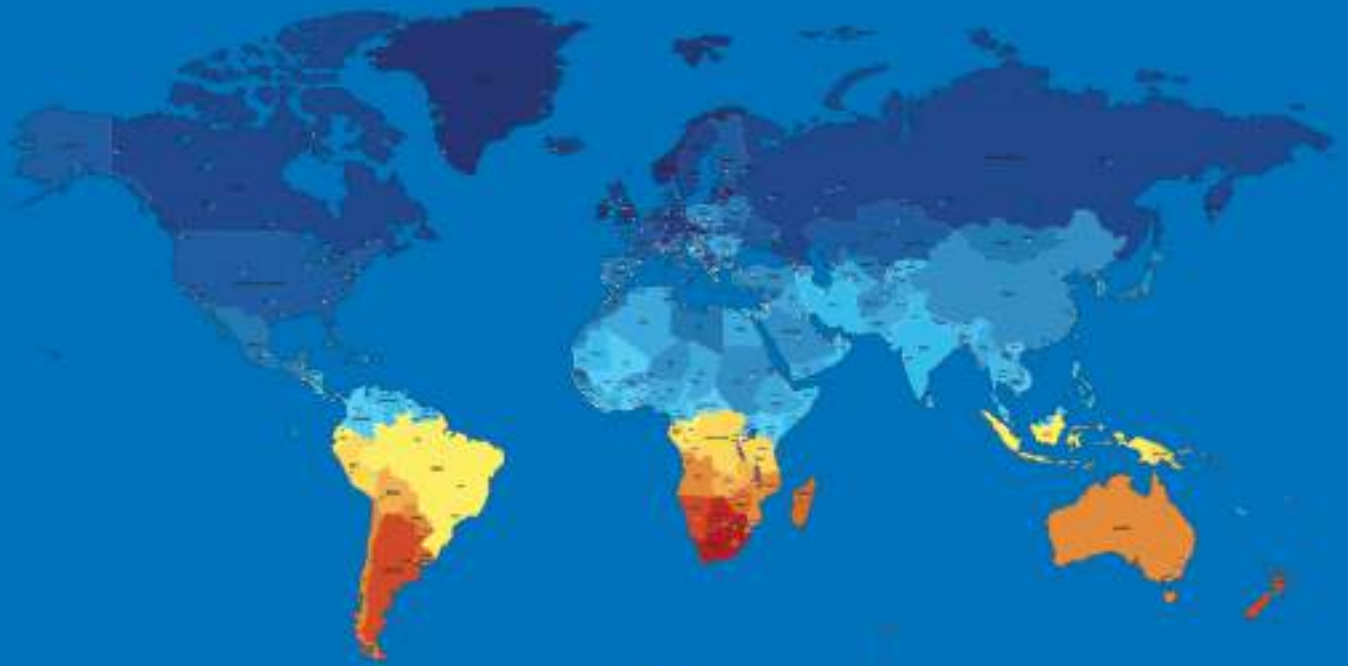


“A Leading Manpower Agency”

Govt. Lic. No.: 121/055/056



# Sahara International Pvt. Ltd.

P.O.Box 8975 EPC 2123, Gaushala, Pingalasthan-9, (Near Pashupati Vision)  
Kathmandu, Nepal, Tel: + 977-1-4113623, 4113624, Fax: + 977-1-4113624  
E-mail: [sahara\\_int121@hotmail.com](mailto:sahara_int121@hotmail.com), [mesaharaa@gmail.com](mailto:mesaharaa@gmail.com)  
Website: [www.saharamanpower.com](http://www.saharamanpower.com)

Annapurna I  
8091 m.

Hiunchali  
6441 m.

Machhapuchhre  
6997 m.

Annapurna III  
7555 m.

Annapurna IV  
7525 m.

Annapurna II  
7939 m.



Lamjung Himal  
6986 m.



## About Nepal

Location:	Southern Asia, between China and India
Geographic coordinates:	28 <sup>0</sup> N, 84 <sup>0</sup> E
Map references:	Asia
Area:	total : 147,181 sq km land : 143,181 sq km water: 4,000 sq km slightly larger than Arkansas
Area comparative:	total: 2,929 km
Land boundaries:	border countries: China 1,236 km, India 1,690 km
Coastline:	0 km (landlocked)
Maritime claims:	none (landlocked)
Climate:	varies from cool summers and severe winters in north to subtropical summers and mild winters in south
Terrain:	Teral or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north
Elevation extremes:	lowest point: Kechana Kalan 70 m highest point: Mount Everest 8,850 m
Natural resources:	quartz, water, timber, hydropower, scenic beauty, small deposits of lignite, copper, cobalt, iron ore
Land use:	arable land : 21.68% permanent crops : 0.64% other: 77.68% (2001)
Irrigated land:	11,350 sq km (1998 est.)
Natural hazards:	severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons
Environment:	deforestation (overuse of wood for fuel and lack of alternatives)
Current issues:	contaminated water (with human and animal wastes, agricultural runoff and industrial effluents); wildlife conservation; vehicular emissions.
Environment-party to:	Biodiversity, Climate Change, Desertification, Endangered Species, Hazardous Wastes, Law of the sea, Ozone Layer Protection.
International agreements:	Tropical Timber 83, Tropical Timber 94, Wetlands signed, but not ratified: Marine Life Conservation.
Geography Note:	Landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest-the world's tallest - on the border with China







## Message from Chairman

Dear Clients;

I am very glad to write some words through this writing about the brief background and the objectives of establishing our company Sahara International Pvt. Ltd. Because of the rapid increase of the population and migration of people from rural areas to urban in searching better life and better employment opportunities, most of the workforce of Nepal is being idle now. Considering this fact the government of Nepal has encouraged Nepalese workforce towards the foreign employment. Nepal is abundant in manpower resources and the employment opportunity has considerably increased to different parts of the world.

The sole objective of establishing the Sahara International Pvt. Ltd. is to provide the good employment opportunity to Nepalese people, providing better services to our valued clients. We are thus committed to make humble contribution towards our society for the upliftment of economic conditions by supplying manpower requirement to those who are in need of adapt hardworking, disciplined, loyal and responsible workers.

Here we have tried to present you some basic information of our services. We hope that you will be beneficial from this information and provide us an opportunity to work with you for mutual benefits.

Thank you!

Pramod Rayamajhi  
Chairman



## Message from Managing Director

Dear Valued Clients,

Warm Greetings from the land of the Himalayas, Nepal. First and foremost, we extend our sincere thanks and gratitude for showing your interest towards our organization. It is my great pleasure to introduce ourselves as one of the leading human resource recruiting companies operating in the Himalayan Kingdom of Nepal.

I would like to bring it to our valued clients's notice that Sahara International Pvt. Ltd., with its competent staff members, stands for quality services in order to meet required demands of the clients.

I always consider the fact that the human potentiality should be utilized to the maximum extent for the betterment of the world. Hence, our priority is always to bridge up the opportunities and the human resources. In short, we undertake the responsibility to provide the right person for the right job.

I look forward to working with your esteemed organization in the days to come for mutual benefits.

Once again, I would like to thank you for choosing the Sahara International Pvt. Ltd. as your business partner. We assure you to provide the best service at your satisfaction and for the strengthly business relationship.

Thanks.

Tanka Pd. Joshi (Sunil)  
Managing Director



## Message from Executive Director

Sahara International Pvt. Ltd. takes pride in being the leading vendor of outsourced manpower and wants to humbly thank all its national and international associates and clients, who trusted us enough to make this possible.

Having been in the industry for over working years, we envision global prosperity as well as mutual welfare of both skilled Nepalese manpower and overseas businesses deprived of such talent. Nepalese professionals are the most pursued in every sector globally, for their intellectual, technical, physical and adaptive abilities. And when it comes to outsourcing manpower, we're the first and often the only company, which off-shore employers as well Nepalese professionals find dependable enough.

Whether it is our candidates with previous overseas employment experience, or those entering into overseas assignments for the first time, we ensure they're available at the most competitive pay scales, and yet prepared in every which way to deliver maximum efficiency. Even our continual expansion in workforce and client base cannot deter our commitment to you, or compel us to compromise on our quality. We are confident of fulfilling every aspect of your manpower need, to your immense satisfaction. We hereby propose to enter into a strategic alliance with your organization, to provide for the most efficient, economic and responsible manpower from Nepal.

We stand by every averment we make in regards to how perfectly Nepalese professionals can enhance your organizations functioning and productivity. It is a humble declaration that Sahara International Pvt. Ltd. reigns supreme when it comes to recruitments from Nepal. It is the opportunity to continue setting examples for the industry; the opportunity to continue creating pacts mutually beneficial to Nepal's talent and organizations that would give it its real due.

Best regards,

Lokendra Oli  
Executive Director



# Company Introduction



Sahara International Pvt. Ltd., one of the leading manpower suppliers of Nepal with the Government License No. 121/055/056 has been supplying qualitative and dedicated manpower around the world under the dynamic leadership of its young entrepreneurs. Sahara International is operating with the spirit of the best workmanship and innovative approach from its resident human resource development experts, does cater to its clients with objective not less than par excellence. By doing so, it has been recognized as a trusted manpower partner rendering quality service to all of its overseas clients as well as to the people who are prepared to go for overseas employment.

As a result of all our efforts, we have seen the volume of manpower we supply has been growing at a phenomenal rate every year. That, we believe, is to bear the witness of our hard work and dedication. During all of these years, Sahara International has undoubtedly gained reputation, goodwill and trust enabling us to have a warm relation with all of our clients and well-wishers.



General Manager (Yagya Raj Joshi (Yogesh))



Loknath Rayamajhi  
Marketing Manager  
Cell : 0599387796  
(Saudi)



Abu Khalid (Saudi)



Abdulla Hamod (Saudi)

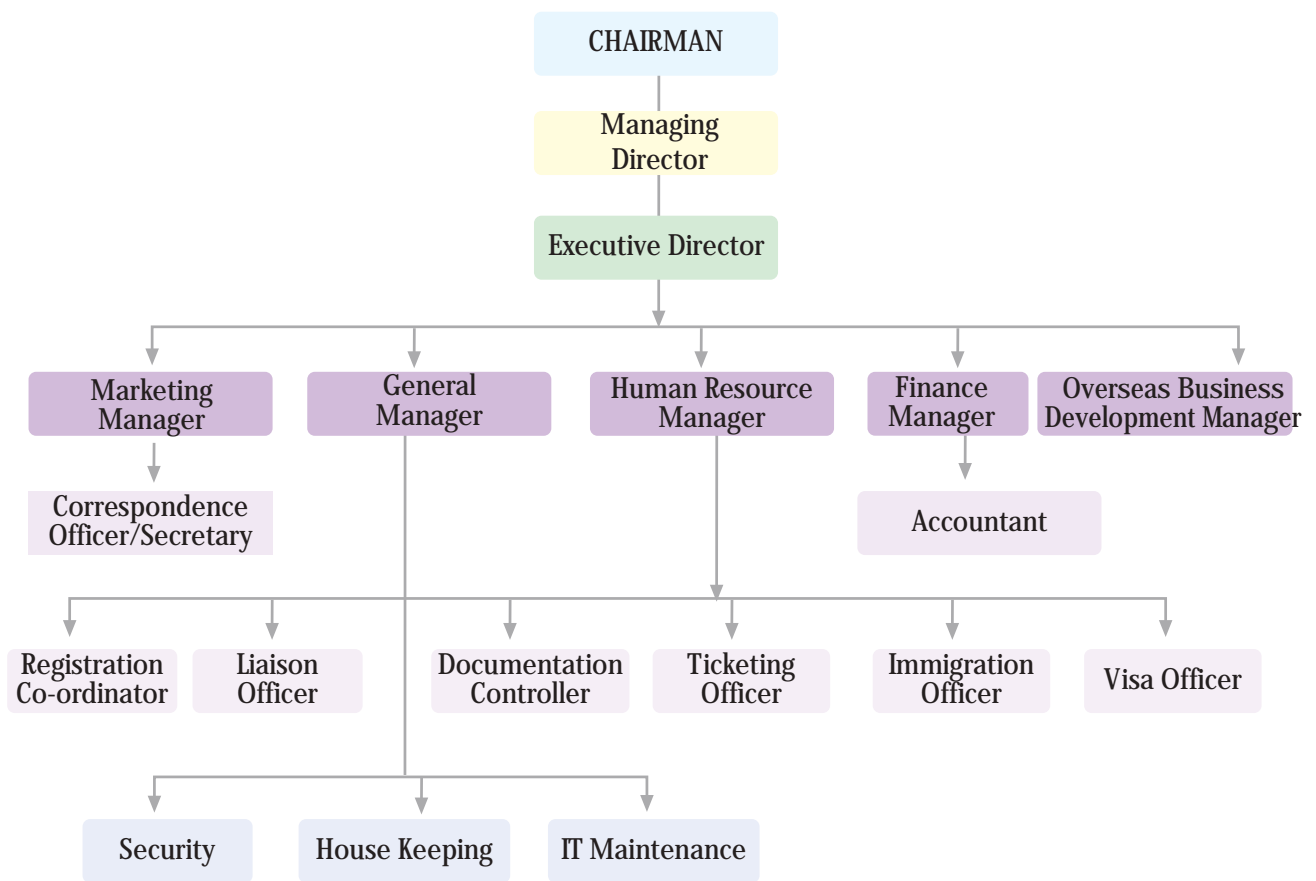
# Company Profile

Company Name	: Sahara International Pvt. Ltd.
Types of Service	: Manpower Supply (Human Resource)
Govt. Licence No.	: 121/055/056
Contact Person	
Chairman	: Pramod Rayamajhi, Cell: 9851066703, 9813144276
Managing Director	: Tanka Pd. Joshi (Sunil) Cell: 9818327517, 9808796004
Executive Director	: Lokendra Oli, Cell: 9851003909
Paid of Capital	: Authorized - 20 Million Nepalese Rupees (USD 175,000) Issued - 10 Million Nepalese Rupees (USD 87,500)
Banker	: Prime Bank Ltd.
G.P.O. Box	: 8975, Kathmandu
Address	: Pingalasthan-9, Gaushala, Kathmandu, Nepal
Telephone No.	: 00977-1-4113623, 4113624
Fax	: 00977-1-4113624
E-mail	: sahara_int121@hotmail.com, mesaharaa@gmail.com
Website	: www.saharamanpower.com



Our Team

# Organization Chart



## Official Snaps



Bipin Sinkhada(Accountant)



Parbati Thapa(Manager)



Sabin Ghimire  
Ticketing Officer



Asmita Rimal  
Documentation



Leena Dangol & Bivha Karn  
Receptionist



## Mission

The mission of Sahara International Pvt. Ltd. is to cater to varied needs of your clients and provide the best services. We aim to benefit the clients since the manpower available in Nepal are hard working, honest, loyal. They can adapt to adverse climatic conditions and yield effective output.

## Vision

Sahara International Pvt. Ltd. visions being successfully in taking the shape of leading manpower recruiting agency worldwide. We aim to deliver highly competent and motivated personnel to overseas employers. We are determinate to further expand company's operation to reach wider audience and build strong ties with our clients and candidates.

## Quality Policy

1. We are committed to timely supplying manpower for overseas clients that strictly confirm to their requirements as defined by them by working closely with them so as to provide a level of quality excellence to reflect leadership position.
2. We shall do our job right the first time and every time.
3. We shall continually improve our quality system.
4. The policy shall be communicated and explained to all employees and shall be reviewed periodically for the continued suitability

## Why Sahara International ?

Why do you select Sahara International Pvt. Ltd. as your human resources Providing partner ?

- Sahara International Pvt. Ltd. is dedicated to providing trustful, industrious, disciplined and healthy workforce to overseas employers.
- We are obliged to provide support and service to our clients regarding the workforce not just before and during recruiting process but also after hiring of the workforce.
- Sahara International Pvt. Ltd. chooses the respective candidates through vigorous testing hence can provide finest manpower to its clients.
- All procedures and formalities for recruiting workforce are simplified and made hassle-free so as to ensure smooth operation between client and agency.

# Categories We Can Provide

## Doctor

- Ü Doctor Gynecology (Surgeon) MRCOG
- Ü Doctor Physician ( General) MD
- Ü Doctor Surgeon (General) MD
- Ü Doctor (Gynecology) MS
- Ü Doctor (Urology) MS
- Ü Doctor Skin (Skin & UD) MD
- Ü Doctor (Nephrology) MD
- Ü Nurses (General Wards) Diploma
- Ü Nurses (Midwifery Gynecology) Diploma
- Ü Nurses (ICU) Diploma
- Ü Nurses (Surgery Operation Theatre) Diploma
- Ü Asst. Nurses (Cleaners) Male -Diploma
- Ü Technician Lab Diploma
- Ü X-Ray Technicians Diploma



## Engineering

- Ü Electrical Engineer
- Ü Mechanical Engineer
- Ü Electronic Engineer
- Ü Civil Engineer



## Security Guard

- Ü Ex-British Army
- Ü Ex-Indian Army
- Ü Ex-Nepal Police
- Ü Ex-Nepalese Army
- Ü Civil Security Guards



# Categories We Can Provide

- Ü Manager & Assist Manager
- Ü Public Relation Officer & Restaurant Captain
- Ü Cooks (Continental, Chinese, Indian & Arabic)
- Ü Asst. Cooks
- Ü Waiters
- Ü Stewards
- Ü Fast Food Crew
- Ü Food and Beverage Controllers
- Ü Food and Beverage Manager
- Ü Bakers
- Ü Barmen
- Ü Kitchen Helpers
- Ü Dishwasher men
- Ü Laundry Men
- Ü Pressmen
- Ü Janitors
- Ü House Keepers, Room Makers





# Categories we can provide

## Vehicle/Heavy Equipments Operator Auto Mechanic And Maintainance

- Ü Light Vehicle Drivers
- Ü Car/ Van/Mini-bus Drivers
- Ü Heavy Equipment Operators
- Ü Truck/Lorry/Trailer/Forklift/Crane Drivers
- Ü Motor/Grader/Dozer/Backhoe/  
Roller Operators
- Ü Bulldozer/Scrappier Operators
- Ü Auto Mechanic/Diesel Machine  
Mechanics
- Ü Heavy Duty Mechanics
- Ü Wireless Technicians/Bar Tenders



## Air Conditioning (Window Type, Split Level & Central Unit)

- Ü Hvac Engineers
- Ü Hvac Foreman
- Ü Hvac Supervisors
- Ü Hvac Technicians

## Garments And Textile

- Ü Pattern Makers
- Ü Cutting Masters
- Ü Production Managers
- Ü Supervisors
- Ü Tailors
- Ü Checker, Helpers



# Categories we can provide

## Information Technology

- Ü Computer Engineer
- Ü System Administrator
- Ü Software Engineer
- Ü Programmers
- Ü System Analysts
- Ü Network Administrators
- Ü Data Entry Operators
- Ü Computer Operators
- Ü Computer Technicians
- Ü Database Operators
- Ü Data Entry Clerks



## Official Personnel Management Group

- Ü Officer Manager
- Ü Assist Manager
- Ü Manager-marketing, Sales, Administration
- Ü Accountants, Cashiers
- Ü Secretaries, Storekeepers, Purchasers
- Ü Clerks, Typists, Data Entry Operators
- Ü Office Boys
- Ü Tea Boys
- Ü Bell Boys



## Supermarket

- Ü Salesmen
- Ü Check Out Cashiers
- Ü Trolley Boys
- Ü Shelves Rack Organizers
- Ü Cleaners



# Required Documents

The Following documents duly attested by the concerned authorities are requested from the employers:

## Demand Letter

A formal letter issued by the employer addressing Sahara International Pvt. Ltd. with full detail of the job categories, number of workers, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

\* To be attested by Chamber of Commerce & Nepalese Embassy.

## Power of Attorney

A letter issued by the employer authorizing Sahara International Pvt. Ltd. to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal.

\*To be attested by Chamber of Commerce & Nepalese Embassy.

## Employment Contract

This agreement is made between the company (Employer) and the Employee on the company's letterhead stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

## Consular Letter

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of Sahara International Pvt. Ltd. as the lawful agent of the employers their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.

## Guarantee Letter

A formal letter addressing to Director General, Ministry of Labour & Transport Management, Department of Labour, New Baneshwor, Kathmandu Nepal. Promising that the workers will work in the country which is mentioned in the Demand Letter, and they will not be sent to work in any other country.

## Agency Contract Paper

This agreement is made between Sahara International Pvt. Ltd. and the Employer Company on the Employer Company's letterhead stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal.

**Note:** - Demand letter and power of attorney should be attested by the chamber of commerce of Nepalese Embassy of the concerned country. For Oman, demand letter and power of attorney should be attested in ministry of foreign affairs of Oman.



# Sample of Required Documents (Qatar)

## Demand Letter

Date:.....

To,  
M/s Sahara International Pvt. Ltd., Govt. Lic. No:121/055/056  
Kathmandu, Nepal

Sub: DEMAND LETTER

We require services of following personnel from Nepal as per the detailed terms and Conditions given below:

S.No.	Category	Quantity	Salary
1.		QR.	

1. Place of Employment : Qatar
2. Period of Contract : 2 (Two) years
3. Probation Period : 3 (Three) months
4. Working Hours : 8 hours per day, 6 days per week
5. Accommodation : Provided by the company
6. Transportation : Provided by the company
7. Leave Benefit : As per Qatar Labour Law
8. End of Service Benefits : As per Qatar Labour Law
9. Medical : As per Qatar Labour Law
10. Overtime : As per Qatar Labour Law
11. Air Ticket : One Air Ticket every two years
12. Resident Permit Cost : Provided by the company
12. All other terms & conditions : As per Qatar Labour Law

The individual employment contracts will be signed after obtaining the employment visa only;

Yours Truly,  
For .....  
Managing Director  
Date: .....

## Guarantee Letter

To,  
Ministry of Labour Department  
Kathmandu, Nepal

Subject: Guarantee Letter

Dear Sir,

With due respect, we hereby guarantee that we will provide employment to all Nepalese workers being recruited for the position of as per demand letter by our local agent M/S Sahara International Pvt. Ltd., Govt. Lic. No:121/055/056 in our company "Natural Stone & Marble Factory" in the territory of Qatar, during their Contract Period of 2 years.

For .....

Managing Director

## POWER OF ATTORNEY

Do hereby appoint Sahara International Pvt. Ltd., Govt. Lic. No:121/055/056, Kathmandu, Nepal of Nepal, to be true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associates with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrange for the workers passage to the job side.

The Power of Attorney shall remain valid till the workers arrive our Company in Qatar and this power of attorney is non-transferable and irrevocable.

For .....

Managing Director

## Employment Contract

Ref. No.:

Mr. ....  
Passport No.....  
Nepal.

Dear Mr.....

Sub: Employment Contract

Further to your application, we are pleased to appoint you as "....." in our company as per terms and conditions given below.

- |                                |                                    |
|--------------------------------|------------------------------------|
| Basic Salary                   | : QR...../-                        |
| Place of employment            | : Qatar                            |
| Probation Period               | : 3 months                         |
| Contract Period                | : 2 Years                          |
| Working Hours                  | : 8 Hours per day, 6 days per week |
| Overtime                       | : As per Qatar Labour Law          |
| Accommodation & Transportation | : Provided by Company              |
| Medical facilities             | : Provided by Company              |
| Air Ticket                     | : One Air Ticket every two years   |

For .....

Managing Director

Signature of Employee

Date:.....

## Service Agreement

Date:.....

### MANPOWER RECRUITMENT AGREEMENT

This agreement signed between M/s ..... P.O. Box: ....., Tel No. (974) ..... Fax No. (974) ....., Sultanate of Qatar herein after referred to as first party M/s Sahara International Pvt. Ltd., Govt. Lic. No:121/055/056, Kathmandu, Nepal herein after referred to as second party hereby agree the terms and conditions mentioned below for the supply of Nepalese workers in Qatar.

- |                                |                                    |
|--------------------------------|------------------------------------|
| Basic Salary                   | : QR.....                          |
| Place of employment            | : Qatar                            |
| Category                       | : As per demand letter             |
| Probation Period               | : 3 months                         |
| Contract Period                | : 2 Years                          |
| Working Hours                  | : 8 Hours per day, 6 days per week |
| Overtime                       | : As per Qatar Labour Law          |
| Accommodation & Transportation | : Provided by Company              |
| Medical facilities             | : Provided by Company              |
| Air Ticket                     | : One Air Ticket every two years   |

Yours Truly,  
For .....

Managing Director

Sahara International Pvt. Ltd., Govt. Lic. No:121/055/056

# Selection Procedures

We apply the following procedures for the recruitment of professional applicants.

## Pre-Screening

Short listed applicants undertake a pre-interview conducted by our human resource recruiting officer. The objective is to select the right candidates. The candidates qualifying in the pre-interview will be prepared for final interview.



## Final Interview

The selected applicants after pre-screening are presented to the interviewer of the company representative for ultimate selection. In the applications need to be tested technically, Sahara International Pvt. Ltd. will arrange the trade Test.



## Medical Test

The selected applicants will be sent to a qualified clinic for medical and psychological test to ensure that they are sufficiently fit physically and mentally before joining the company.



## Documentation and Processing

We provide the Resume of relevant candidates with our recruiting manager's remarks. After approval and on receipt of the authenticated documents the selected candidates are sent for their medical test.



## Pre-departure orientation

We introduce your company's employment package and benefits, rules and regulations, and the host country's culture, customs and traditions. We cover the do's & don'ts and applicable law to your future employees.

## Departure

To ensure prompt service, we arrange air tickets for the selected candidates and mobilize them for departure.



We are authorized by the Government of Nepal to recruit employees for employment on behalf of overseas employers against vacancies identified by them. As a provider of professional recruitment services we clearly understand both the clients as well as the applicants.

# Terms & Conditions

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the worker per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.
10. Within the three (3) month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.
12. Arrival of the selected candidates will be within One Month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
13. FIRST PARTY will replace the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before contract periods.



# Demand Letters

**INTERNATIONAL FOR CONTRACTING**  
 Demand Letter  
 2013/05/08

**شركة ابن عذرة للحقاولات**  
 2013/05/08

**Dear Sir,**  
 Please arrange to recruit the following workers for work with us and under our sponsorship against visa no: 1102044481 dated 23/04/12 H. as per following terms and conditions:-

**1. Period of Contract (2) Years.**  
**2. Accommodation - Free Hostel facilities With transportation.**  
**3. Annual Vacation (15) days.**  
**4. Probation Period (3) months.**  
**5. Only One Way Ticket to be provided After Completion Of Contract In Case Of Resignation Second Party Will Bear the Cost.**  
**6. Only Work Hours are (10) Hours including (2) Hours Of Rest.**  
**7. All other terms and conditions as per last labour law.**

**Terms and Conditions:**  
 1. Period of Contract (2) Years.  
 2. Accommodation - Free Hostel facilities With transportation.  
 3. Annual Vacation (15) days.  
 4. Probation Period (3) months.  
 5. Only One Way Ticket to be provided After Completion Of Contract In Case Of Resignation Second Party Will Bear the Cost.  
 6. Only Work Hours are (10) Hours including (2) Hours Of Rest.  
 7. All other terms and conditions as per last labour law.

**For Mr. Shamsul Hossain**  
 General Manager  
 P.O. Box 10000

**International Contracting Est.**  
 Demand Letter  
 2013/05/08

**شركة ابن عذرة للحقاولات**  
 2013/05/08

**Dear Sir,**  
 Please recruit the following personnel against visa no: 210055056 dated 24/04/12 H. as per following terms and conditions:-

**Category Qty Salary (SR)**  
 Heavy Driver 30 1800 + Food  
 Mason 15 1000 + Food  
 Labourer 80 800 + Food  
 S. Carpenter 12 1000 + Food  
 Welder 30 1000 + Food  
 Garage Helper 35 800 + Food  
**Total 122 only**

**Terms and Conditions:**  
 1. Accommodation, medical, food & Transportation free.  
 2. Period of Contract (2) years.  
 3. Working hours: 8 hours per day, 40 hours in the week.  
 4. Overtime daily 4 hours & will paid at the rate of 1.5 times of the basic salary.  
 5. Air tickets both ways after the contract-free.  
 6. Probationary period: 03 months.  
 7. Annual vacation - 15 days.  
 8. All other terms and conditions are as per Saudi Labour law.

**For Mr. Shamsul Hossain**  
 General Manager  
 P.O. Box 10000

**ROMANA WATER**  
 Distribution & Distribution L.L.C.  
 Demand Letter  
 2013/05/08

**شركة ابن عذرة للحقاولات**  
 2013/05/08

**Dear Sir,**  
 Please recruit the following personnel against visa no: 210055056 dated 24/04/12 H. as per following terms and conditions:-

**Category Qty Salary (SR)**  
 Heavy Driver 30 1800 + Food  
 Mason 15 1000 + Food  
 Labourer 80 800 + Food  
 S. Carpenter 12 1000 + Food  
 Welder 30 1000 + Food  
 Garage Helper 35 800 + Food  
**Total 122 only**

**Terms and Conditions:**  
 1. Accommodation, medical, food & Transportation free.  
 2. Period of Contract (2) years.  
 3. Working hours: 8 hours per day, 40 hours in the week.  
 4. Overtime daily 4 hours & will paid at the rate of 1.5 times of the basic salary.  
 5. Air tickets both ways after the contract-free.  
 6. Probationary period: 03 months.  
 7. Annual vacation - 15 days.  
 8. All other terms and conditions are as per Saudi Labour law.

**For Mr. Shamsul Hossain**  
 General Manager  
 P.O. Box 10000

**SULEMAN AL QASBI**  
 Demand Letter  
 2013/05/08

**شركة ابن عذرة للحقاولات**  
 2013/05/08

**Dear Sir,**  
 Please recruit the following personnel against visa no: 210055056 dated 24/04/12 H. as per following terms and conditions:-

**Category Qty Salary (SR)**  
 Heavy Driver 30 1800 + Food  
 Mason 15 1000 + Food  
 Labourer 80 800 + Food  
 S. Carpenter 12 1000 + Food  
 Welder 30 1000 + Food  
 Garage Helper 35 800 + Food  
**Total 122 only**

**Terms and Conditions:**  
 1. Accommodation, medical, food & Transportation free.  
 2. Period of Contract (2) years.  
 3. Working hours: 8 hours per day, 40 hours in the week.  
 4. Overtime daily 4 hours & will paid at the rate of 1.5 times of the basic salary.  
 5. Air tickets both ways after the contract-free.  
 6. Probationary period: 03 months.  
 7. Annual vacation - 15 days.  
 8. All other terms and conditions are as per Saudi Labour law.

**For Mr. Shamsul Hossain**  
 General Manager  
 P.O. Box 10000

# Demand Letters

**OMI**  
Oman Metal Industry

Date: 4 November 2011

**DEMAND LETTER**

M/s. SARANA INTERNATIONAL PVT. LTD.  
Lic. No. 121055/956, Post Box 10075, P.O.  
2201, Kathmandu, Nepal

Please arrange to remit the following personnel against the bank account: 2101012973 Dated: 04/11/2011

Category	GN	Salary (SR)	Other	Total
Labour	50	800 + 300		1100
Carpenter	10	1000+300		1300
Plumber	10	1000+300		1300
Electrician	10	1000+300		1300
<b>Total</b>	<b>80</b>	<b>4100</b>	<b>0</b>	<b>4100</b>

Terms & Conditions:

- Accommodation, Medical & Transportation Fee
- Period of Contract: 02 years
- Working hours: 8 hours per day, 48 hours in the week
- Over time: 1.5 times of the basic salary
- As leave both days before the contract - free
- Probationary Period: 03 months
- Annual Vacation: 15 days
- All other terms & conditions are as per local law

Thanking you,

Mr. H. M. A. Haidar  
General Manager

**MIOAS**

Ref No: MIOAS/2014/01

To: THE SARANA INTERNATIONAL PVT. LTD.  
REGISTRATION NO. 121055/956, LAUREL META,  
LIC NO: 121055/956

Date: 20-Nov-11

**Rept Demand Letter**

Date:

We request you to remit the following salaries personnel for get remittance Report as per details given below:

S No	Category	Documents	Bank Salary Paid (Amount)
1	Labour	2011	4100

Sub number of contract: One Hundred, Number One

The following terms and conditions shall be included in the contract:

- Period of employment: Two years (contract)
- Place of employment: Kathmandu
- As leave: 15 days in a year
- Working hours: 8 hours per day, 48 hours in the week
- Over time: 1.5 times of the basic salary
- Probation period: 03 months
- As leave both days before the contract - free
- Probationary period: 03 months
- Annual Vacation: 15 days
- All other terms & conditions are as per local law

Thanking you,

Mr. H. M. A. Haidar  
General Manager

**STAR SITE EST.**

Subcontract - Planning, Operating

Ref: Demand Letter No. 01/2011

Date: 29/02/2012

**DEMAND LETTER**

M/s. SARANA INTERNATIONAL PVT. LTD. Lic. No. 121055/956, Kathmandu, Nepal

Please remit the following personnel against the bank account: 2101012973 Dated: 04/11/2011

Category	GN	Salary (SR)	Other	Total
Labour	50	800 + 300		1100
Carpenter	10	1000+300		1300
Plumber	10	1000+300		1300
Electrician	10	1000+300		1300
<b>Total</b>	<b>80</b>	<b>4100</b>	<b>0</b>	<b>4100</b>

Terms & Conditions:

- Accommodation, Medical, food & Transportation fee
- Period of Contract: 02 years
- Working hours: 8 hours per day, 48 hours in the week
- Over time: 1.5 times of the basic salary
- As leave both days before the contract - free
- Probationary period: 03 months
- Annual vacation: 15 days
- All other terms & conditions are as per local law

Thanking you,

Mr. H. M. A. Haidar  
General Manager

**STAR SITE EST.**

Subcontract - Planning, Operating

Ref: Demand Letter No. 01/2011

Date: 29/02/2012

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- Annual vacation: 15 days
- All other terms & conditions are as per local law

Thanking you,

Mr. H. M. A. Haidar  
General Manager

## Saudi Arabia

Saudi Arabia is the largest Arab country of the Middle East. It is bordered by Jordan and Iraq on the north and northeast, Kuwait, Qatar, Bahrain and the United Arab Emirates on the east, Oman on the southeast, and Yemen on the south.

Capital:	Riyadh
Location:	24° 39' N 46° 46' E
Official language:	Arabic
Demonym:	Saudi, Saudi Arabian
Area:	2149690 km <sup>2</sup>
Population:	27136977
Per capita income:	\$23701
Currency:	Saudi Riyal (SR or SAR)
Average Temperature:	Temperature



## Qatar

Qatar, also known as the State of Qatar or locally Dawlat Qatar, is an Arab country, known officially as an emirate, in the Middle East, occupying the small Qatar Peninsula on the northeasterly coast of the much larger Arabian Peninsula.

Capital:	Doha
Location:	25° 18' N 51° 31' E
Official language:	Arabic
Demonym:	Qatari
Area:	11437 km <sup>2</sup>
Population:	1696563
Per capita income:	\$83,840
Currency:	Riyal (QAR)



## Malaysia

Malaysia is a federal constitutional monarchy in Southeast Asia. Malaysia borders Thailand, Indonesia, Singapore and Brunei. It is near the equator and has a tropical climate.

Capital:	Kuala Lumpur Putrajaya (administration centre)
Location:	3° 08' N 101° 42' E
Official language:	Malay
Ethnic groups:	54% Malay, 25% Chinese, 7.5% Indian, 11.8% other Bumiputera, 1.7% other
Demonym:	Malaysian
Area:	329845 km <sup>2</sup>
Population:	28310000 (2009 est.)



## UAE

The United Arab Emirates (UAE), the emirates, is a federation of seven emirates situated in the southeast of the Arabian Peninsula in southwest Asia on the Persian Gulf, bordering Oman and Saudi Arabia while Iraq, Kuwait, Bahrain, Qatar and Iran lie north within the Persian Gulf.

Capital:	Abu Dhabi
Location:	24° 28' N 54° 22' E
Official language:	Arabic
Demonym:	Emirati, Arab
Area:	83600 km <sup>2</sup>
Population:	6888888 (2010)
Per capita income:	\$46,584
Currency:	UAE Dirham (AED)





# Clients list

## Saudi Arab

- 1) Mohammed Al-Ojaimi Contracting Est
- 2) Ibn Omairah co.For Contracting
- 3) Gulf Raf For Plastic
- 4) Stars Site Est
- 5) Faleh Elrashedy Est
- 6) Alwafed Est
- 7) Rebag General Contracting Company
- 8) Safwat Al Tanmiah Est
- 9) Sulieman Al Qasoumi
- 10) Marhaba Resturants Company Ltd.
- 11) Maneea Ahmed Fahed Aal-Maneea Est
- 12) Mahdi H.M.Al-Hadier Est
- 13) Al-Oraini Metal Industry
- 14) Madad Laminating & Fiber Co. Ltd
- 15) Al-Sanidi Group
- 16) Sabih Bin Ali Bin Hadi Al-Marri
- 17) Qasim Radhi Bin Hassan Al-Hamidi
- 18) Company of the rural areas of the General Trading and Contracting
- 19) Housing Construction Foundation For Construction
- 20) Arab Founders Company for Trading & Contracting
- 21) Qassim Chamber of Commerce and Industry
- 22) Mohd Radhi Al-Zaid Contracting
- 23) Saudi Paint Co.Ltd.
- 24) The Positions of the Stars Foundation for General Contracting
- 25) Ibrahim Himda Mohammed Anzi General Contracting for Mani
- 26) Msratk Furnished Apartments
- 27) Mincer Factory Co
- 28) Light Foundation and more Trade Abdullah Khalid Abdullah Mahimda
- 29) Plant Multiple Peaks Aluminium
- 30) Factory Co.the World Asinls Steel
- 31) Fahd Bin Abdullah Bin Ali Al Huda
- 32) Transfer Individually zafar Abdullah Zafar GMT
- 33) Admire Mehdi Hassan Al Rasheed
- 34) Abdullah Al-Rashed Contracting
- 35) Farm Mansour Abdullah Ibrahim Saidi
- 36) Saudi Arabia Sejong Co.
- 37) Abdullah Al-Rashed Contracting
- 38) Livestock Atiq Atallah Salem Anzi
- 39) Ahmed Bin Omar Bin Said Pavel
- 40) Company Imagination to design indoor and outdoor decoration



- 41) Factory Ruff Gulf Trading & Industrial Co.Ltd.
- 42) Ali Saleh Osman
- 43) Factory Co.the world Asinls Steel
- 44) Apartments dream of housing units
- 45) Radi Haji Patel Anzi
- 46) Livestock Breeding Moses Obeid Hillel.Al-Otaibi
- 47) Nadine Center Operations and Maintenance
- 48) Factory PLC, Concrete Jahzhabdallah,the salem Saeed Al-Shahrani
- 49) Resturant Impervious Ahmad Fahad Al-Qahtani
- 50) Bin Amira Contracting
- 51) Anwar Foundation East General Contracting
- 52) Cattle Zaid Ibrahim Al Talib
- 53) Assistant Bin Saad Bin Fahd Ergot Trading
- 54) Founder Faleh Rababh Rashidi Contracting
- 55) Fahd Abdulaziz Al Qahtani contracting
- 56) Mouachiniv Fahad Al-Dosari
- 57) Abdulaziz Foundation Deiss Qahtani Contracting
- 58) Ali Alawi Darwish for maintenance and repair
- 59) Apartments dream of housing units
- 60) Hamad Abdul Rahman Al Branch Sunaidi Tents
- 61) Abdullah Ahmad Crilehaddadh Aluminium
- 62) Terrible Ali Bin Hamad Al-Qahtani
- 63) Reem Mubarak Offset Hammad
- 64) Higher Construction Company for General Contracting
- 65) Hamad Abdul Rahman Al Branch Sunaidi Tents
- 66) Cherkhalhbas trade and transport and almquaola T. ltd.
- 67) Badriya Mohammed Ibrahim Bakr
- 68) Sons Company Mpelh travel Marzouki Transport
- 69) Replace Sweden Car Maintenance & Player Khalid Mohammed Bin Sweden
- 70) Abdullah Sulaiman Al- Rashed Contracting

## DUBAI

- 1) New Romana General Trading L.L.C.
- 2) Al Rafidain Legal Translation Center
- 3) Al Ain Oilfield Services Co. L.L.C.

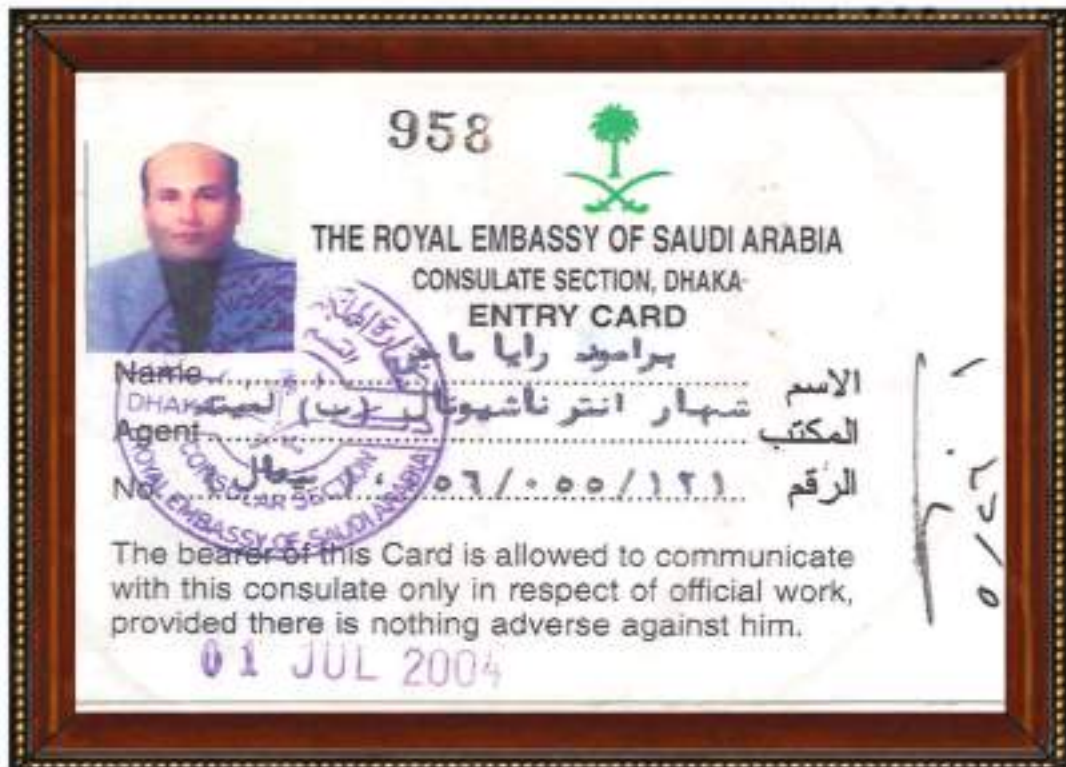




# Licences



# Saudi ID







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