



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

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

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:

- **Creative Design** (graphic design, fashion, interior design, media, 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 14th 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 1st 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 1st floor, Tashiling Secretariat, Gangtok, Sikkim.

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

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.

