



**CULTURE DEPARTMENT
MANAN KENDRA/ GANGTOK**

No.: GoS/ CD/ Eng – Cell/ GtK/ 05/ 2025

Dated: 23 / 09 / 2025

INVITATION FOR EXPRESSION OF INTEREST (EOI) – RE BID

The Culture Department, Government of Sikkim, on behalf of the Governor of Sikkim invites application for Expression of Interest from Party/ Firm within the State of Sikkim for **“Product Development & Training for Bamboo Industrial Park & Innovation Product Cultural Craft Centre”** at Tirkutam, Sang under 24 – Martam Rumtek Constituency in Gangtok District.

I. Eoi Submission Criteria:

1. The applicant must be a legally registered consulting firm, design studio, NGO, development agency, or individual consultant legally eligible to contract with a government body registered within the jurisdiction of Gangtok District.
***(Attested copy of Registration Certificate with Goernment of Sikkim/ License should be submitted).**
2. The Party/ Firm should have valid PAN card (Attested copy to be submitted).
3. The Party/ Firm should have GST registration (Attested copy to be submitted).

II. Eligibility Criteria for Bidding:

1. The Party/ Firm should have adequate experience of having undertaken 03 (three) similar works.
***(Documents like experience certificate, work completion certificate or any outstanding work performed should be submitted).**
2. The Party/ Firm Must have a **qualified team** that includes at least:
 - Team Leader
 - Production Manager
 - Product Designer
 - Brand Strategist
 - Training & Capacity Building Specialist
 - Marketing & Branding Expert
3. Balance Sheet signed by the Chartered Accountant for the past three years should be submitted.
4. Profit/ loss account statement should be as on 31st March of the previous financial year.
***(Statement signed by the Chartered Accountant should be submitted).**
5. Original Affidavit regarding authenticity of the documents submitted vide sl. no I (1,2,3) & II (1,2,3,4) above duly certified by the Oath Commissioner to be submitted.

“**“ *mandatory document to be submitted with application.*



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The Party/ Firm fulfilling the above criteria may submit their application along with the attested copies of documents vide sl. no I (1,2,3) for issue of Bidding Document, on production of Bank Receipt/ Challan for ₹10,000.00 (Rupees Ten Thousand) only from State Bank of Sikkim towards the cost of Bidding Document (non-refundable) under the Head "0202 Education, Sports, Art & Culture.04 Art & Culture – 800 – 01 Other Receipts" in favour of the Chief Accounts Officer, Culture Department. They are required to produce the original documents against the attested copies, as and when required by the Department.

The bidding document can also be downloaded from Sikkim Government website **sikkim.gov.in**

The Culture Department, Government of Sikkim has sole discretion of selection procedures and reserves the rights to unconditionally accept or reject any or all application/s without any assigned reason.

Before the deadline for submission of bids, the department may modify the bidding documents by issuing addendum/ corrigendum through online. Any addendum/corrigendum thus issued shall be part of the bidding documents and shall be communicated in writing through online.

III. Time Schedule:

Eoi and the related documents shall be submitted in hard copy on the time schedule given below:

1	Date of publication for EOI :	26.09.2025 & 27.09.2025
2	Dead line for submission of application with the supporting document :	13.10.2025 up to 12:00 HRS
3	Date of issuance of bidding document :	14.10.2025
4	Closing Date of issuance of bidding document :	24.10.2025
5	Pre Bid Conference :	18.10.2025
6	Deadline for submitting bidding document :	27.10.2025
7	Bidding Document Fee	₹ 10,000.00
8	Place of submission and issue of all the documents :	Office of the Divisional Engineer Culture Department Government of Sikkim Manan Kendra, Gangtok.



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IV. Instructions to the parties/ Firms:

1. All the documents shall be authenticated by the Party/ Firm by signing on every page of the document before submission.

V. Bid Submission Structure

The bids shall be submitted in two separate parts:

Part I: Technical Bid

- Bidder profile and registration documents as per I (1).
- Experience and work completion certificates as per II (1).
- List of qualified team with their CVs as per II (2).
- Balance Sheet as per II (3).
- Profit and loss account statement as per II (4).
- Original Affidavit regarding authenticity of the documents as per II (5).
- Copy of GST, PAN, Voter ID and tax registrations.
- Work schedule
- Earnest Money Deposit in the form of TDR from State Bank of Sikkim or any registered bank of Sikkim.
- Bidding Document fee (non-refundable) of ₹ 10,000.00 (Rupees Ten Thousand) only from State Bank of Sikkim under the Head "0202 Education, Sports, Art & Culture.04 Art & Culture – 800 – 01 Other Receipts" to Chief Accounts Officer, Culture Department.
- Work Schedule

Part II: Financial Bid

- Price bid which should include cost of all task to be carried out as per **clause 2. Task Outline: product Development and Training of the Terms of Reference of the Bidding document.** (any additional task/s that may have been missed out to be included).
- GST and other applicable taxes to be indicated separately
- Payment schedule (subject to modification by the Department as decided amicably with the bidder).

VI. Contract Conditions

- A **Performance Security** amounting to **2.5% of contract value** shall be submitted by the successful bidder within 15 days of award.
- The entire Product Development and Training must be completed **within 24 months** from the date of signing the agreement.
- A penalty clause shall apply for delay in completion of work beyond the stipulated timeline.
- Payment will be made in accordance with the terms mentioned in the agreement upon satisfactory completion of the work.

VII. EoI document will be treated as non – responsive and will be rejected, in the event that:

1. Invalid document submitted.
2. Un – confirmed Financial statement submitted and
3. Un – signed document submitted.



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VIII. Cost of preparation of documents

The Party/ Firm shall bear all costs associated with the preparation and submission of reports, documents, etc. and the Department in no case, be responsible and liable for those costs.

IX. Site visit

The Party/ Firm, at his/ her own responsibility and risk is encouraged to visit and examine the site and its surroundings and obtain all information that may be necessary for preparing the DPR. The cost of visits to the site shall be at his/ her own expense.

X. Clarification

A prospective Party/ Firm requiring any clarification may visit the EoI inviting authority in writing to his/ her office for clarification if any.

The interested Party/ Firm(s) is expected to examine carefully all the instructions. Failure to comply with the requirement of EoI document shall be at his/ her own risk. The EoI which are not substantially responsive to the requirement shall be rejected.

XI. Disqualification

Even though the Parties/ Firms meets the above criteria, they are subject to be disqualified if they have made misleading or false representation in the form, statements and attachments submitted; or records of poor performance such as abandoning the work, rescinding of contract for which the reasons are attributable to the non – performance and consistent history of litigation or financial failure due to bankruptcy.

Divisional Engineer (Plg)
Culture Department
Manan Kendra, Gangtok