

Date: 18/08/2021

**M/S. TRIVENI OVERSEAS CONCERN PVT.LTD**

License No: **341/059/060**

P.O. Box: **23489**, Basundhara

Kathmandu, Nepal

Hotline: +977-1-4987602, 4987603

[trivenioverseas.nepal@gmail.com](mailto:trivenioverseas.nepal@gmail.com)

[www.trivenioverseas.com](http://www.trivenioverseas.com)

### **DEMAND LETTER**

Dear Sir/Madam,

We request you to select and recruit the following suitable personnel for our company from Nepal as per as the details given below.

<b>No</b>	<b>Category</b>	<b>QTY</b>	<b>Salary ( Qatar )</b>	<b>Air Ticket for joining the company and Returning home after completing of Contract period</b>
<b>01</b>	<b>STRUCTURE FABRICATION</b>	<b>10</b>		<b>YES</b>
<b>02</b>	<b>MECHANICAL FABRICATOR</b>	<b>10</b>		<b>YES</b>
<b>03</b>	<b>MECHANICAL</b>	<b>15</b>		<b>YES</b>
<b>04</b>	<b>GRINDING</b>	<b>10</b>		<b>YES</b>
<b>05</b>	<b>MILLING / BORING</b>	<b>15</b>		<b>YES</b>
<b>06</b>	<b>ROPE ACCESS ( IRATA LEVEL 1 )</b>	<b>55</b>		<b>YES</b>

**The following Terms and conditions shall be included in the contract.**

1. Period of Employment : Two years (renewable)
2. Place of Employment : **QATAR**
3. Two ways Air Ticket : provided by company
4. Working Hour : 8 hrs per day,6 days per week.(48 hrs per week )
5. Over Time : As per the Qatar labor law.
6. Probation Period/ Annual leave : 90 days from date of entry to Qatar /21 days.
7. Visa & Resident Permit : Visa & Resident permit will be provided by the company Free of cost.
8. Accommodation/ Food : Free bachelor accommodation & food should be Provided by company
9. Water electricity & Gas : provided by company
10. Medical/Insurance : provided by company
11. Transportation(Bus) : provided by company (to and from the work site)
12. Uniform and safety Materials : provided by company
13. Service Gratuity and Leave pay : provided by company as per Qatar Labor.
14. Service Fee : Not provide by the company to second party.
15. Right to Retain Passport :Employee
16. Other Terms & conditions : As per the QATAR labor law.

You're sincerely.

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO

Date: 20/12/2020

**The Director General  
Department of Foreign Employment,  
Ministry of Labor,  
Kathmandu, Nepal.**

**SUB: LETTER OF GUARANTEE**

Respected Sir,

We M/S Abdul Aziz Al-Saqri for Trading Projects, P.o Box: 676,130 Azaiba, Sultanate of Oman Hereby guarantee that all Nepalese workers recruited through our agent **M/S TRIVENI OVERSEAS CONCERN PVT. LTD** (License No: 341/059/060) & P.O.Box: 23489, Kathmandu, Nepal, will be working in our company in Oman only throughout their contract period.

We further guarantee that these workers will not be transferred to work in any other establishment or any third country during the period of contract.

Thank you for your kind co-operation.

You're sincerely...

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO  
Abdul Aziz Al-Saqri for Trading Projects

Date: 20/12/2020

## **POWER OF ATTORNEY**

Let it be known hereby that we have appointed.

That we M/S Abdul Aziz Al-Saqri For Trading Projects ,P.o Box : 676,130 Azaiba , Sultanate of Oman a Company duly organized & existing under & by virtue of the laws of Oman ,do hereby appoint M/S **TRIVENI OVERSEAS CONCERN PVT.LTD**, licenseNo:341/059/060&P.O.Box:23489, Kathmandu, Nepal a recruitment agency approved by the Government of Nepal, Ministry of Labor & Transport Management, to be our true lawful attorney& agent in Nepal respect of handling all the affairs with the protector of Emigrants, Government of Nepal & sign all required documents by the said officers in connection with the recruitment of **30 persons** against visas as per attached list for employment with us & to arrange all matters relating to emigration etc.

In Witness whereof, I/we have executed this power of attorney on this day of **Date: 20/12/2020** in Oman and valid for 2 years. (20/12/2022)

You're sincerely...

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO  
Abdul Aziz Al-Saqri for Trading Projects

Date: 20/12/2020

## Inter Party Recruitment Agreement

This agreement is entered into by and between M/S Abdul Aziz Al-Saqri for Trading Projects, P.o Box: 676,130 Azaiba, Sultanate of Oman .is called the “FIRST PARTY’ and **Triveni Overseas Concern Pvt .Ltd**, P.O. Box: 23489, Basundhara, Kathmandu, Nepal (HAVING LICENSE NO. 341/059/060) herein called “SECOND PARTY”.

### TERMS & CONDITIONS

1. That the SECOND PARTY will make all the arrangement to supply manpower of workers from Nepal, as per the request & specifications of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company & will provide all the required documents such as Power of attorney, Demand Letter, Letter of Guarantee, Employment contract for the selected workers.
4. SECOND PARTY shall provide office space & all the facilities which will be necessary for representative of FIRST PARTY in the final selection of required candidates. All other expenses such as hotel accommodation, air ticket for the authorized representative shall be for the sole account of FIRST PARTY.
5. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to Oman & will guarantee for three months, during this period if any deployed workers found to be medically unfit, refused to work or homesick, SECOND PARTY will bare all the expenses for deploying the said workers back to his \ her home & make replacement free of charges.
6. FIRST PARTY shall make arrangement to make visa for all selected workers.
7. FIRST PARTY will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing labor law of the state of Oman.
8. FIRST PARTY will make all the arrangement to service all the selected workers within a week of issuing them entry visa of Oman
9. This agreement takes effect upon signing thereof by both the parties concerned.
10. Other related terms and conditions must be facilitated to Power of attorney, Demand Letter, Letter of Guarantee, Employment contract & Inter party recruitment agreement.

You're sincerely...

#### **First Party**

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO  
Abdul Aziz Al-Saqri For Trading Projects

#### **Second Party**

M/S TRIVENI OVERSEAS CONCERN PVT.LTD  
Laxman Poudel  
Chairman/M.D

Date: 20/12/2020

**EMPLOYMENT CONTRACT**  
(For Nepalese People)

This agreement is made and entered between AL M/S Abdul Aziz Al-Saqri for Trading Projects, P.o Box: 676,130 Azaiba, Sultanate of Oman. (Herein called the FIRST PARTY).Recruit the Nepalese Throughout our lawful attorney.

**AND**

Employee Mr. ...., having  
Passport No. ....,  
As a ....., Through Manpower agency named  
**Triveni Overseas Concern Pvt. Ltd.**  
**License No. 341\059\060**  
P.O.Box. No. 23489

**Terms and conditions.**

The **SECOND PARTY** agreed to work with the **FIRST PARTY** with the basic salary of OR.....  
Post .....

- |                                    |  |
|------------------------------------|--|
| 1. Period of Employment            | : Two years (renewable)  |
| 2. Place of Employment             | : <b>Oman</b>  |
| 3. Two ways Air Ticket             | : provided by company  |
| 4. Working Hour                    | : 8 hrs per day,6 days per week.(48 hrs per week )                     |
| 5. Over Time                       | : As per the Oman labor law.   |
| 6. Probation Period/ Annual leave  | : 90 days from date of entry to Oman /21 days.                         |
| 7. Visa & Resident Permit          | : Visa & Resident permit will be provided by the company Free of cost. |
| 8. Accommodation/ Food             | : Free bachelor accommodation & food should be Provided by company     |
| 9. Water electricity & Gas         | : provided by company  |
| 10. Medical/Insurance              | : provided by company  |
| 11. Transportation(Bus)            | : provided by company (to and from the work site)                      |
| 12. Uniform and safety Materials   | : provided by company  |
| 13. Service Gratuity and Leave pay | : provided by company as per Oman Labor.                               |
| 14. Service Fee                    | : Not provide by the company to second party.                          |
| 15. Right to Retain Passport       | :Employee  |
| 16. Other Terms & conditions       | : As per the Oman labor law.   |

You're sincerely...

**First Party**

**Second Party**

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO  
Abdul Aziz Al-Saqri for Trading Projects

Employee

Date: 20/12/2020

To,  
The Ambassador  
Embassy of Nepal  
Office of Labor Attache  
OMAN.

**Sub: Application for Guarantee and Undertaking**

We, M/S Abdul Aziz Al-Saqri For Trading Projects ,P.o Box : 676,130 Azaiba , Sultanate of Oman .would like to inform you that we have issued a set of demand letter to the **M\s Triveni Overseas Concern Pvt. Ltd,** having license no. **341\059\060** & P.O.Box No. 23489, established at Kathmandu, Nepal.

Moreover, the demand has been issued with a condition of **free visa** and we are responsible for Issuing the **joining ticket and returning ticket** of the candidate after the completion of the contract period and we are **not providing any service charge** to the Nepal Agency.

Please feel free to enquire on any matters to this regards.

You're sincerely...

Mr. Abdul Aziz Abdullah Said Al-Saqri  
CEO  
Abdul Aziz Al-Saqri for Trading Projects