



**GOVERNMENT OF SIKKIM**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
Secretariat Annexe-I, Sonam Tshering Marg  
Gangtok, Sikkim

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visit us at: [www.sikkim.gov.in](http://www.sikkim.gov.in)

**Ref. No: 89/DIT/2025**

**Dated: 16.04.2025**

**NOTICE INVITING QUOTATION**

The Department of Information Technology (DIT), Govt. of Sikkim invites sealed quotation from experienced and reputable training agencies/providers empanelled with DIT for the following scope of work:

Sl. No.	Name of the work
1	Conducting Digital Readiness and Training Program for State and District-level Officials of Priority Departments under Sikkim INSPIRES
2	Provision of training venue, food and stationary items at all the locations

**Quotation Requirements:**

- Quotations must be submitted in sealed envelopes, clearly marked with the quotation reference number.
- Quotations must include all applicable taxes and duties.
- Quotations must be valid for a minimum period of 30 days.

For more details, regarding contact details, eligibility criteria and detailed scope of work, please refer to: <https://sikkim.gov.in>.

**Important Dates:**

Last date and time for receipt of Proposals: 24<sup>th</sup> April, 2025 till 16:00 Hrs

  
Joint Director  
Deptt. of information Technology  
Government of Sikkim



## **Request for Quotation**

**Selection of Training Firm for Conducting Digital  
Readiness and Training Program for State and District-  
level Officials of Priority Departments under Sikkim  
INSPIRES**

Quotation Reference No.: 89/DIT/2025

Dated : 16.04.2025

**Department of Information Technology  
Government of Sikkim**

Secretariat Annexe 1, Kazi Road, Gangtok

**Data Sheet**

<b>Sl. No.</b>	<b>Item</b>	<b>Details</b>
1.	Project Name	Conducting Digital Readiness and Training Program for State and District-Level Officials of Priority Departments under Sikkim Inspires
2.	Contact person for the quotation	Director, DIT Email: <a href="mailto:dit-sik@nic.in">dit-sik@nic.in</a>
3.	Last date and time of submission of Quotation	24 <sup>th</sup> April, 2025 till 16:00 Hrs
4.	Address for sending quotations	Department of Information Technology, Sectt. Annexe I, Top Floor, Sonam Tshering Marg, Gangtok – 737101, Sikkim

## Eligibility Criteria

<b>Sl. No.</b>	<b>Criteria</b>
1.	Must have personnel experienced in training on IT and Cybersecurity topics
2.	Must be empanelled with Department of Information Technology, Govt. of Sikkim
3.	Preference for conducting training under the Sikkim INSPIRES Program
4.	Must have a registered firm/agency with the Government of Sikkim. Must have a well-established office in Gangtok.
5.	Must NOT be under a declaration of ineligibility for corrupt and fraudulent practices.

## **Digital Readiness and Training Program for State and District-level Officials of Priority Departments under Sikkim INSPIRES – Scope of Work**

### **Objectives**

Digital readiness training equips individuals with the skills, knowledge, and mindset needed to effectively use digital tools and navigate the digital landscape. Key objectives for such training include:

- i. Basic Digital Literacy – Ensuring participants can use essential digital tools, such as email, web browsers, and productivity software.
- ii. Cybersecurity Awareness – Educating on safe online practices, data protection, and recognizing cybersecurity threats.
- iii. Adaptability to Digital Tools & Trends – Encouraging a growth mindset for adopting new technologies and software.
- iv. Problem-Solving & Critical Thinking – Enhancing the ability to evaluate digital information, troubleshoot common tech issues, and make informed decisions.
- v. Understanding Digital Etiquette & Professionalism – Promoting proper online behaviour, digital communication etiquette, and responsible use of social media.

### **Learning Outcomes**

By the end of the course, learners should be able to:

- i. Operate a computer and navigate its operating system.
- ii. Use the internet safely and effectively, including email.
- iii. Create and edit documents, spreadsheets, and presentations.
- iv. Navigate and engage on social media platforms with privacy and security in mind.
- v. Troubleshoot basic computer issues.
- vi. Identify and preventing common cyber threats such as phishing, malware, ransomware, and social engineering.

### **Target Audience**

State and District-level officials from the following priority departments under Sikkim INSPIRES -

- i. Planning and Development
- ii. Rural Development
- iii. Skill Development
- iv. Tourism and Civil Aviation
- v. Industries and Commerce
- vi. Health and Family Welfare
- vii. Women and Child Development
- viii. Eco Tourism Directorate (Forest and Environment)
- ix. Information Technology Department

## Delivery Methods

- Classroom Lectures: Theoretical knowledge, delivered via PowerPoint or video lessons
- Hands-On Activities: Practical sessions to reinforce learning
- Group Work: Encourage collaboration for problem-solving tasks (e.g., creating documents or spreadsheets together)

## Evaluation and Assessment

- Quizzes/Tests: To be conducted at end of each module, to test understanding of key concepts.

## Training Details

Duration: 10 am – 4pm

District	No of batches	No of days
Gangtok District	2	2
Pakyong District	1	1
Soreng District	1	1
Gyalshing District	1	1
Namchi District	1	1
Mangan District	1	1

## Training Modules

Modules	Title	Details	Duration
1	Operating Systems	1. How to navigate the desktop environment 2. Basic settings and customization 3. Understanding file management (creating, saving, and organizing files)	20 mins
2	Using the Internet	1. Introduction to browsers (Chrome, Edge, Firefox) 2. How to browse websites, use search engines (Google, Bing) 3. Understanding URLs and links 4. Email basics (creating an email account, sending/receiving emails, attachments)	30 mins
3	Word Processing (Microsoft Word)	1. Creating and saving documents 2. Formatting text (font, size, color) 3. Inserting images, tables, and links 4. Basic editing and spell-checking 5. Print Preview and Print settings	40 mins

4	Spreadsheets (Microsoft Excel)	<ol style="list-style-type: none"> <li>1. Creating a new spreadsheet</li> <li>2. Entering data into cells</li> <li>3. Basic formulas (addition, subtraction, etc.)</li> <li>4. Formatting data (currency, percentages, dates)</li> <li>5. Print Preview and Print settings</li> </ol>	40 mins
5	Presentations (Microsoft PowerPoint)	<ol style="list-style-type: none"> <li>1. Creating slideshows</li> <li>2. Inserting text, images, and transitions</li> <li>3. Organizing slides and presenting</li> <li>4. Print Preview and Print settings</li> </ol>	30 mins
6	Basic Troubleshooting	<ol style="list-style-type: none"> <li>1. Solving common computer problems</li> <li>2. Restarting or shutting down a computer</li> <li>3. Managing system updates</li> </ol>	20 mins
Lunch Break			
7	Cyber Security	<ol style="list-style-type: none"> <li>1. Introduction to Cybersecurity</li> <li>2. Real-world examples of cyberattacks</li> <li>3. Password Security &amp; Authentication</li> <li>4. Social Engineering &amp; Scams</li> <li>5. Device &amp; Network Security</li> <li>6. Data Protection &amp; Privacy</li> </ol>	50 mins
8	Social media	<ol style="list-style-type: none"> <li>1. Understanding Cyber Threats on Social Media</li> <li>2. Account Security &amp; Authentication</li> <li>3. Recognizing &amp; Avoiding Social Engineering Attacks (Identifying phishing attempts etc.)</li> <li>4. Responding to social media Cyber incidents (report cyber threats and online harassment, handle hacked accounts etc.)</li> <li>5. Digital Ethics &amp; Legal Considerations</li> </ol>	30 mins
9	Digital Arrest	<ol style="list-style-type: none"> <li>1. Introduction to Digital Arrest &amp; Cybercrime</li> <li>2. Real-world case studies of digital arrests scams</li> <li>3. Common Scam Tactics &amp; Red Flags</li> <li>4. Identifying &amp; Preventing Digital Scams</li> <li>5. Handling a Scam Attempt</li> <li>6. Reporting &amp; Legal Actions</li> <li>7. Cybersecurity Best Practices</li> </ol>	40 mins

### Quotation Format

S. No.	Item	Price <i>(per participant)</i>	Price in words
1	Conducting Digital Readiness and Training Program for State and District-level Officials of Priority Departments under Sikkim INSPIRES		
2	GST		
3	Grand Total		

**Note:** The above quoted price should be inclusive of a) Venue Charges b) Training Material c) Refreshments and d) Publicity materials.

TA/DA shall not be admissible to the participants.