recorder – 4 Nos.
5. Pole Vault upright movement indicator board - 2 Nos.
6. Starting Gun (with 500 bullets) – 4 Nos.
7. Separate lane mike – 4 Nos.
8. Lap Counting /Device with Bell – 2 Nos.

LED Scoreboard

- ❖ Overall display size: 16 mts. x 9 mts.
- ❖ Color of LED: Amber
- ❖ Pixel Pitch: 10 mm
- ❖ Brightness : > 6000 NIT
- ❖ Viewing distance: 25 mts.
- ❖ Viewing Angle: Horizontal:- 120 degree.
Vertical:- UP 15 degree
Down 30 degree

Connectivity: Must have direct and seamless connectivity with Photo finish equipment to show the time of track events on line in real time.

Call Room Electronic Score Board – 2 Nos.

The Bidder should indicate no. of Score boards, Video boards and their sizes required for proper coverage and display of the games and results. For this purpose they should visit the Kalinga stadium and interact with AFI/AAC-2017 personnel.