

NATIONAL ZOOLOGICAL PARK, DELHI

Director,

Mathura Road, New Delhi

PIN - 110003 (India)

E-mail: nzpnnewdelhi@gmail.com

F. No. VIII-22/2020-NZP

REQUEST FOR PROPOSALS

National Zoological Park, New Delhi, invite proposals from persons, firms or companies to submit Expression of Interest (EOI) for designing and developing Smart Audio Tour, Mixed Reality projects as listed herein for enhancing visitor's experience in National Zoological Park, New Delhi.

The complete EOI is processed through online system only set of EOI documents can be downloaded from the web portal: <https://moefcc.euniwizarde.com> www.moef.gov.in, nzpnnewdelhi.gov.in or www.eprocure.gov.in. In this case demand draft of documents fee shall be Scan & upload on the website: <https://moefcc.euniwizarde.com>.

Interested persons, firms or companies may submit their Technical and Financial Proposals through online bidding.

S. No.	Name of work	Invite proposals from persons, firms or companies to submit Expression of Interest (EOI) for designing and developing Smart Audio Tour, Mixed Reality projects as listed herein for enhancing visitor's experience in National Zoological Park, New Delhi.
(i)	Tender online Sale Start	21.05.2020
(ii)	Date on which the tender document will be available on the website	21-05-2020
(iii)	Last date of submission of online tender	17-06-2020 up to 2.00 pm.
(iv)	Date & Time of opening of Tender documents	17-06-2020 up to 3:00 pm

Director,
National Zoological Park,
New Delhi

FOR BRIEF PRESS ADVERTISEMENT

National Zoological Park, New Delhi, invite proposals from persons, firms or companies to submit Expression of Interest (EOI) for designing and developing Smart Audio Tour, Mixed Reality projects as listed herein for enhancing visitor's experience in National Zoological Park, New Delhi.

Bidding Procedure: The complete EOI is processed through online system only set of EOI documents can be download from the web portal: <https://moefcc.euniwizard.com> www.moef.gov.in, nzpnewdelhi.gov.in or www.eprocure.gov.in. In this case demand draft of documents fee shall be Scan & upload on the website: <https://moefcc.euniwizarde.com> and same Hard copy shall be submit to the NZP office, at the address "OFFICE OF THE Director, National Zoological Park, Mathura Road, New Delhi- 110003 during working hours on payment of demand draft (**towards non refundable EOI documents fee**) for an amount of **INR 1,000/- (rupees One thousand)** only drawn in favour of Director, National Zoological Park, payable at New Delhi. Bid security will be 7% of the financial bid amount.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids on the e-tender Portal using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizarde.com>

REGISTRATION 1.

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizard.com> with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com
Mr. Birendra – 9205898228, Mr. Varun Tomer - 9205898229

**DIRECTOR,
NZP**

INVITATION FOR EXPRESSION OF INTEREST THROUGH COMPETITIVE BIDDING

1. Background

Spread over 164 acres, National Zoological Park (NZN) houses over 1200 Animals of more than 120 species, NZN attracts visitors not only from India but also from across the World. Over 2.5 million visitors visit the Zoo every year. Birds and animals live here in an environment that in many ways resembles their natural habitat. The National Zoological Park not only provides a home for endangered species, but also helps them to breed under the supervision of experts, giving them a chance to thrive again. The zoo is now in the process of enhancing visitors experience through multiple channels. In an effort towards the same, NZN is proposing to introduce Automated Audio Tour and Mixed Reality for its visitors through a mobile app.

As Delhi's National Zoological Park not only aims to get benefitted by an incremented number of visitors, but also, it aims to gain their appreciation. Introducing this technology will help Delhi's National Zoological Park's visitors experience a totally new method for gaining knowledge & enhancing their zoo visiting experience at a different level. Thus, Delhi's National Zoological Park will be admired as an innovative institution that not only contributes to the growth in the number of zoo visitors, but also provides them with innovative learning in leisure moments.

Therefore, a comprehensive outlook of not only the tech savvy, fun filled and knowledge driven, but also handy, user friendly and All in One 'NZN App' is an integral need of the hour.

2. Scope of EOI

In light of the above said, National Zoological Park is seeking for a Digital and Creative Innovative Agency with proven experience in Designing and Developing Audio Tour technology, VR Films, AR technology, mobile applications, creative designing, Production, film making etc. to execute the aforesaid project with the best of quality.

The Agency should have in-house designing and development setup, proven technology development in Mixed Reality and Internet-of-Things and development of Automated Audio Tour. Such Agency should also have an end-to-end proven record of managing Social Media Marketing and branding campaigns for public/private sector organizations.

Notwithstanding the foregoing, new entities recognized as a Startup by the Department of Industrial Policy and Promotion will also be eligible to apply as per government norms.

This assignment includes all the work necessary to complete the assignment in a timely fashion within a lump sum fixed price, including labour, materials, equipment, facilities, designing, production and IT services as necessary to complete the work, including any applicable taxes. The technology provided by the selected agency has to be compatible with the latest Android and IOS mobile phones and The App should be available/made available for free of cost on Google Play and Apple mobile app store. Compatibility of The App has to be ensured and tested on all popular smart phone devices. The required server space and necessary licensing for software, if any, for the mobile application will have to be arranged by the selected agency. The text content related to the zoo will be provided by the NZP authority. The same has to be edited by the selected agency. The pictures however will be provided by the selected agency. National Zoological Park must have full backend access to modify or change these contents. The App will be owned by NZP and it must be regularly updated by the selected agency as and when required during the period of the management and maintenance contract. The features and the deliverables as mentioned below must be provided to NZP as a service where the content and designs used for the Zoological park must not be shared elsewhere without any prior directions given by the department. The selected agency has to coordinate with designated officials and arrange for the content to firm up The Mobile App at the earliest. The Agency will have to build, maintain and manage their services along with providing technical support as regards to all regular changes and additions initially for one year with an option of extending the management services for further 2 years as per prevailing rates for the extended renewal years.

3. Deliverables (Modules/Features) – Phase 1

A. Automated Information System:

1. Specific Information has to be provided inside the Zoological Park on the basis of auto pairing of visitors' Mobile Devices.
2. Specific Information has to be provided along-with Suitable Pictures of respective Animals in their Natural Habitats.
3. Specific Information has to be provided in such a way that must encourage people to obtain proper know-how about Animals in an interactive method. A detailed working prototype needs to be exhibited for the same

B. Audio Tour Programme:

1. An animated mascot has to be designed as a theme in support to the application and to interactively facilitate Audio Tour Programme inside the Zoo.
2. The Audio Tour Programme will run on the basis of the current location of a visitor inside the Zoo. A detailed working prototype needs to be exhibited for the same keeping in mind limited or no internet connectivity inside the zoo
3. Audio Tour Programme related to all inmates of National Zoological Park has to be supported with at least 3 National and 3 International languages.
4. Audio Tour Programme has to be facilitated in a Story-Telling Mode.

C. Video Tour Programme:

1. Visitors have to be guided with specific video footage related to at least 20 types of Animals in the Zoo while approaching different sites in the Zoo premises.
2. In order to enhance a visitor's experience, this section may contain Slow Motion Videos, Animated Videos, Videos of Animals' food sourcing habits, Attractive Videos showcasing Animals' natural lifestyle.
3. These videos have to be filmed as showcasing natural living patterns of respective Animals while creating people's interest about enhancing their experiences.
4. The total combined length of all the Videos used in this programme has to be at least One Thousand Seconds.
5. Quality in terms of Natural as well as Animated Video regarding respective Animals has to be maintained in such a way that showcases respective Animals in their Natural Habitats and may additionally be enhanced with VFX Effect in terms of Endangered Species too.

4. Deliverables (Modules/Features) -- Phase 2

A. Internal Navigation:

1. Proper Internal Navigation System has to be provided within The Mobile App that supports showing interactive audios and specific videos of Animals in their Natural Habitats.
2. Mobile App has to be enabled and supportive in navigating within the Zoo premises.
3. Zoo Visitors must have a user-friendly access to navigate to their specific choice of places/amenities.

B. Augmented Reality Based Games:

1. Zoo App has to be enabled with a Location Specific Game that generates curiosity amongst children and enhances visitors' experience in particular by engaging them with Augmented images and Graphics of 10 selected Animals in Zoo
2. Location Specific Game has to be quiz supportive to children and it must be able to augment animated 3-D images of Animals to its users in a curiosity generating manner.
3. The bidder has to include a Detailed Concept Report for this feature with the submitted documents in the Technical Bid.

C. Augmented Reality Informative Features:

1. Augment animal signages in the zoo with videos and information on respective animals.
2. Using the mobile app, visitors should be able to scan signages.
3. The app will display contextual information viz. Detailed information about the animal via text, pictures, audio or video

D. Smart Photo Booth:

1. Zoo App has to be enabled with an Augmented Reality based Virtual Photo Booth where visitors have to be provided with an exclusive feature to click their pictures with an animated Animal of their choice to capture moments of their choice into Memories.
2. A minimum selection of ten such Animals has to be provided.
3. Zoo App has to be enabled with the Zoo's Logo embodied on the Photo Booth.
4. Photo Booth in the Zoo App should be accessible at all the locations exclusively by users within the Zoo premises.

E. Treasure Hunt Challenge:

1. Treasure Hunt Challenge has to be added to the Zoo App where a desired visitor would be challenged to find treasure hidden inside the Zoo in order to Explore Unexplored/Rarely Explored Locations within the Zoo premises.
2. In Treasure Hunt Challenge, visitors, if they desire so, can be given a number of challenges in order to earn them Points, which shall subsequently be converted into a digital trophy, shareable on various Social Media platforms as an Achievement.
3. In Treasure Hunt Challenge, Zoo Administration must have access to modify the locations of treasures if required.

F. Virtual Reality

1. Natural Habitats of Animals and the visuals of Animals present in the Zoological Park has to be shown through Virtual Reality in an extraordinary innovative manner.
2. 360° films- Individual films related to 12 selected Animals of 2 minutes each should be shot in a 360° format and should be available on 4K resolution as per the viewing bandwidth to give the visitors a virtual feel of being close to the Animals in the Zoo premises.
3. National Zoological Park will require Relevant Hardware for running the VR in the Zoo.
 - (i) 10 Oculus Go Standalone Virtual Reality Headsets – 32GB or similar to play the VR film in Zoo.
 - (ii) 1 HDD of 2TB of reputed make (Seagate/WD) for storing the data

G. AI Enabled Chat

1. The App should be enabled with Smart chat facility for handling visitors' queries
2. Visitors should be able to share interactive feedback/suggestions over the same
3. The app should be able to improve user's engagement by pushing customised content as per users' interest

H. Social Media Integration

1. The selected agency is also required to build & manage the social media for National Zoological Park, New Delhi with regular updates and posts arousing curiosity and building anticipation thereby promoting events and activities in Zoo.
2. Social Media integration must allow visitors to share their experiences on Social Media platforms like Instagram, Facebook and Twitter.
3. Geo Tagging Features must be provided within The Mobile App platform which shall further be used to motivate visitors by allowing them to share their pictures clicked through photobooth section in The App and by further allowing visitors to share their achievements in the gaming features of The App.
4. The agency will be responsible for developing the social media strategy, seeking approval and implementing it over a period of one year starting from the date of signing of the contract with an option of extending for further 2 years on additional cost as per the ongoing rates of the renewal year.

5. General

The National Zoological Park, New Delhi requires design and technology services that are timeless, comprehensive and that accurately reflect the Zoo's Values and Culture. All design and implementation work must be completed within 6 months of the contract allotment.

- (i) The Agency, at its own responsibility and risk must visit and examine the site and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for execution of the jobs. The costs of visiting the site shall be borne by the Agency
- (ii) The rate should include the cost of all seen and unseen expenditure. No claim, whatsoever, will be entertained due to non-inclusion of any such event necessary for the completion of deliverables mentioned above.
- (iii) All duties, taxes, and other levies payable by the Agency under the contract or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Agency.
- (iv) The unit rates and the prices shall be quoted by the Agency entirely in Indian Rupees. All payment shall be made in Indian Rupees.
- (v) The Employer reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award to Contract, without thereby incurring and liability to the affected Agency or any obligation to inform the affected Agency of the ground for the Employer's action.
- (vi) The law, which applies to the contract, is The Law of Union of India.

- (vii) The court of jurisdiction is High Court, New Delhi.
- (viii) Even though the experienced agencies meet the qualifying criteria, they are subject to be disqualified if they have:
 - Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
 - Had record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc: and /or
- (ix) The Employer will reject a proposal for award if it determines that the Agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question and will declare the firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract with National Zoological Park, New Delhi and any other agencies, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for the contract, or in execution.
- (x) The selected agency shall attend all meetings called by the Director at National Zoological Park, New Delhi

6. A (Proposal Requirements)

The proposal is invited in a two-bid system consisting of Technical Bid & Financial Bid. In the Technical Bid, agencies shall be shortlisted based on mandatory eligibility criteria. Agencies have to fulfill all the mandatory eligibility criteria to get shortlisted for further evaluation. New entities recognized as a Startup by the Department of Industrial Policy and Promotion will be exempted from the eligibility criteria. Startups will have to submit their supporting document/documents that certify them as a Startup.

Financial Bids of only those experienced agencies/Startups that have scored at least 60 Points out of 80 Points in the Technical Evaluation Format shall be opened.

B (Eligibility Criteria-Mandatory: Technical Bid)

1. The Agency shall have the capability of working across VR platforms.
2. The Agency should also specialize in branding, Graphic designing, printing of collateral and other allied services, to provide planning, design services and having experience and capacity in the execution of these works.
3. The Agency has to submit legal documents viz. Memorandum and Article of association, Registration of incorporation, GST Certificate, Pan Card copy, etc.
4. The Agency should also have capability to create high quality 4K 360° content e.g. Images, videos & animation.
5. The Agency should have an expertise in designing, creation/development and deployment of Mixed Reality Solutions.
6. The Agency should have executed Audio Tour of similar nature in an open surrounding.
7. The Agency should have achieved during the last three years ending March 2019, a minimum annual financial turnover of Rs. Fifty Lakhs only.

8. Agency should have working experience in designing/production/film making; IT related activities with a Zoo. Having worked with a state forest department apart from a Zoo in the same area will be an added advantage.
9. The Agency has to submit undertaking for bid validity. Bids shall remain valid for a period not less than 60 days after the deadline date for bid submission. A bid valid for a shorter period shall be rejected by the Client as non-responsive. Agency has to submit undertaking as given in Appendix.
10. Agency shall not be under a declaration of ineligibility for delay, failure or corrupt and fraudulent practices by any of the State Government or Public Undertaking or any Autonomous Body; Agency should not have made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; Agency should not have record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, Litigation history, or financial failure etc.
11. Agency shall submit Eligibility Criteria-Mandatory Form excel sheet with supporting documents etc.

12. Declaration in the format given in Appendix

Agencies have to fulfill the entire mandatory eligibility criteria to get shortlisted for the opening of their financial bid. The technical proposals for experienced firms will be marked on the basis of the following evaluation criteria and marks will be awarded. Exception in the experience areas as mentioned below will be made for startups as per government guidelines.

Table A

SI No.	Parameter	Evaluation Criteria	Max. Marks	Marks Earned
1	Minimum annual turnover INR 50 lakh or more each year during the last three financial years (i.e. 2018-19, 2017-18 and 2016-17)	Documentary evidence: 1. CA certificate (original), stating minimum annual turnover 2. Audited balance sheets for the last three financial years (i.e. 2018-19, 2017-18 and 2016-17) to support the claim	10	
2	Agency should have created high quality 4K 360° content	The Agency must have done VR films for at least 3 organisations	5	
3	Agency should have executed Smart Audio Tour	At least one project involving Audio Tour in an open environment(Quality of work)	5	
4	Relevant Experience The Agency should be specialized in branding, designing, and have capability of working across Mixed Reality services, including mobile app with users in the market on these platforms	Demonstration of the at least one project involving Mixed Reality services, including mobile app	10	
5	The Agency should have a proven record of designing, production and film making and IT related activities	The firm must explain their extensive experience along with the documents supporting the same. The quality of executed work will be examined.	10	
6	Detailed presentation on the concept of designing, development and implementation of the project for the National Zoological Park	A detailed presentation has to be provided explaining all the features and technology provided within the app.	40	
	Total		80	

Table B (Startups)

Sl No.	Parameter	Evaluation Criteria	Max. Marks	Marks Earned
1	Concept Note explaining details about the User Interface & Design proposed for the project.	Describe the concept through a presentation. The presentation must explain the strategy in designing an outstanding User Interface and User Experience.	20	
3	Concept Note based on Augmented Reality (AR).	Explain the functions and strategy of the AR module in the project with the help of a brief concept note and suitable pictures.	20	
4	Concept Note describing the Treasure Hunt Challenge as mentioned under the deliverables.	Briefly explain the User Interface Structure & Design of the app along with pictures that showcase the features in the app.	20	
5	Detailed presentation on the concept of used Technology, Development & Implementation of the project involving the scope of work.	A detailed presentation has to be provided explaining all the features provided within the app.	20	
	Total		80	

7. Financial Bid

The Financial Bid of only those agencies shall be opened who qualify in the Technical Bid with at least 60 marks out of 80 marks. Financial bids of technically qualified bidders will be opened and finalised on same day. The points achieved in Technical Bid will be taken into consideration while finalizing the agency.

8. Submittal

Elaborate proposals are discouraged. Keep responses complete and concise and in the sequence as in the Mandatory Requirement excel files. National Zoological Park makes no claim or guarantee that this solicitation process and/or submission of a proposal will result in the award of any contract. Prices included in the Commercial Proposal will be protected as competition sensitive and will not be disclosed to third parties. National Zoological Park will not reimburse responders for any costs incurred in the course of responding to this tender. No public disclosure relative to this tender shall be made without the written approval of National Zoological Park. Agencies are also requested to note:

- Submission is to be done only through e-Tender and documents are to be uploaded after getting E-registration. Bid processing fee should also be deposited well in advance. Scanned copies of FDR for EMD along with all the technical bid documents, letters, undertakings, affidavits, credentials, certificates, testimonials and other relevant documents shall be uploaded on e-tendering site. One set of hard copies with the same material as that uploaded along with the DD/FDR for EMD in original, also needs to be submitted before the date & time of opening of technical bid. In case of any public inconvenience, like lockdown, the uploaded material will be taken into consideration for due evaluation.
- Submissions expressing interest in part of the scope of works only shall be rejected.
- Incomplete submissions, Non-availability of reference project contacts, shall be rejected.
- Conditional Bid shall not be accepted.
- Non-submission of declaration duly signed and stamped, all the requested technical bid documents, letters, undertakings, affidavits, credentials, certificates, testimonials, consent letters, cvs etc., failure to respond to all questions will result in rejection of bid.
- If Earnest Money Deposit (EMD) is not submitted or they are not for the given amount or in the given format, the bid will be summarily rejected.

A. Earnest Money

The agency shall furnish, as part of their Bid, an Earnest Money in the amount of Rupees Fifty Thousand Only (INRs 50,000/-) by way of FDR in favor of Director, National Zoological Park, payable at New Delhi. Any bid not accompanied by an acceptable Earnest Money Security and not secured as indicated above shall be rejected by the Client as non responsive. The Earnest Money of unsuccessful agencies will be returned within 28 days of the end of the bid validity period. The Earnest Money of the successful agency will be discharged when the agency has signed the Agreement and furnished the required Performance Security. The Earnest money may be forfeited

- (a) If the agency withdraws the Bid after Bid opening during the period of Bid validity;
- (b) If the agency does not accept the correction of the Bid Price, due to some arithmetic error etc.
- (c) In the case of a successful Agency, if the agency fails within the specified time limit to
 - (i) Sign the Agreement; or
 - (ii) Furnish the required Performance Security

B. Financial Proposal Evaluation

National Zoological Park will determine whether the Financial Proposals are complete, unqualified and unconditional. Financial proposal should not be relative or conditional. The Financial Bid of only firms who have qualified in the technical evaluation, Phase-II including the presentation, with at least 60 marks, will be opened.

The **Lump Sum Cost** indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the agency.

C. Schedule of Invoicing

30% on signing the contract. 30% on approval of the design and app structure. 40% on complete launch of all services as mentioned in the tender document.



**DIRECTOR,
NZP**

Dated:

To

**Director
National Zoological Park
New Delhi-226001**

Sub: EOI for the reputed and experienced persons/firms/companies to design and develop Smart Audio Tour, Mixed reality project and other related IT projects for National Zoological Park, New Delhi.

Dear Sir,

We declare and confirm that we hereby understand that National Zoological Park, New Delhi is relying on the information provided by ourselves to assess whether our company is suitable to be included on the Tender list for this Project.

We furthermore understand that National Zoological Park, New Delhi's assessment is dependent on the accuracy of the details and information provided by us.

Accordingly, we hereby declare and confirm that:

1. The details and information provided by us for National Zoological Park, New Delhi's assessment are true and accurate and are known to us as facts;
2. We have not knowingly or recklessly give false, inaccurate or misleading details or information.
3. Should we provide any false or misleading information, it will result in our application being rejected.

Duly authorized to sign this Declaration for and on behalf of:

[Insert Company Name]

Signature:

Name:

Position/Title:

Date:

Company Stamp :

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Interested candidate firms must complete all forms, and provide all information requested, noting compliance and scoring requirements.

ANNEXURE- II

Dated:

To

**Director
National Zoological Park
New Delhi**

Sub: EOI for the reputed and experienced persons/firms/companies to design and develop Smart Audio Tour, Mixed reality project and other related IT projects for National Zoological Park, New Delhi.

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ has been blacklisted nor has abandoned any work in any government department, India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department Project implementing agency.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

DATE

Dated:

UNDERTAKING

I, the undersigned do hereby undertake that our firm M/s _____
_____ agree to abide by this bid for a period of 60 days from the
date fixed for receiving the same and it shall be binding on us and may be accepted at any
time before the expiration of that period.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

DATE