



**Expression of Interest (EOI) for  
Empanelment of Licensed Overseas Recruiting Agencies to Partner with K-DISC  
for Facilitating Overseas Job Opportunities for DWMS-Registered Jobseekers  
under the Vijnana Keralam Programme.**

**Ref No : VK/KDISC/2070/2025**

**Dated : 11-06-2025**

**KERALA DEVELOPMENT INNOVATION STRATEGIC COUNCIL (K-DISC)  
India Height, Govt. Women's College Road Vazhuthacaud,  
Thiruvananthapuram -695014,  
Phone: 0471 4117000 (Extn: 201).  
[demandaggregation@knowledgemotion.kerala.gov.in](mailto:demandaggregation@knowledgemotion.kerala.gov.in).**

## **DISCLAIMER**

All information contained in this Expression of Interest (“EOI”) and subsequently provided is shared in good faith and with genuine intent. While this EOI does not constitute a contract or an offer to enter into a contract, agencies shortlisted through this process may be invited to enter into a formal agreement based on further evaluation and mutual consent. Kerala Development Innovation Strategic Council (K-DISC) reserves the right to cancel this EOI and/ or invite proposals afresh with or without amendments to this EOI without any liability or any obligation for this EOI and without assigning any reason to anyone. Kerala Development Innovation Strategic Council (K-DISC) reserves its right to take the final decision regarding selection of the applicant.

The purpose of this document is to provide the applicants with information to assist in formulation of their proposals. This document does not claim to contain all the information each applicant requires. Each applicant may conduct its own independent investigation and analysis and is free to check the accuracy, reliability, and completeness of the information in this document.

Submission of proposal to the Kerala Development Innovation Strategic Council (K-DISC) does not guarantee the selection or engagement of the applicant. All proposals will be evaluated as per the criteria specified, and only shortlisted applicants will be considered for further steps, including possible agreement execution. Under no circumstances will Kerala Development Innovation Strategic Council (K-DISC) be held responsible or liable in any way for any claims, damages, losses, expenses, costs, or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption, or loss of information) resulting from or arising directly or indirectly by application or non - application to this EOI.

## EOI Document Details

Table 1

Ref. No. and Date	EOI NO: VK/KDISC/2070/2025 11 June 2025
Date of issue of Notice Inviting EOI	11 June 2025
Last Date for seeking clarifications	15 June 2025
EOI submission start date (via Email)	11 June 2025
EOI submission closing date (via Email)	25 June 2025
Time and Date for finalizing the last cohort of empanelment	26 June 2025
EOI validity	Till 30 September 2025

Applications could be invited for presentations immediately after submission of proposals.

Issued by:

The Member Secretary,  
Kerala Development and Innovation Strategic Council (K-DISC),  
2nd Floor, India Heights Building, Govt. Women's College Road,  
Vazhuthacaud Thiruvananthapuram-695014

## Acronyms

DWMS	- Digital Workforce Management Systems
EOI	- Expression of Interest
K-DISC	- Kerala Development and Innovation Strategic Council
NoRKA	- Non-Resident Keralite's Affairs
VK	- Vijnana Keralam
MOU	- Memorandum of Understanding
MEA	- Ministry of External Affairs
PGE	- Protector General of Emigrants
TBA	- To Be Announced
TOR	- Terms of Reference
NDA	- Non-Disclosure Agreement

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## **1. Executive Summary**

### **Objective:**

The Kerala Development and Innovation Strategic Council (K-DISC), under the Vijnana Keralam initiative, invites Expressions of Interest (EOI) from licensed overseas recruiting agencies to collaborate in creating structured and ethical international employment opportunities for jobseekers from Kerala. This initiative is implemented in alignment with the strategic framework established through the agreement between NoRKA and K-DISC, ensuring coordinated, transparent, and responsible overseas recruitment.

### **Key Components of Partnership:**

- **Two Engagement Models:** Direct overseas employment and employment with training (including language, domain specific and cultural adaptation training).
- **Ethical Recruitment:** Prioritizing fairness, candidate safety, and full disclosure of job particulars.
- **Technology Integration:** Mandatory use of the DWMS platform for job listing, tracking, and reporting.

### **Eligibility Summary:**

- **Valid Recruitment Agent (RA) License** issued by the Ministry of External Affairs (MEA), Government of India.
- **Must have a positive net worth and consistent revenue** over the last three financial years, with clear disclosure of annual revenue share from overseas recruitment.
- **Registered office in Kerala is mandatory.**

### **Submission Highlights:**

- **Deadline:** Within 14 days from publication of this EOI.
- **Submission Mode:** Proposals must be submitted as scanned soft copy via email.
- **Processing Fee:** ₹1,000 (non-refundable).

K-DISC invites experienced and credible recruiting agencies to partner under this initiative to promote ethical migration and facilitate sustainable overseas career pathways for Kerala's skilled workforce, in alignment with the guidelines set forth in the Agreement between NORKA and K-DISC.

## **2. Invitation for Expression of Interest (EOI)**

The Kerala Development and Innovation Strategic Council (K-DISC), under the Vijnana Keralam, invites Expressions of Interest (EOI) from licensed overseas recruiting agencies to collaborate on providing meaningful international job opportunities for jobseekers from Kerala. This program seeks to establish a responsible and supportive employment framework that prioritizes the safety, well-being, and career aspirations of jobseekers pursuing employment abroad. Interested agencies are encouraged to partner in this transformative effort to create fulfilling international career pathways while adhering to ethical recruitment practices.

## **3. Background**

The Kerala Development and Innovation Strategic Council (K-DISC), a society registered under the Travancore Cochin Literary, Scientific and Charitable Societies Act of 1955, functions as the strategic think tank and advisory body to the Government of Kerala. The Government of Kerala has launched the Vijnana Keralam programme, a flagship initiative aimed at transforming Kerala into a leading hub in the global knowledge economy.

Vijnana Keralam follows a multi-dimensional approach to mobilize Kerala's educated and skilled workforce—including jobseekers and career-break professionals—for meaningful employment opportunities, both within India and abroad. A critical focus of the program is the promotion of structured and ethical overseas employment, emphasizing social inclusion, skill empowerment, and long-term career growth for knowledge workers from Kerala.

The current Expression of Interest (EOI) is being launched within the strategic framework defined by the agreement between NoRKA and K-DISC, which serves as the foundational basis for this initiative. The agreement enables collaborative and accountable engagement with licensed overseas recruiting agencies to facilitate responsible international employment pathways for jobseekers from Kerala.

To support this vision, K-DISC, in partnership with Digital University Kerala, has developed the Digital Workforce Management System (DWMS), a unified digital infrastructure that brings together jobseekers, employers, and skill providers on a single platform. DWMS supports jobseeker registration, skill mapping, training, and talent matching to efficiently connect Kerala's workforce with global employment opportunities.

### **Purpose of EOI**

The Kerala Development and Innovation Strategic Council (K-DISC), under the Vijnana Keralam program, invites Expressions of Interest (EOI) from overseas recruitment agencies holding a valid Recruiting Agent (RA) license issued by the Ministry of External Affairs to collaborate in providing overseas employment opportunities for jobseekers from Kerala. This program aims to provide the required support and opportunities to the jobseekers aiming to pursue employment abroad, emphasizing responsible employment practices. The partnership will focus on establishing an employment model that addresses the needs and concerns of jobseekers, ensuring a safe and fulfilling career experience internationally. The collaboration can be in two dimensions

1. Direct Employment without any training
2. Employment with training (Language training, domain specific skill training, cultural adaptation training etc.)

The qualified Recruiting Agencies will be selected as Empaneled Agencies for the concerned work for a period of 2years.



#### 4. Key Objectives

K-DISC aims to enhance overseas employment opportunities for Kerala's workforce by establishing credible, efficient recruitment systems in partnership with national and international agencies. K-DISC's focus involves identifying overseas opportunities, aligning training programs with global standards, and formalizing migration systems to increase credibility across the recruitment value chain. Through this collaborative approach, K-DISC seeks to create a structured, reliable, and efficient pathway for job seekers in Kerala to secure employment opportunities abroad, benefiting both the Kerala economy and destination countries. The following are the key objectives of this collaboration.

- **Efficient Pathway Development:** Create a clear and efficient process for jobseekers registered in DWMS to access overseas employment opportunities.
- **Responsible Employment Practices:** Promote and implement responsible employment practices that prioritize the safety, rights, and well-being of jobseekers, ensuring ethical treatment throughout the recruitment process.
- **Comprehensive Support System:** Establish a robust support framework that addresses the needs and concerns of jobseekers, offering dedicated guidance for job selection, interview preparation, seamless migration, and post-migration support.

#### 5. Submission of Proposal

Interested overseas recruiting agencies are requested to submit their proposals, along with all supporting documents, via email to [demandaggregation@knowledgmission.kerala.gov.in](mailto:demandaggregation@knowledgmission.kerala.gov.in) only. Submission through email is mandatory and shall be considered the sole valid mode of submission. The proposal should include a detailed profile of the agency, relevant experience in international recruitment, compliance with ethical recruitment practices, and a proposed collaboration plan outlining strategies to ensure safe and fulfilling overseas employment opportunities for jobseekers from Kerala. All submissions must be accompanied by the necessary supporting documents as specified in the EOI proposal submission checklist. Proposals must be submitted by the specified deadline. Any queries or requests for clarification may also be addressed through the same email ID provided in the EOI notification

## 6. Validity of Offer

The partnership established through this program will remain valid for a period of two years from the date of agreement. Agencies are expected to adhere to the terms and conditions outlined in the collaboration to ensure continuous support for Kerala jobseekers during this period.

### Financial Requirements

- Processing Fee: Agencies must pay a non-refundable processing fee of INR 1,000 at the time of EOI submission to the following bank account.

Account number: 110115340982

Account holder name: Kerala Development Innovation Strategic Council (K-DISC)

Bank Name: Canara Bank

Branch: Pattom Branch, Trivandrum

IFS Code: CNRB0002791

## 7. Terms of Reference

### Placement Agreement Requirements

- In alignment with the strategic framework established through the agreement between NoRKA and K-DISC, all selected agencies shall execute a Placement Agreement (Draft in Annexure V) with Vijnana Keralam
- All overseas placement activities handled by the recruitment agency within Kerala during the contract period (2 years) must be conducted in collaboration with Vijnana Keralam.
- All such placement activities must be updated on the DWMS portal, including job listings, selections, and outcomes.
- Agencies must regularly report available job opportunities using the standardized Curation Format (Annexure IV).
- Vijnana Keralam will mobilize the relevant talent pool through its field level job station mechanisms, based on curated opportunities submitted by agencies.

The selected overseas recruiting agencies will collaborate with the Kerala Development and Innovation Strategic Council (K-DISC) under the Vijnana Keralam to facilitate overseas job opportunities for jobseekers from Kerala. The scope of work includes the following key areas:

#### **I. Job Particulars Related Services**

- **Job Listing:** Agencies must provide a comprehensive listing of job opportunities and complete a curation sheet (Annexure IV) created by K-DISC, detailing all pertinent job particulars to ensure clarity and consistency for jobseekers.
- **Cost Particulars:** Agencies must provide a detailed statement showing the relevant costs associated with the opportunity.
- **Query Management:** Agencies must allocate a dedicated point of contact, along with two levels of escalation, to promptly and effectively address queries and concerns related to job openings.
- **Authenticity and Transparency:** Agencies are required to ensure the authenticity, accuracy, and transparency of all job particulars shared. Hidden charges or ambiguous information that could mislead jobseekers are strictly prohibited.
- **Regulatory Compliance:** Agencies must fulfill all regulatory requirements, including obtaining necessary approvals and licenses for the mobility of the job seeker.
- **Statutory Compliance:** Agencies shall ensure that all statutory compliance associated with jobs, emigration etc., are met. It will be the responsibility of the agencies to comply with all the relevant provisions of Indian law with regard to International jobs.
- **Interview Process and Appointment Order Timeline:** Recruiting agencies must inform candidates in advance about the complete interview process and schedule, including the number of stages involved. The result of each interview stage must be communicated to K-DISC within 10 working days of the completion of that stage. After the final stage of the interview process, agencies must communicate the final selection result—whether selected or not—and issue the offer letter (if applicable) within 30 working days. This

timeline is mandatory to ensure transparency, avoid indefinite delays, and provide clarity to all participating candidates.

## **II. Training Curriculum and Standards (If applicable)**

- **Industry-Compliant Training Content:** Training content must adhere to recognized industry standards and, where relevant, include certifications accredited by international or national professional bodies.
- **On-the-Job Training:** Agencies should arrange on-the-job training if required for specific job roles.
- **Training Cost Disclosure and Affordability:** Agencies must clearly disclose the cost, if any, to be incurred by jobseekers for attending the above-mentioned training programs. Such costs must be kept minimal and justifiable, in alignment with prevailing industry norms, and should not impose undue financial burden on the candidates. K-DISC reserves the right to review and evaluate the reasonableness of the costs indicated.

## **III. Participation in Vijnana Keralam Activities**

- **Recruitment Events and Campaigns:** Agencies are expected to actively participate in recruitment drives, job fairs, and other promotional campaigns organised by K-DISC and Vijnana Keralam.
- **Placement Outcome Communication:** Agencies must promptly communicate the outcomes of recruitment processes, including details of shortlisted and rejected candidates, within stipulated timeline to ensure transparency and candidate engagement.

## **IV. Reporting and Confidentiality**

- **Data Confidentiality:** The recruiting agencies shall treat all information related to jobseekers and other project-related data provided by or accessed through K-DISC and the DWMS platform as strictly confidential. This data must be used solely for the purpose of recruitment and placement activities under this initiative and shall not be disclosed, shared, or repurposed in any manner without prior written consent from K-DISC. Agencies must implement appropriate measures to ensure the security and

confidentiality of the data, including preventing unauthorized access, misuse, or loss. The obligation of confidentiality shall survive the termination or expiry of the partnership agreement. Any breach of confidentiality may lead to disqualification, termination of the agreement, and further appropriate action as deemed necessary by K-DISC.

- **Reporting:** Agencies are required to submit reports as requested by K-DISC and Vijnana Keralam, covering job placements, candidate feedback, offer letter issuance—including the number of offer letters issued and the time taken for their issuance—and other relevant metrics to facilitate monitoring and evaluation.

## V. Exclusion of MEA-Notified Vacancies

The Recruiting Agency (RA) shall prioritize bringing in non-notified job opportunities under this initiative. Jobs notified by the Ministry of External Affairs (MEA), shall not be considered unless specifically approved by MEA.

## 8. Support provided by K-DISC:

K-DISC will assist empanelled firms by granting access to the Digital Workforce Management System (DWMS) portal and its associated platforms. These firms will be on boarded as employers, enabling them to post job opportunities in compliance with K-DISC's policies and guidelines. Agencies can view the profile of the candidates who apply for their respective job postings and undertake selection process of them. They can also mark their selection or rejection status as well. K-DISC will facilitate administrative coordination and provide support for job mobilization efforts.

## 9. Instructions to Bidders

Interested organisations are invited to submit their EOI detailing,

- **Proposal:** Outline your plan for establishing and operating including proposed services, operational strategies, and sustainability plans.
- **Experience and Expertise:** Highlight relevant experience in international placements and training including accreditation and recognition.
- **Profile of the jobs and country wise placements:** YOY profile of the jobs placed sector wise, region wise, company wise,

- **Partnerships:** Identify potential partners and collaborators for delivering comprehensive services.

Applicants should submit a proposal with the following documents as per the schedule. Shortlisted applicants would receive a call for a detailed discussion by K-DISC, at a mutually convenient date which will be notified later. Selected agencies will have to engage with an agreement with K-DISC for a period of two years and the parties engaged in the agreement shall not be having any right to increase or decrease the rate quoted for the recruitment as per their offer. It may be noted that a separate agreement will be required for each recruitment.

The EOI submission should include,

### **9.1 Covering Letter**

A brief introduction and statement of interest.

### **9.2 Organisation Particulars (Annexure - I)**

- a) Name of the Organisation
- b) Legal Name: [Name of the organisation as registered with the relevant authority]
- c) Legal Status: [Indicate the legal structure of the organisation, such as a partnership, society, company, etc.]
- d) Registration Number: [Provide the unique registration number assigned to the organisation by the relevant authority if any.]
- e) Date of Registration: [Indicate the date when the organisation was registered with the relevant authority]
- f) Registered Address: [Provide the complete postal address of the organisation's registered office]
- g) Regional office Address: [Provide the complete postal address of the organisation's regional office in Kerala]
- h) PAN Card Number (Copy of PAN card to be attached)
- i) TAN Number (Copy of TAN card to be attached)
- j) GSTIN (Copy of GST certificate to be attached)
- k) Full name of the contact person: [Provide the designation of the organisation's main contact person]

- l) AADHAAR number (To verify KYC)
- m) Designation of the contact person: [Provide the full name of the organisation's main contact person]
- n) Contact Mobile Phone Number: [Provide the mobile phone number the organisation's main contact person]
- o) Contact e-mail id: [Provide the email address for the organisation's main contact person].
- p) URL of the organisation
- q) License by the Ministry of External Affairs for recruitment (copy of relevant documents to be attached).

### **9.3 Organisational Capabilities**

- a) Introduction: Provide a brief introduction about your organisation including the number of years of experience and key areas of specialization, including its history, scope of work and structure.
- b) Organisational form.
- c) Experience: Provide information on your organisation's experience in the relevant field, including specific projects or contracts that demonstrate your organisation's capabilities including the number of years of experience and key areas of specialization
- d) Client References: Provide a list of references for the organisation's previous clients who can speak to their experience working with us. This should include contact information for the references, as well as a brief description of the work we did for them.
- e) Quality Management: Provide a brief overview of the organisation's quality management system, including any relevant certifications, processes, and procedures that you follow to ensure the quality of our work.
- f) Similar Projects: Provide information on your organisation's experience with similar projects (similar in scope and complexity), including the size, scope, service provided and outcomes of the project.
- g) Financial performance: The organisation must provide audited financial statements for the last three financial years, along with a clear indication of the percentage of revenue from overseas recruitment activities.

#### 9.4 Approach and Methodology for the Project

- a. **Overview and Approach:** Selected recruiting agencies will identify overseas employment opportunities and onboard them to the DWMS portal in consultation with Vijnana Keralam, ensuring full adherence to established policies and practices. These opportunities must be legitimate and comply with all regulatory requirements. If specific training is required for the job roles, the agencies will provide tailored courses designed to enhance the skills and knowledge of students and professionals, equipping them with the tools and expertise necessary to meet job demands effectively
- b. **Monitoring and Evaluation:** The agency will monitor and evaluate the effectiveness of the program, including the key performance indicators that will be used to assess the success of the project.
- c. **Risk Management:** The agency has to put in place a risk mitigation plan to avoid potential risks and challenges that may arise during the project

#### 10. Instructions for Submission of Expression of Interest (EOI)

10.1 Agencies are advised to study all instructions, forms, terms, requirements and other information in the EOI document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

10.2 Agencies that meet the eligibility criteria shall prepare their EOI in accordance with the proposal submission checklist. They may also submit additional information to support their suitability for the assignment.

10.3 The proposal, in full compliance with the requirements specified in the EOI, must be submitted within 14 days from the date of issue of notice inviting the bid. Proposals must be submitted by email. The digital copy, including the Letter of Intent, should be sent to [demandaggregation@knowledgmission.kerala.gov.in](mailto:demandaggregation@knowledgmission.kerala.gov.in) . Bidders must ensure that their submission includes all required documents in the prescribed formats provided with this EOI. Additionally, bidders are encouraged to include special comments on the objectives and scope of services outlined in the enquiry, along with their offer.



10.4 A draft of the final agreement to be executed between the selected agencies and K-DISC is included in this document as Annexure V. All agencies submitting their proposals are required to review this draft agreement. Only those agencies who agree in principle with the terms and conditions outlined in the draft agreement are expected to submit their Expression of Interest (EOI). Submission of the EOI will be deemed as consent to the clauses mentioned in the draft agreement, subject to final mutual confirmation at the time of execution.

10.5 The EOI must strictly follow the prescribed format for Expression of Interest. Any deviation may lead to rejection of the proposal. Refer to the proposal submission checklist in Annexure VI.

10.6 Any EOI received after the stipulated deadline shall be rejected.

10.7 The application shall be the basis of drawing up a shortlist of eligible agencies and will be processed further.

10.8 All Applications should be submitted in English only.

10.9 The bidder shall bear all costs associated with participating in the EOI process, including but not limited to, costs related to due diligence, participation in meetings, discussions, or presentations, proposal preparation, submission of additional information requested by the purchaser for evaluation, and negotiation of the final contract or any other bid-related activities.

10.10 The authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10.11 A firm shall submit only one proposal, either individually or as JV partner in another proposal. If a firm, including a JV partner submits or participates in more than one proposal; all such proposals shall be disqualified.

10.12 The supporting documents furnished by applicant shall be accompanied with English translation in case original documents are in a language other than English.

10.13 Member Secretary “K-DISC”, reserves the right to reject any applications, without assigning any reasons therefore.

10.14 Member Secretary “K-DISC”, would evaluate only those applications that are received in the required format and complete in all respects. Incomplete and / or conditional applications shall be liable for rejection.

10.15 No claims whatsoever will be entertained if submission is not received by due date and time.

## 11. Qualification Criteria

Sl. No	Heads	Parameters	Relevant Documents
1	Legal status	<ul style="list-style-type: none"> <li>Applicants should be incorporated by the appropriate authority in India under relevant law.</li> <li>Applicants should hold a valid Permanent Account Number (PAN) and Goods and Services Tax (GST) registration.</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Incorporation/partnership deed</li> <li>Memorandum of Association and Articles of Association/ related constituting documents of the entity</li> <li>PAN, TAN, and GST registration number.</li> </ul>
2	Aspects of compliance	Applicants should not have been blacklisted by any Indian Government body, the office of the Protector of Emigrants, Public Sector Undertaking, autonomous body or any other regulatory body.	Declaration by the Applicant as per Annexure-II.
3	Prior experience	Applicants should have experience in international workforce mobility of Indian workforce.	Valid demand letters for authenticity of vacancies filled in the last 3 years.

4	Regulatory fulfillment	Applicants should possess Recruitment Agent (RA) License Certificate.	Copy of Recruitment Agent (RA) License Certificate from Ministry of External Affairs.
5	Financial Performance	The Applicant's financial health must be sound in all aspects, with consistent operational revenue and demonstrated positive net worth for a minimum of the past three (3) financial years. Applicants must also disclose the percentage of revenue from overseas recruitment activities for each of these years.	Audited Financial statements of the Applicant for the last 3 (Three) financial years. Certified by a chartered accountant
6	Others	The agency must have a registered office in Kerala.	Address proof

## **12. Evaluation Criteria**

The shortlisted applicants will be called for a presentation before an expert panel. The evaluation will be primarily based on the essential factors such as recruitment Plan, demand Letters, awards and recognitions, employer tie-up and financial feasibility as detailed below: -

### **i. Recruitments Backed by Demand Letters (20 Marks)**

Evaluation based on the number and category-wise spread of overseas vacancies successfully filled over the past three years, supported by valid demand letters. Higher marks will be awarded for higher volume and broader sectoral representation.

### **ii. Proportion of Revenue from Overseas Recruitment (20 Marks)**

Proportion of revenue generated from overseas recruitment activities in the last three financial years, certified by a Chartered Accountant. Agencies with a higher share of revenue from overseas recruitment will receive higher scores.

### **iii. Additional Value-Added Services (20 Marks)**

Marks will be awarded for engagement in placement-linked value-added services such as pre-departure orientation, skill training, language support, or counseling.

### **iv. Awards and Recognitions (20 Marks)**

Recognition or awards received from Indian government bodies (including POE offices), embassies, or recognized foreign authorities. Scoring will consider the level and relevance of the recognition.

### **v. Long-Term Tie-Up with Employers (20 Marks)**

Marks awarded based on the existence of long-term MoUs or agreements with reputed foreign employers. Additional weightage will be given to tie-ups that span multiple years and/or multiple countries.

**Evaluation Score in brief:**

Sl. No.	Evaluation Criteria	Weightage (%)
1	Recruitments Backed by Demand Letters	20
2	Proportion of Revenue from Overseas Recruitment	20
3	Additional Value-Added Services	20
4	Awards and Recognitions	20
5	Long-Term Tie-Up with Employers	20
	Total	100

**13. Method of Evaluation:**

Only applicants scoring a minimum of 50% as per the evaluation criteria shall be empanelled for further stages. Additional emphasis will be placed on the submitted 3-year activity report, particularly on category-wise placement diversity and overall performance.

**14. Last date of submission of EOI**

The last date for submission of the Expression of Interest (EOI) is 14 days from date of issue of notice inviting bid. All interested agencies are requested to ensure that their submissions are completed and received by this deadline. Late submissions will not be considered under any circumstances. Please ensure that all required documents and information are included as per Annexure VI for a complete and valid application.

**ANNEXURE-I**  
**ORGANISATION DETAILS**  
[On the letter head of the Entity]

Details	Information
Name of the Organisation	<i>[Insert Name]</i>
Legal Name	<i>[Name of the organisation as registered with the relevant authority]</i>
Legal Status	<i>[Indicate the legal structure of the organisation, such as partnership, etc.]</i>
Registration Number	<i>[Unique registration number assigned by the relevant authority]</i>
Date of Registration	<i>[Date of registration with the relevant authority]</i>
Registered Address	<i>[Complete postal address of the registered office]</i>
Whether you have office in Kerala.	<i>[Provide the complete postal address of the organisation's regional office in Kerala]</i>
PAN Card Number	<i>[Provide PAN card number] (Copy to be attached)</i>
TAN Number	<i>[Provide TAN card number] (Copy to be attached)</i>
GSTIN	<i>[Provide GSTIN] (Copy of certificate to be attached)</i>
Full Name of the Contact Person	<i>[Full name of the main contact person]</i>
Aadhaar Number	<i>[To verify KYC]</i>
Designation of the Contact Person	<i>[Designation of the main contact person]</i>
Contact Mobile Phone Number	<i>[Mobile phone number of the main contact person]</i>
Contact Email ID	<i>[Email address of the main contact person]</i>
URL of the Organisation	<i>[Website URL]</i>
Whether licensed by the Ministry of External Affairs for recruitment	<i>[Provide the RA licenses Number] (Copy of Recruitment Agent (RA) Registration Certificate from Ministry of External Affairs to be attached)</i>

**ANNEXURE-II**  
**DECLARATION BY THE APPLICANT**  
[on the Letter Head of the Applicant]  
Declaration

Date: .....

Kerala Development and Innovation Strategic Council (K-DISC)  
Innovation Tower, India Heights Building,  
Women's College Rd, Panavila,  
Vazhuthacaud, Thiruvananthapuram, Kerala 695014

I/We hereby solemnly affirm that I/We am/are the authorized signatory/signatories of the firm/agency/institute/company/organisation and declare that neither I/We nor my/our firm/agency/institute/company/organisation, including any of our partners, are currently subject to any sanctions or pending disciplinary actions by any competent authority.

Further, it is certified that neither our firm nor any of our affiliates have been blacklisted by any Government Agency, Office of the Protector of Emigrants, Public Sector Undertaking, Autonomous Body, or any other regulatory authority for violation of applicable laws, regulatory provisions, or breach of contract.

Additionally, I/We hereby confirm that all information and documents submitted as part of this proposal are true, complete, and accurate to the best of my/our knowledge and belief. I/We understand that if any information or document provided is found to be false, misleading, or incorrect at any stage, K-DISC reserves the right to reject our proposal and/or terminate any agreement entered into without any prior notice.

Thank you.

Yours faithfully,  
[Authorized Signatory Name]  
[Designation]  
[Contact Details]

**Seal of the Applicant**  
[Official Seal/Stamp]

### ANNEXURE - III

#### Recruitment Planning: Quarterly and Half-Yearly Projections

As part of the evaluation process, agencies are required to submit a detailed recruitment plan outlining the projected overseas placements across different job categories for both the first quarter (April-June) and the first half-year (April-September).

Submissions will be assessed based on the clarity and feasibility of the proposed plans. Higher marks will be awarded for well-structured submissions with specific timelines, realistic targets, and supporting rationale.

Category	Planned Recruitment - Q1 (First 3 months) *	Planned Recruitment - H1 (First 6 months) **	Remarks / Rationale***
Skilled			
Unskilled			
Managerial Jobs			
Professional Jobs			

\* Insert number of anticipated vacancies

\*\* Insert cumulative number of anticipated vacancies

\*\*\* Indicate particulars of leads and letters of intent from Employers.

Recruitment agencies are encouraged to align their projections with current international demand trends, and to ensure feasibility considering documentation, training, and deployment timelines.



## ANNEXURE-IV

### Curation Format for Job Opportunities

All empaneled agencies are required to submit job opportunities using this standardized Curation Format. A spreadsheet template (Curation Note Template V1-29-05-2025.xlsx) is provided separately. Below is a summary of required fields:

JOB PROFILE			
<b>Employer</b> (full name of the company)		<b>Job ID</b> (once posted in DWMS employer module)	<b>NA</b> <Will be Furnished on Job Posting>
<b>Aggregator</b> (ICT-Direct )	ICT-Indirect	<b>Job Title</b>	
<b>Job Category</b> (10th /Plus Two/ ITI/ Diploma/ Graduate/ Post Graduate/ Professional)		<b>Age</b> (range in years)	
<b>Academic Qualification</b> (B.Sc, B.A, B.Tech, M.Tech etc. )		<b>Gender</b> (Male, Female, Transgender)	
<b>Specialization</b> (Computer Science, Optometry, Pharmacy etc. )		<b>Experience</b> (range in years)	
<b>Language Proficiency Requirements</b> (Languages and levels if applicable)		<b>Open Positions</b> (Nos.)	
<b>Physique Requirements</b> (if applicable)  (specify the height, weight etc. )		<b>Is the Job Running Account* (Yes/No)</b>  (vacancies will be added throughout the year)	
<b>Assessment/Certification standards</b>  (e.g.: AutoCAD/IELTS/Scripting/Jav a etc.)		<b>Additional Skill Requirement</b>  (if any)	
<b>Career Prospects</b>  (career progression details)		<b>Job Description</b>  (details other than furnished above)	

\* Vacancies will be updated and added on a continuous basis throughout the year.

WORK ENVIRONMENT			
<b>Specific Work Location</b> (Specific location)		<b>Working Hours</b> (Shift timing / Hours of work per day)	

<b>Boarding / Lodging / Meals</b> - provided by company (yes/no) (If yes, include details)		<b>No. of Working Days</b> (No. of working days in a week)	
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<b>For International Jobs</b>			
<b>Name of Recruiting Agent / Employer</b>		<b>Average savings per Month</b> (in INR)	
<b>Recruiting Agent ID (RAID)</b> (As given in Emigrate System) (Attach copy of RA License)		<b>Average cost of living</b> (in INR)	
<b>Registration Certificate (RC) No.</b> (As given in Emigrate System) (Attach copy of RC)		<b>Mention the Currency Exchange Rate considered</b> (in INR)	
<b>Name of SPOC</b>		<b>Prospects for PR</b> (Specify the conditions)	
<b>Contact No:</b>		<b>Leave</b> Leaves per year (Nos.)	
<b>Email ID:</b>		<b>Family Visa (yes/no)</b> (if provided by the employer)	
<b>Website of RA</b>		<b>Contract Period</b> (in years)	
<b>Date of Expiry of RA /RC</b>		<b>Limit of Workers as per RA /RC</b>	

REMUNERATION AND ALLOWANCES			
<b>Gross Salary</b> (Cost to Company in INR)		<b>Allowances provided</b> (allowances and incentives) Amount (in INR)	
<b>Net Salary/Salary in hand</b> (in INR)		<b>Insurance (Yes / No)</b> (Specify any conditions if applicable)	

SELECTION PARTICULARS			
Selection Process  (Written Test/ Interview / Group Discussion/Others)		Levels of Selection*  (number of levels of shortlisting till Hiring)	

\*Indicate whether multiple stages of selection are involved. Schedule of further selections to be submitted.

TRAINING REQUIREMENT (if training is provided by the			
Mode of Training (online/offline)		Language Training  Yes / No (If Yes, provide details)	
Training Location (if offline)		Skill / Other Training  (domain skill etc.)	
Training Duration (in hours)		Charges to the training provider  (Total cost of training in INR)	

INTERNATIONAL JOB PARTICULARS			
Visa type  (Employment VISA, Training Visa etc.)		Charge to be borne by the candidate  (Split up of charges)	
Visa Charges  (in INR)		Charge borne by the Employer  (in INR)	

## ANNEXURE V

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

BETWEEN

Kerala Development Innovation and Strategic Council (hereinafter referred to as K-DISC), situated at India Heights Building, Women's College Rd, Vazhuthacaud, Thiruvananthapuram, Kerala 695014, registered as a Society under the Society Registration Act 1860. Hereinafter referred to as "K-DISC", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns.

AND

The [The Recruitment Agency] situated at [Address] [Registration Details]. Hereinafter referred to as "Agency", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns.

AND

Information and Communication Technology Academy of Kerala (ICTAK), having its registered office at G1, Thejaswini Building, Technopark Campus, Karyavattom, Thiruvananthapuram-695581, a company registered under Section 25 of the Companies Act, 1956 (now Section 8 of the Companies Act, 2013). Hereinafter referred to as "ICTAK", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns.

## **RECITAL**

**WHEREAS**, the Government of Kerala (GoK) has launched the Vijnana Keralam Programme to provide meaningful employment opportunities for educated unemployed youth and job seekers in Kerala; and KDISC, as the nodal agency responsible for the implementation and management of the Programme along with related stakeholders and operating partners, has agreed to collaborate with [The Recruitment Agency] by formalizing their respective responsibilities and other terms arising from prior proposals and discussions, within the strategic framework established by the foundational agreement between NoRKA and KDISC;

**WHEREAS**, based on the EOI published by K-DISC, [The Recruitment Agency] has expressed its willingness to provide overseas employment opportunities to the youth of Kerala, thereby contributing to bridging the unemployment gap. This proposal aligns with the objectives of the Vijnana Keralam Programme by engaging overseas recruitment agencies for sourcing candidates, curating job opportunities, managing the selection process, and ensuring timely updates of information on the Digital Workforce Management System (DWMS) and its associate platforms, with the support of ICTAK.;

**WHEREAS**, ICT Academy of Kerala (ICTAK), with a dedicated focus on skilling, upskilling, and facilitating the employment of educated unemployed youth under the Vijnana Keralam initiative, has been entrusted with responsibilities related to job curation and updating relevant data onto the Digital Workforce Management System (DWMS).

**NOW IN CONSIDERATION OF THE MUTUAL REPRESENTATIONS, UNDERTAKINGS AND COVENANTS UNDERTAKEN BY THE PARTIES HEREUNDER AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY WHEREOF IS HEREBY ACKNOWLEDGED BY THE PARTIES, IT IS HEREBY AGREED AS FOLLOWS**

## 1) RESPONSIBILITIES OF THE PARTIES

### 1.1. Obligations of K-DISC

The parties hereby understand and agree that KDISC has been positioned as the nodal agency of the Government in controlling and managing Vijnana Keralam Programme. Also, KDISC's responsibility is to frame policies and strategies in consultation with the Government of Kerala and inform [The Recruitment Agency] and the other stakeholders for the effective implementation and execution of the Vijnana Keralam Programme. KDISC shall also work as the monitoring body, providing the required governance for the programme.

### 1.2. Obligations of the agency

The Agency hereby agrees to undertake the following roles and responsibilities for the effective implementation of the Vijnana Keralam Programme, in coordination with K-DISC and other stakeholders:

- i) The Agency shall designate qualified SPOC personnel to coordinate and work in alignment with the activities of the Vijnana Keralam Programme.
- ii) The Agency shall mobilize overseas job opportunities and share detailed job information in the prescribed curation format.
- iii) The agency should ensure that only jobs notified on e-migrant portal are updated on the DWMS portal.
- iv) The Agency shall be responsible for submitting a copy of the demand letter/ employment contract with the employer, or other relevant documents of the respective job opportunity to establish the authenticity of the mobilized job opportunity.
- v) The Agency shall furnish ICTAK with comprehensive details regarding the selection status, scheduled stages of the selection process, and other pertinent information, to ensure accurate and timely updates on the DWMS portal.
- vi) The Agency shall ensure the active participation of respective employers/ representatives in job fairs, recruitment events, and placement drives organized under the Vijnana Keralam Programme.

- vii) The Agency shall ensure that all recruitment activities are conducted in strict compliance with the rules, procedures, and regulations prescribed by the Ministry of External Affairs (MEA), Government of India, as well as all other applicable laws and regulations.
- viii) The Agency shall collect, consolidate, and submit detailed reports to K-DISC on the selection outcomes of applicants, explicitly indicating those who are selected, shortlisted, or rejected.
- ix) The Agency shall be responsible for promptly notifying all shortlisted candidates through the job station mechanism of K-DISC and for extending appropriate guidance and support to facilitate their progression through the remaining stages of the recruitment process.
- x) The Agency shall obtain copies of Offer letter from the Employer and ensure it is timely issued to the selected candidates through the job station mechanisms established by Vijnana Keralam.
- xi) In the case of multi-stage recruitment processes, the Agency shall communicate stage-wise results to K-DISC within 10 working days of each stage. Final selection outcomes—whether selection or rejections (with reasons of rejection)—must be intimated to K-DISC within 30 working days from the conclusion of the final interview stage.
- xii) The Agency shall provide relevant insights and feedback to K-DISC and ICTAK regarding job market trends, employer expectations, and recruitment best practices to support programme optimization.
- xiii) The Agency shall ensure that any cost associated with job placement—whether borne by the candidate or the employer—is in par with the costs approved by the Ministry of External Affairs and fully complies with all applicable laws, rules, and regulations.
- xiv) The Agency shall disclose the contact details of the concerned employer or the Human Resource personnel involved in the recruitment or job placement process upon request by K-DISC.

### **1.3. Obligations of ICTAK**

ICTAK agrees to perform the following facilitative and coordination roles in support of the Agency's efforts under the Vijnana Keralam Programme,

- 1.3.1. ICTAK shall ensure that all job curation sheets, and related data received from the Agency are accurately and promptly uploaded onto the Digital Workforce Management System (DWMS) portal and its associated platforms, as may be designated by K-DISC from time to time.
- 1.3.2. ICTAK shall oversee and support the Agency in maintaining up-to-date records of application processing and candidate status changes. ICTAK shall compile and submit consolidated weekly reports on the recruitment process to K-DISC, based on data received from the Agency and other participating entities.

## **2. INTELLECTUAL PROPERTY RIGHTS**

The Parties herein grant among themselves a royalty-free, non-exclusive, non-transferable, non-sub licensable, license right over their respective trademarks and logos in India only, for use by the other Party in marketing and promoting the Program. It is clarified however, that either Party shall obtain the written consent of the other two Parties before printing, displaying, exhibiting, using or otherwise using the other Party's trademarks.

It is clarified herein that the Parties shall exclusively own and continue to retain all right, title and interest to its trade name/s, trade mark/s and logo/s and nothing contained herein is intended to assign or transfer any of the said rights in the trade names/trademarks and logo/s to the other Parties. The trademark and copyright includes any mark/logo/drawing designed to represent any course framework or methodology adopted by the parties.

None of the parties during the performance of this Agreement desire or intend to transfer any intellectual property rights whatsoever with respect to any information that is proprietary of the other two parties.



The Parties acknowledge that they will not acquire any right, title, or interest in other party's trademarks, trade names, service marks, copyrights, patents, ideas, concepts, designs, specifications, models, processes, software systems, technologies, and other intellectual property owned or developed by other parties.

### **3. VALIDITY AND RENEWAL**

This Agreement shall come into effect from the date of signing of this Agreement and shall continue to be operative for two years from the date of execution or the completion of activities which are committed or agreed upon by the parties in pursuance of this Agreement or any other directives from Government/KDISC, whichever is later. Also, the Agreement may be renewed by the Parties through signed written instrument on terms and conditions as may be mutually agreed upon between them.

### **4. TERMINATION**

- 4.1. The Agreement shall be terminated by giving 30 days notice on mutual consent of the three Parties in pursuance of the written order by the Government of Kerala/KDISC.
- 4.2. The Agreement shall be terminated by K-DISC and cease the relationship with the [Recruitment Agency] in the event of any material breach of the terms of this Agreement or in the event of committing any fraudulent action, willful default, executing the responsibilities by unlawful means, which is detrimental to the society or public at large. The [Recruitment Agency] shall not suo-motto withdraw from commitments unless agreed upon by KDISC.

## 5. SETTLEMENT OF DISPUTE AND JURISDICTION

- 5.1. In the event of any disagreement or dispute arising out of or in connection with this Agreement, the concerned party shall submit the dispute in writing to the other party(ies), clearly stating the nature and basis of the disagreement.
- 5.2. As the first level of redressal, the dispute shall be referred to the **Member Secretary, K-DISC**, for resolution through informal negotiation. If the issue remains unresolved within thirty (30) days from the date of such written submission, the matter shall be escalated to the **Principal Secretary to the Government**, who shall act as the second-level authority for resolution.
- 5.3. If the dispute still remains unresolved after the above steps, it shall be referred to the **appropriate court of law having jurisdiction in Thiruvananthapuram, Kerala**. This clause shall not preclude any party from seeking immediate interim relief where necessary.

## 6. FORCE MAJEURE

If the performance of any obligations by any party as specified in this Agreement is prevented, restricted, delayed, or interfered with due to a Force Majeure event, then, notwithstanding anything to the contrary contained herein, the affected party shall be excused from such performance to the extent that it is impacted by such prevention, restriction, delay, or interference. This is subject to the condition that the affected party uses its best efforts to remove the cause of non-performance and resumes performance with utmost urgency once the Force Majeure event ceases. **Force Majeure** means and includes, but is not limited to: fire, explosion, cyclone, floods, earthquake, war, revolution, pandemic, endemic, public health emergency, blockade or embargo, acts of terrorism, any law, order, demand, or requirement of any government or statutory authority, strikes (not instigated for the purpose of avoiding obligations under this Agreement), or any other circumstances beyond the reasonable control of the affected party.

## **7. NO PARTNERSHIP**

It is hereby understood and agreed that this Agreement is on a Principal to Principal basis and the [Recruitment Agency] shall not describe itself as an agent, partner, joint-venture partner, employee, or representative of KDISC or pledge the credit of the same in any way or make any representations or give any warranties to any third party which may require the other Parties to undertake or be liable for, whether directly or indirectly, any obligation and/or responsibility to any third party or enter into contracts on behalf of the other Parties.

## **8. ASSIGNMENT**

Neither Party shall assign or otherwise transfer the rights and obligations contemplated under this Agreement without the prior written consent of the other parties.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed and interpreted in accordance with the laws of Republic of India. Parties shall be subject to the exclusive jurisdiction of the Courts in Thiruvananthapuram.

## **10. CONFIDENTIALITY AND NON-DISCLOSURE**

For the purposes of this Agreement, “Confidential Information” means all non-public, proprietary, or sensitive information disclosed by one party (“Disclosing Party”) to the other (“Receiving Party”), whether oral, written, graphic, electronic, or in any other tangible or intangible form, which is marked as confidential or which, by its nature or the circumstances of its disclosure, ought reasonably to be understood to be confidential.

Confidential Information includes, but is not limited to: technical data, source code, software, business plans, strategies, financial information, operational procedures, HR-related information, training content or methodologies, quality frameworks, government communications, trade secrets, participant or employee data, and information related to clients or third-party partners.

## 10.1. Obligations of the receiving party

The Receiving Party agrees to:

- 10.1.1. Maintain all Confidential Information in strict confidence and apply at least the same degree of care in safeguarding such information as it uses to protect its own confidential information, but in no event less than a reasonable degree of care;
- 10.1.2. Use the Confidential Information solely for the purpose for which it was disclosed and not for any other purpose, including reverse engineering, decompiling, or copying, except as expressly authorized under this Agreement;
- 10.1.3. Not disclose, disseminate, or otherwise make available any Confidential Information to any third party without the prior written consent of the Disclosing Party, except to its employees, consultants, or legal or financial advisors who have a need to know such information for the purposes of this Agreement, and are bound by confidentiality obligations no less stringent than those contained herein;
- 10.1.4. Take all reasonable precautions to prevent any unauthorized use or disclosure of the Confidential Information.

## 10.2. Exclusions from confidentiality

The obligations under this Clause shall not apply to any information that:

- 10.2.1. Is or becomes publicly available through no fault or breach of the Receiving Party;
- 10.2.2. Was lawfully in the possession of the Receiving Party prior to disclosure, as evidenced by written records;
- 10.2.3. Is disclosed to the Receiving Party by a third party who is lawfully authorized to make such disclosure without restriction;
- 10.2.4. Is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information, as evidenced by documentation; or
- 10.2.5. Is required to be disclosed pursuant to any applicable law, regulation, or order of a court or governmental authority, provided that the Receiving Party shall give prompt written notice to the Disclosing Party to enable

it to seek a protective order or other appropriate remedy. If such protective order or remedy is not obtained, the Receiving Party shall disclose only that portion of the Confidential Information which is legally required and shall use reasonable efforts to ensure that such disclosed information is treated as confidential.

**10.3. Return or destruction of confidential information**

Upon the termination or expiration of this Agreement, or upon written request by the Disclosing Party, the Receiving Party shall promptly return or destroy all copies of the Confidential Information, whether in physical or electronic form, in its possession or control, except that one archival copy may be retained by the Receiving Party's legal department solely for the purpose of ensuring compliance with this Agreement.

**10.4. Equitable relief**

The Parties acknowledge that unauthorized disclosure or use of Confidential Information may cause irreparable harm to the Disclosing Party, for which monetary damages may be inadequate. Accordingly, the Disclosing Party shall be entitled to seek immediate injunctive or equitable relief to prevent or restrain any such unauthorized disclosure or use, in addition to any other legal or equitable remedies available.

**10.5. Survival**

The confidentiality obligations under this Clause shall survive the termination or expiration of this Agreement for a period of three (3) years.

## **11. SEVERABILITY**

Any law restraining the validity and enforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining provisions of this Agreement, and shall be deemed as not containing the invalid provisions. The remaining provisions of this Agreement shall remain in full force and effect unless the invalid or unenforceable provision comprises an integral part of or otherwise inseparable from the remaining Agreement. In such a case, the Parties to this Agreement shall attempt to agree on a provision that is valid and enforceable and similar to the original provision.

## **12. INDEMNIFICATION AND CONSEQUENCES OF DEFAULT**

Each Party shall indemnify, defend, and hold harmless the other Party, including its officers, employees, and agents, from all losses, damages, claims, legal actions, costs, and expenses (including legal fees) arising out of any breach of this Agreement, misrepresentation, negligence, wilful misconduct, or unlawful acts by the Party, its employees, or associates.

If the empanelled agency fails to perform its obligations or is found to be unsatisfactory, K-DISC may terminate the Agreement, in whole or in part, and arrange alternative services at the agency's sole risk and cost. Any additional expenses or losses incurred shall be fully recoverable from the agency.

The agency shall be liable for delays, non-performance, or breach and may face consequences such as temporary suspension, blacklisting from future K-DISC or affiliated government processes, and in serious cases, recommendation for blacklisting by the Protector of Emigrants through NoRKA. Legal action may also be initiated to recover losses or ensure compliance.

No compensation shall be due to the agency for any services, materials, or commitments made in anticipation of or during the term of a terminated agreement. This clause is without prejudice to any other remedies available under law.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum as of the [Effective Date].

SIGNED for and on behalf of Kerala Development and Innovation Strategic Council(K-DISC)	SIGNED for and on behalf of Information and Communication Technology Academy of Kerala (ICTAK)	SIGNED for and on behalf of [The Recruiting Agency]
By: [Name and Designation]	By: [Name and Designation]	By: [Name and Designation]
Sign & Stamp:	Sign & Stamp:	Sign & Stamp:
Witness 1: [Name and Designation]	Witness 1: [Name and Designation]	Witness 1: [Name and Designation]
Sign:	Sign:	Sign:
Witness 2: [Name and Designation]	Witness 2: [Name and Designation]	Witness 2: [Name and Designation]
Sign:	Sign:	Sign:

## Annexure VI

### Proposal Submission Checklist

- i. Covering Letter
- ii. Organisational details (Annexure I)
- iii. PAN card
- iv. TAN card
- v. GSTIN certificate
- vi. AADHAAR card (To verify KYC)
- vii. Recruitment Agent (RA) registration certificate
- viii. Organisational Capabilities
  - a. Introduction about the organisation.
  - b. Organisational form.
  - c. Expertise and experience (including specific projects or contracts including number of years) (If any).
  - d. List of references for the organisation's previous clients with contact information and description (If any).
  - e. A brief overview of the organisation's quality management system with certifications, processes, and procedures (If any).
  - f. Information on your organisation's experience with similar projects (similar in scope and complexity), including the size, scope, service provided and outcomes of the project (If any).
  - g. Provide audited financial statements of the organisation for the last 3 years, certified by a chartered accountant along with a clear indication of the percentage of total turnover attributable to overseas recruitment activities.
- ix. Certificate of Incorporation, Partnership Deed, Memorandum and Articles of Association, or other constituting documents of the entity, as applicable.
- x. Declaration as in Annexure II.
- xi. Valid demand letters in proof of vacancies filled in the last 3 years.
- xii. Details of regional office in Kerala (Address Proof).
- xiii. Recruitment plan as in Annexure III.
- xiv. Recognition or awards from Indian government bodies, Protector of Emigrants offices, embassies, or foreign authorities.
- xv. Verifiable long-term MoUs/agreements with reputed foreign employers.
- xvi. Processing fee receipt.