



ITDA

**IT DEVELOPMENT AGENCY  
(ITDA)**  
**Department of Information Technology**  
**Government of Uttarakhand**  
**IT Bhawan, IT-07, IT Park, Sahastradhara Road,**  
**Dehradun - 248001**

DIRECTOR

Telefax:0135-2608330

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**SHORT TERM NOTIFICATION****For invitation of quotations for the Skill Development of ITDA Workforce on  
Generative AI**

The reputed and authorized firms are invited to submit their most competitive quotation (in format annexed) for the following work: -

**Proposal:**

ITDA is set to organize a training program to equip its workforce, including managers and professionals from various organizations, with the essential knowledge and hands-on experience to effectively leverage Generative AI, addressing the persistent demands of the current era.

**Scope of Work:**

Generative AI is revolutionizing industries. However, to harness its transformative potential, businesses require a skilled workforce. The world is witnessing a new industrial revolution unfolding, driven by digital technologies like Artificial Intelligence (AI). Recently, Generative AI (Gen AI) has emerged as a key driver of innovation and productivity across industries. Gen AI applications can create a wide range of new content formats, including emails, business proposals, realistic images and videos, programming code, and audio content, among other things. Businesses across industries are leveraging Gen AI to streamline processes, boost worker productivity, and gain a competitive edge. Recognizing the transformative potential of AI, the Government of India launched the National Programme on Artificial Intelligence (NPAI) initiative. This program aims to establish India as a global leader in AI by preparing an AI-skilled workforce through various upskilling, reskilling, and education initiatives, as well as fostering AI research and development. A skilled workforce is crucial to truly unlock the potential of Gen AI. However, the current talent landscape often lacks the specific knowledge and practical skills necessary to harness this technology, leaving businesses at risk of falling behind competitors who are actively upskilling their employees. Our comprehensive generative AI training program is designed to bridge this gap.

The participants will explore the Gen AI landscape, master prompting techniques, learn relevant use cases, and ensure the ethical implementation of AI practices.

By equipping our team with the necessary knowledge and hands-on experience, they will be empowered to become active participants in the AI revolution, driving innovation and propelling our efficiency/work towards future success.

**Time Duration:** 1 hour per day for 6 days**Tentative Timings:** Morning 9.30 AM to 10.30 AM

Date	Training Contents	Venue
Day 1	Introduction to Gen AI A brief overview of AI and Gen AI. LLMs and chatbots — how to access them. Potential impact of Gen AI on industry and commerce. Interactive Q&A session.	ITDA, IT Park Dehradun
Day 2	Mastering prompt design Techniques for crafting and refining prompts that yield optimal results from Gen AI systems.	
Day 3	Hands-on session: Prompt writing Enhancing prompting skills through real-world exercises. Generating professional content like emails and reports. Gen AI for career development.	
Day 4	Exploring real-world use cases exciting use cases of Gen AI, from conversing with PDFs to extracting web information and conducting AI-powered research.	
Day 5	Hands-on session: prompt writing Apply techniques learned in the previous session. Leverage Gen AI tools for information retrieval, data extraction, learning, and research.	
Day 6	Responsible AI—Navigating challenges Ethical considerations in the development and deployment of Gen AI systems. Problem of hallucination and misinformation, bias, privacy, security, plagiarism.	

**Preparation of Quotations:** You are requested to quote for the services by completing, signing and returning:

1. the Quotation Submission Sheet;
2. the Quote sheet;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Sealing and marking of Quotations:** Quotations should be sealed in a single envelope, clearly marked with the Reference above, the name of the Bidder and Implementing Agency.

**Submission of Quotations:** Quotations should be submitted to the address below, no later than the date and time of the deadline below.

Date of deadline: 7 days (*day, month and year*). Time of deadline: 17:00Hrs (IST).

**Submission address:** IT DEVELOPMENT AGENCY (ITDA), Department of Information Technology, Government of Uttarakhand, IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001

### Quotation Submission Sheet

*[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]*

Quotation Addressed to	IT DEVELOPMENT AGENCY(ITDA), Department of Information Technology, Government of Uttarakhand ,IT Bhawan, IT-07, IT Park, Sahastradhara Road, Dehradun - 248001
Date of Quotation:	
Subject of Procurement:	<b>QUOTATIONS FOR <u>the Skill Development of ITDA Workforce on Generative AI</u></b>

### Quote

Item No	Description of Works	Unit rate	Total Price
	<u>Skill Development of ITDA Workforce on Generative AI</u>		
	<b>Other additional costs</b>		
	<b>Subtotal</b>		
	<b>GST @      %</b>		
	<b>Total</b>		

### Quotation Authorised By:

Signature:		Name:	
Position:		Date:	
Stamp: _____			(DD/MM/YY)
Authorised for and on behalf of:			
Company:			
Address:			

## **TERMS & CONDITIONS**

1. You are invited to submit your most competitive quotation for the Skill Development of ITDA Workforce on Generative AI.
2. The contract shall be for the full work as described above.
3. The rates quoted by the firm shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Price shall be quoted in Indian Rupees only.
5. Each firm shall submit only one quotation.
6. Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
7. ITDA will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - a. are properly signed; and
  - b. conform to the terms and conditions, and specifications.
8. ITDA will award the contract to the firm whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
9. Notwithstanding the above, ITDA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
10. The firm whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
11. Payment shall be made after completion of work on the basis of submission of satisfactory certificate by the concerned department.
12. In case of any clarification, the firm can contact on the above-mentioned address during office hours (10.00 AM-05.00 PM)
13. Delivery Period: Within 10 working days after the receiving of the Work Order
14. Evaluation of Quotations  
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - (a) Are properly signed, and
  - (b) Conform to terms and conditions, and specifications.The Quotations would be evaluated for all the items together

**Finance Controller**

ITDA

**Copy:**

ITDA Website @ <https://itda.uk.gov.in/tenders>

**Finance Controller**

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