



GOVERNMENT OF SIKKIM  
PLANNING & DEVELOPMENT DEPARTMENT  
TASHILING SECRETARIAT, GANGTOK - 737101

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No. GOS/PDD/SI-WBP/71/WRBC/2026/96-A

Dated:04/05/2026

## NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from eligible and experienced firms/agencies for the Design and Delivery of a 2-Day Training Boot Camp on “**Communication Skills & Digital Literacy**” for Youths of Sikkim, to be conducted under the Sikkim INSPIRES Programme.

### 1. Scope of Work

The selected firm/agency shall be responsible for end-to-end design, mobilisation, delivery, reporting, and post-training tracking, including but not limited to the following:

- Designing a comprehensive and outcome-oriented training curriculum and module on Communication Skills and Digital Literacy
- Mobilisation of youth participants.
- Conducting six (6) 2-Day training boot camps.
- Covering a total beneficiary target of 180–200 youths across all boot camps
- Each boot camp shall have a minimum of 30 beneficiaries and a maximum of 35 beneficiaries
- The selected firm/agency shall be required to provide a kit to all beneficiaries, comprising a T-shirt, bag, notepad, pen, and book. The design of the T-shirt and bag must be submitted to the Department for prior approval before final production
- Deployment of qualified and experienced resource persons/facilitators
- Preparation and distribution of training materials and session plans
- Conducting participant assessment and feedback sessions
- Submission of a Training Completion Report for each boot camp
- Submission of a post-training tracking report for a minimum period of six (6) months after completion of the training

### Beneficiary Eligibility Requirement (Sector-wise):

Candidates must belong to one or more of the following sectors:

- **Care Services** (healthcare support, elderly care, childcare, etc.)

### 2. Eligibility Criteria

The firm/agency must meet the following minimum eligibility requirements:



- Must be a registered entity (Firm / Company / NGO / Trust / Society) under applicable laws
- Should have proven experience in conducting skill development, communication, or digital literacy training programmes
- Must possess qualified trainers/facilitators with relevant subject-matter expertise
- Prior experience of working with Government / Public Sector organisations will be an added advantage

### 3. Submission of Quotation

- Quotations shall be submitted in a sealed envelope, clearly superscribed as:

**“Quotation for Design & Delivery of 2-Day Training Boot Camp on Communication Skills & Digital Literacy”**

The quotation should include the following documents:

#### Technical Proposal

- Profile of the firm/agency
- Details of relevant experience with supporting documents as mentioned in Eligibility Criteria.

#### Financial Proposal

- The bidder shall submit a Financial Quotation inclusive of all applicable taxes and duties. The quotation must clearly indicate the overall total cost as well as the per-beneficiary cost.

### 4. Last Date and Place of Submission

The sealed quotation should reach the undersigned on or before 14<sup>th</sup> May 2026, up to 04:30 pm, at the address given below:

Office of the Joint Secretary cum Deputy Programme Director, Sikkim INSPIRES, Tower Block 1<sup>st</sup> floor, Tashiling Secretariat.

Late submissions shall not be entertained under any circumstances.

### 5. Contact for Further Information

For any clarification or additional information, interested firms/agencies may contact:

Office of the Joint Secretary cum Deputy Programme Director, Sikkim INSPIRES, Tower Block 1<sup>st</sup> floor, Tashiling Secretariat, Gangtok, Sikkim.

**6. Outcome of the training:** The outcome of the training in care services should be to ensure that the trainees are rendered job-ready and equipped with the necessary skills, competencies, and professional standards required for effective service delivery in the care sector.

**Note:** The Planning & Development Department, Government of Sikkim reserves the right to accept or reject any or all quotations wholly or partly, without assigning any reason thereof.

