

**Re-Tender**

**EXPRESSION OF INTEREST FOR PROVIDING SOFT SKILL TRAINING IN  
CONNECTION WITH SKILL UPGRADATION TRAINING PROGRAM**

**NORKA ROOTS**

**3<sup>rd</sup> Floor, Norka Centre, Thycaud, Thiruvananthapuram, Kerala**

**Pin. 695014**

## **Background**

Norka-Roots, a Government of Kerala undertaking under the Department of NORKA, acts as a nodal agency for all the matters relating to NRKs and the mission is to establish a robust and vibrant institutional framework to facilitate and support Government of Kerala in addressing the NRKs grievances, safeguarding their rights, rehabilitating the return emigrants, enabling them to invest in and benefit from the opportunities in Kerala. NORKA ROOTS conducts skill upgradation and reintegration training program with a view that there are large numbers of prospective migrants in the state who intended to go abroad in search of employment opportunities, but their skills are not tested and certified and hence, a system of training and certification of their skills has been implemented by NORKA ROOTS through authorized institutions across the State. Further to enable these prospective migrants to find employment in the overseas job market, their soft skills need to be developed in terms of personality development, interview techniques and communication skills, including in Arabic languages.

Norka-Roots, invite Expression of Interest from interested agencies/organizations to conduct soft skill training to the students who are admitted in various institutions in Kerala. Soft skill training includes personality development, interview techniques and communication skills including Arabic language.

### **Qualification criteria**

1. The agency should have at least 5 years experience in imparting soft skill trainings in association with Government Departments/Public Sector Undertakings.

### **Deliverables of agency**

1. Soft skill training includes personality development, interview techniques and communication skills including Arabic language.
2. The agency shall prepare the curriculum and get the approval of NORKA ROOTS.
3. Total duration of the training programme should not be less than 60 hrs.
4. The agency shall impart training at the 31 centres identified by NORKA ROOTS
5. The agency shall provide resource persons, necessary printed notes including study materials

## **METHOD OF EVALUATION:**

- a. Screening of EOI shall be carried out by a selection committee.
- b. EOI will be evaluated for short listing inter alia based on their past experience and performance, strength of their man power, financial strength.
- c. Only selected institutions/agencies will be communicated for imparting training requirements or for further details.
- d. Norka-Roots reserve the right to accept or reject any or all of the applications without assigning any reason thereof or stop the process of approval at any stage, at its sole discretion

## **DISQUALIFICATION**

NORKA ROOTS may at their sole discretion and at any time during the evaluation of the proposal disqualify any proposers, if the proposers have,

- Submitted the documents after the last date.
- Submitted the proposal without required documents.
- Misled or false representation in the forms, statements and supporting documents with the proposal.
- Declared ineligible by the Government of India or any state government for corrupt and fraudulent practices or black listed.

EOI Documents can be downloaded from the website [www.norkaroots.org](http://www.norkaroots.org)

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

The selected consultant companies have to submit their audited account statement of the last three financial years attested by the responsible officer/ authority.

## **APPLICATION SUBMISSION REQUIREMENTS & LAST DATE OF SUBMISSION OF EOI**

Interested agencies might submit their comprehensive proposal with financial quote (Per students) in the address noted below on or before 3.00 PM, 18.12.2019. The EOI will be opened by the selection committee at the board room of NORKA ROOTS at 3.30 PM on the same day.

THE CHIEF EXECUTIVE OFFICER  
3<sup>rd</sup> FLOOR, NORKA ROOTS,  
NORKA CENTRE, THYCAUD,  
THIRUVANANTHAPURAM - 695 014