



**CULTURE DEPARTMENT
MANAN KENDRA/ GANGTOK**

No.: 903/CD/EOY-CELL/GTM/14/2025

Dated: 09/08/2025

INVITATION FOR EXPRESSION OF INTEREST (EOI)

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. Eligibility Criteria for issuance of EOI:

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 adequate experience of having undertaken 03 (three) similar works.
***(Documents like experience certificate, work completion certificate or any outstanding work performed should be submitted).**
3. The Party/ Firm should have valid PAN and GST registration.
4. 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
5. ***(Copy of Balance Sheet signed by the Chartered Accountant for the past three years should be submitted).**
6. Profit/ loss account statement should be as on 31st March of the previous financial year.
***(Statement signed by the Chartered Accountant should be submitted).**
7. ***Original Affidavit regarding authenticity of the documents submitted vide sl. no 1 – 6 duly certified by the Oath Commissioner to be submitted.**

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

The Party/ Firm fulfilling the above criteria may submit their application along with the attested copies of documents vide Sl. No 1 to 7. They are required to produce the original documents against the attested copies, as and when required by the Department. After the scrutiny of the documents, the Department will declare the list of qualified Party/ Firm who shall be eligible for applying for bidding.



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.

The qualified Party/ Firm should apply in writing 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. The bidding document can also be downloaded from Sikkim Government website sikkim.gov.in the applicants should also enclose attested copies of the GST Registration Certificate and PAN Card.

II. 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 :	08.08.2025 & 09.08.2025
2	Dead line for submission of application with the supporting document :	27.08.2025 up to 12:00 HRS
3	Date of opening and scrutiny of document :	27.08.2025 14:00 HRS
4	Date of declaration of list of qualified Party/ Firm :	28.08.2025
5	Date of issuance of bidding document :	29.08.2025
6	Closing Date of issuance of bidding document :	12.09.2025
7	Pre Bid Conference :	28.08.2025
8	Deadline for submitting bidding document :	15.09.2025
9	Place of submission and issue of all the documents :	Office of the Divisional Engineer Culture Department Government of Sikkim Manan Kendra, Gangtok.

III. 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.
2. Eoi should be submitted in two different sealed cover envelopes. One envelope should contain document of eligibility criteria and the other envelope should contain Eoi document and address to the undersigned with a submission letter.



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IV. Eol 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.

V. 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.

VI. 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.

VII. Clarification

A prospective Party/ Firm requiring any clarification may visit the Eol 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 Eol document shall be at his/ her own risk. The Eol which are not substantially responsive to the requirement shall be rejected.

VIII. 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 Bhawan, Gangtok.
Govt. of Sikkim