

COMPANY PROFILE



**Blue Bird
Overseas Pvt. Ltd.**
Leading Manpower Company in Nepal
Promising Excellence

Kalopul-33 , Kathmandu Nepal
Phone : +977-1-4436802, 4438634, 4438609, 4438935
Email : info@bluebirdoverseas.com
bluebirdoverseas1@gmail.com
Website: www.bluebirdoverseas.com
Skype : bluebirdoverseas





Govt. Licence No. 308/059/060
Blue Bird Overseas Pvt. Ltd.
Leading Manpower Company in Nepal
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www.bluebirdoverseas.com



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What Inside

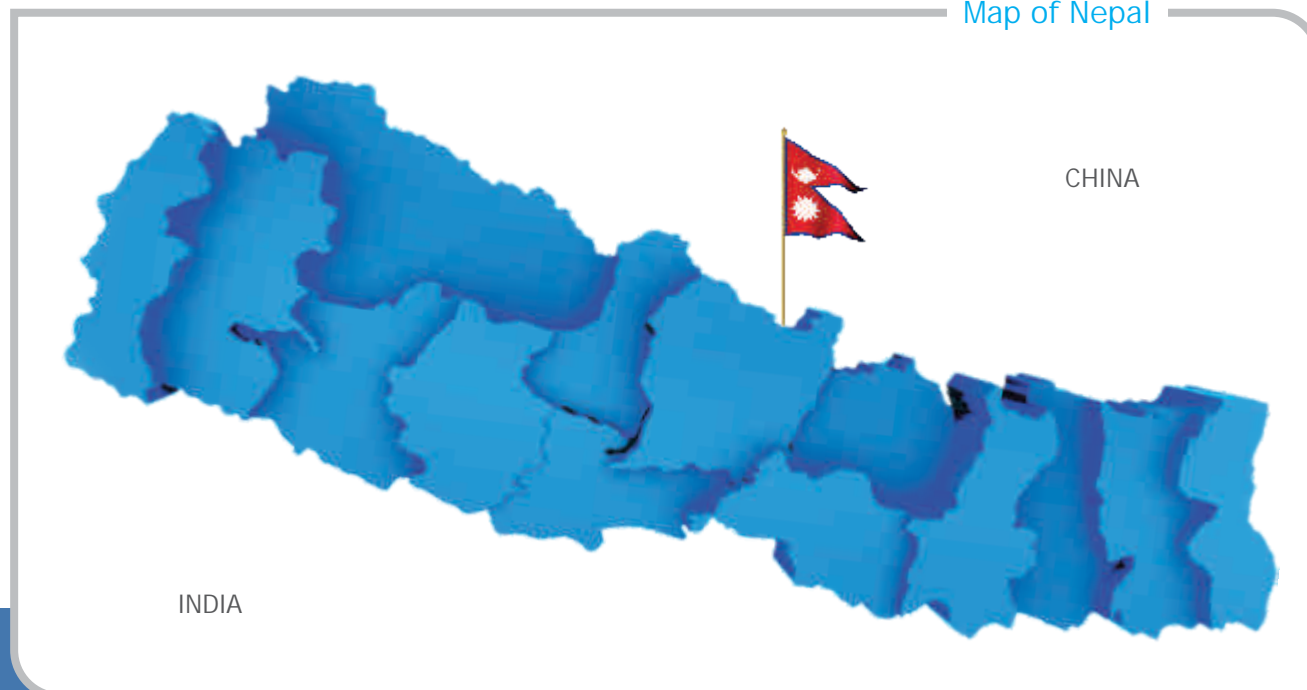
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Introduction: NEPAL

Nepal, a land-locked country, is enclosed by China to the north and India to the south, east and west. Mapped among the Himalayas, Nepal has eight of the world's ten highest mountains, including the highest peak, Mount Everest. The climate of the country varies in accordance with the geographical features.

In spite of being a small country, covering the land of 147,181 sq. km., Nepal is esteemed due to its elegant multi-cultural facets to the breath-taking natural beauties of Himalayas. Nepal has a diverse landscape, ranging from the humid Terai plains in the south to the mountainous Himalayas in the north that makes it one of the richest countries in terms of bio-diversity, unique geographical features and altitude variations. Although Hinduism is practiced by a majority of the population, it is a secular country.

Map of Nepal



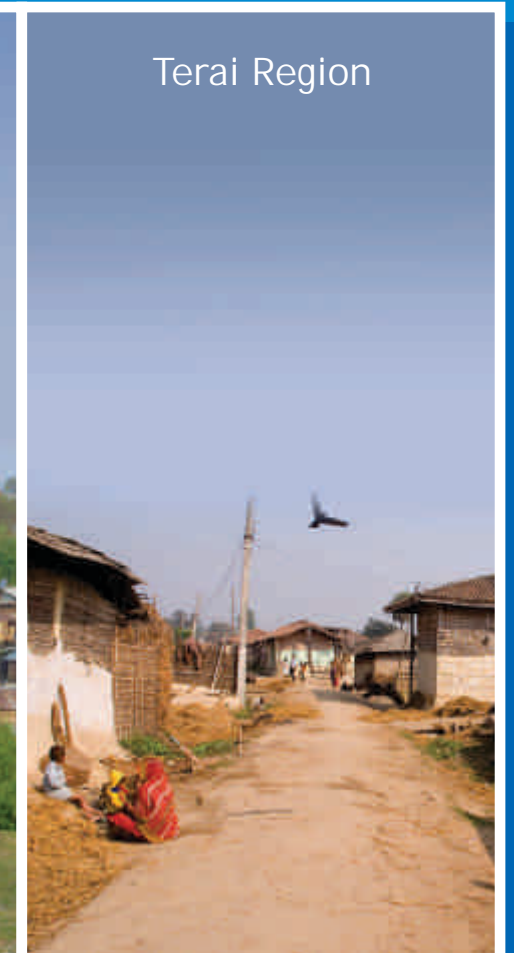
Himalayan Region



Hill Region



Terai Region



Unity in Diversity

Nepal is a multi-cultural, multi-racial, multi-linguistic and multi-ethnic country. Since its inception in civilization, Nepal has been a home to diversified settlements in terms of ethnicity, religion, dialect and culture. Here people of different origin and different beliefs are all living together in peace and harmony under the shade of Nepalese sentiment.

“ Be sure you put
your feet in the right place,
then stand firm.”
– Abraham Lincoln –



About NEPAL

- Introduction
- Unity in Diversity
- People: Himalayan Region
- People: Hill Region
- People: Terai Region

People: Himalayan Region

The Himalayan region lies in the northern part of the country. This part is always covered with snow and people here are brave, honest, loyal, have stout physique and are hard working. Hence, they are regarded as the best personnel for security purposes.



People: Hill Region

The Hilly region is situated in the central part of the country, where most of the cities are metropolitan/sub-metropolitan and tourist hub. Thus, people of this region are educated and professional which makes them suitable for high level posts.



People: Terai Region

The Terai region lies in the southern part of Nepal, which has a hot climate. People can adapt in extreme hot climates at ease and are progressive in agriculture, trade and business.



The Story of Blue Bird Overseas

- About us
- Our Executive Team
- Vision
- Mission
- Objective

“ Human resources coupled with an emphasis on technology and professionalism is the quality structure of organization ”



About Us

Blue Bird Overseas Pvt. Ltd is a leading human resource outsourcing and manpower recruitment agency that is partner with global clients to provide them with best talents from Nepal. We are a dedicated team of professional consultants offering top of the line executive search and selection services to diverse corporate of all sizes; with varied business interests. We are committed in providing the best and outstanding manpower recruitment services all over the globe. We have been competing with all of the leading service providers in the field and have succeeded to be a pioneer in the field of

Human Resource Recruitment. We meet the entire staffing needs of the clients without complexities and formalities. We have track record of recruiting thousands of management professionals, technical and non-technical personnel, skilled, semi-skilled and unskilled workers for clients in the Gulf and other Middle Eastern countries.

Our professionals specialize in identifying Right People for the Right Job. We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the all staffing needs within the shortest time frame.

We are providing recruitment services on the following categories as: Engineering / Construction, Information Technology, Telecommunication, Healthcare, Finance / Banking, Garment and textiles, Vehicle/ Heavy Equipment Operator / Auto Mechanic & Maintenance, Hotel and catering, Hospitality etc. We seek to provide our clients and candidates with the excellent recruitment services based on mutual trust and the highest professional standards driven by quality and cost consciousness.



Vision

The principal vision of our organization is to fulfill the need of our clients of getting Right People for the Right Job. Keeping this vision in mind, we continuously endeavor to offer candidates with high potential to our esteemed clients.

Our goal is to further enhance our global presence and to build on our existing strength as a leading overseas recruitment services. We are devoted in building mutually rewarding, long-term relationship with our clients, candidates, associates, suppliers and communities with whom we work.



Mission

Our team of professionals are entirely devoted in the mission to provide globally competitive manpower resources to the clients so that they can acquire gifted work force that will benefit their organization in every way possible.

We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the staffing needs within the shortest time.

Objective

Manpower companies are bridge connecting employees and employers. The main objective of the bridge is to make that connection trustworthy so that employees reach their employer.

- To provide genuine services maintaining trust.
- To provide globally competitive manpower, for a cohesive society and a secure economic future for all Nepali.
- To give opportunity for Nepali to work in foreign countries and develop their experience and boost their economy.
- To help Nepal government in reducing the employment crisis.
- To fulfill the requirement of the employer providing them honest, loyal, competent and committed manpower.
- To collect the ample databases of resumes and job specification, with delegation on matching the requirement of job and quality of worker.





“ Human Resource's about having the right people with the right abilities in the right place at the right time. ”



Blue Bird Overseas Pvt. Ltd
Leading Manpower Company in Nepal
Promising Excellence

People Behind Blue Bird Overseas



Message from Managing Director

Dear Respected
Blue Bird Overseas Pvt. Ltd feels proud to bring out this website for the use of our clients around the world willing to employ manpower from Nepal. The establishment of BLUE BIRD is to reduce the unemployment rate of the country by providing Nepalese youths a chance to work abroad.

Nepal has all levels of workforce in abundant amount. Within the introduction of information Technology in the country, people have become aware of work opportunities abroad. Accordingly, there has been significant increase in the number of people going abroad or vying to go abroad.

Blue Bird Overseas Pvt. Ltd., a registered foreign

employment recruitment agency, selects the suitable candidates from the large number of applicants following a certain procedures under the surveillance of the government personnel appointed and the member from the employing company. The hopeful candidates have to pass through various screening tests like interviews, written examination, health checkup etc. to be employed abroad.

Nepalese people are highly esteemed, loyal, hardworking and efficient people. The United Kingdom still has a Gurkha Battalion, even after the end of 2nd World War, as a tribute to their naivety, bravery and loyalty.

Thanking you

Bikal Hari Rajbhandari
Managing Director



Our Executive Team

The Bluebird Overseas management team is comprised of savvy entrepreneurs and industry experts who opt the best and most deserving manpower for our clients and their organization. We always remain acquainted with our clients throughout the whole search procedure, so as to ensure effectiveness and smooth execution of the recruitment process.



We Team

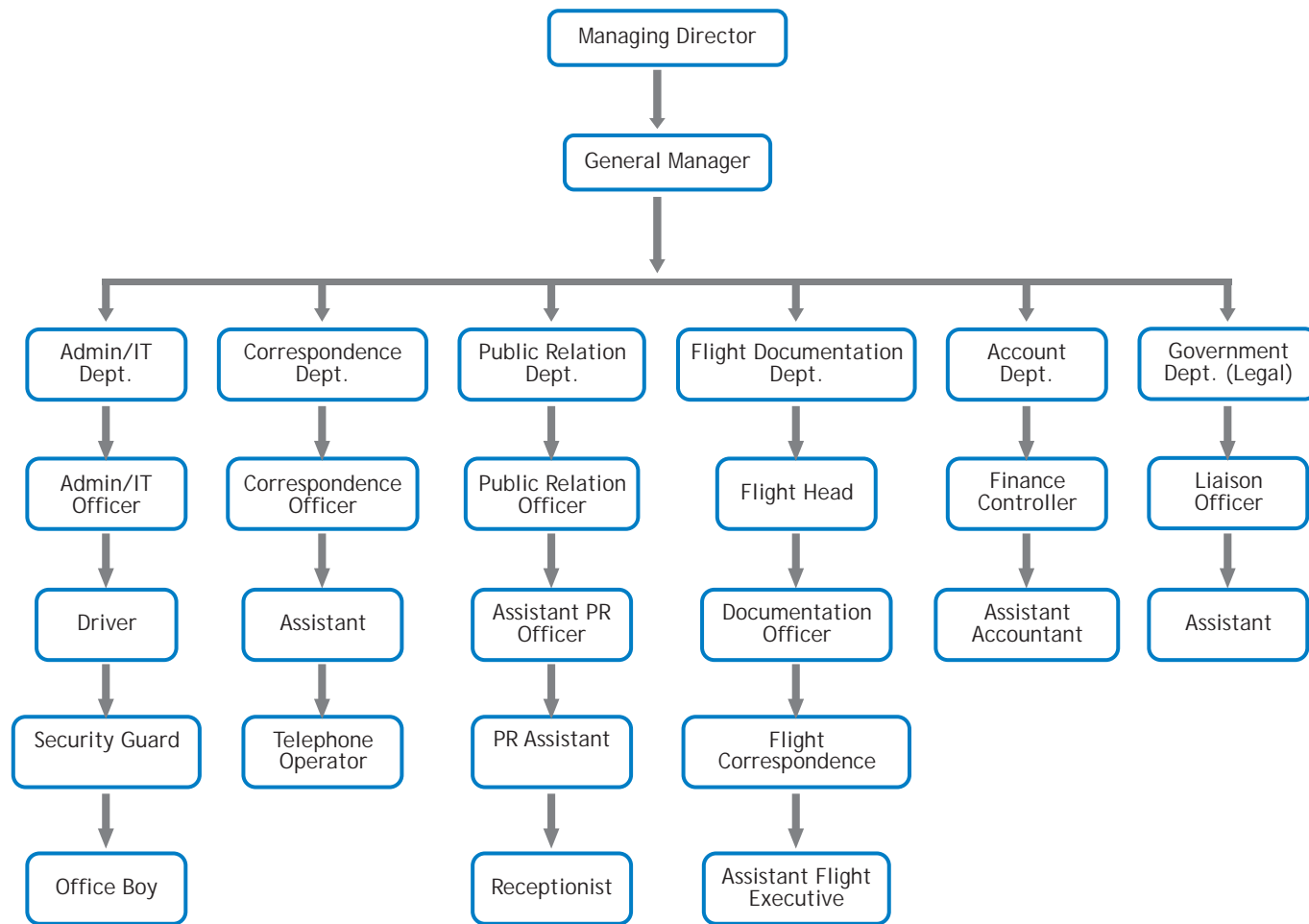


Management Team

We have significantly qualified, educated and experienced professionals in our organization. With their level of commitment in excelling the service, we have been able to sustain our position in this competitive world. Our organization is built on the foundation of honesty, loyalty, relationship, commitment, performance, conciliation which has conveyed us key to success.

L to R: Sunita Adhikari, Sangita Dev, Najuma Shrestha, Pramila Awal, Manish Subedi, Bibek Hari Rajbhandari, Bikal Hari Rajbhandari, Nirajan Shrestha, Merina Rajbhandari, Susma Neupane, Tika Gautam

Organizational Structure



What we do?

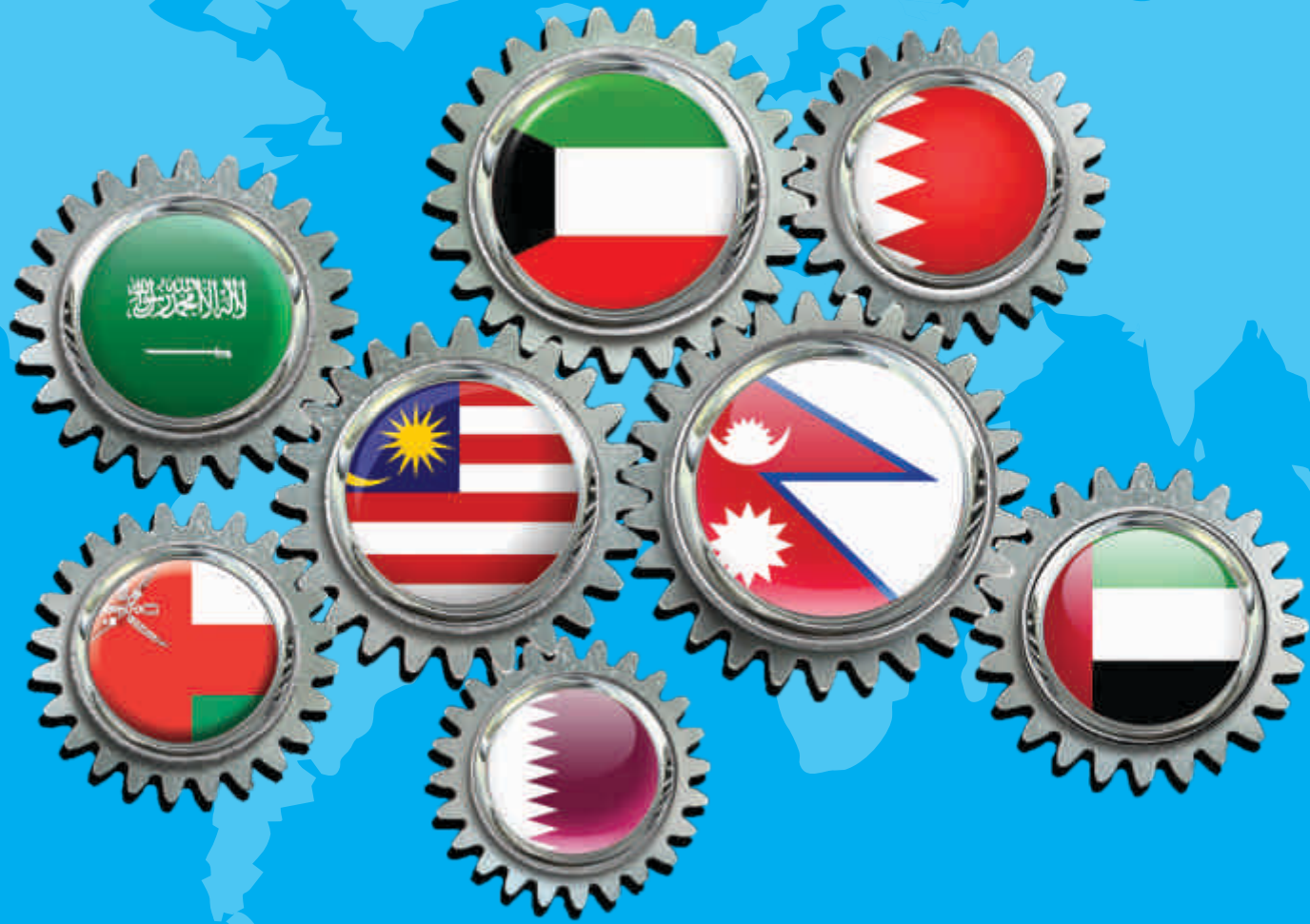
- Overseas Recruitment
- Recruitment Field & Areas
- Recruitment Procedure



Overseas Recruitment

Blue Bird Overseas Pvt. Ltd is a leading HR professional management organization in Nepal, which has been providing overseas recruitment services to our clients in Malaysia, Saudi Arabia, Kuwait, U.A.E, Oman, Qatar and Middle East countries.

We are providing overseas recruitment services on the following categories as: Engineering / Construction, Information Technology, Telecommunication, Healthcare, Finance / Banking, Garment and textiles, Vehicle/ Heavy Equipment Operator / Auto Mechanic & Maintenance, Hotel and catering, Hospitality etc. Our mission is to provide our clients and candidates with the excellent recruitment services based on mutual trust and the highest professional standards driven by quality and cost consciousness.



Recruitment Field and Areas

- Unskilled
- Semiskilled
- Skilled
- Professional



Recruitment Procedure

Our well qualified and experienced consultants and experts are assigned for the thorough inspection of the application at various stages making the process reliable.

Sourcing method

Owing to our extensive client list and the nature and scale of projects we have been and are associated with, we have several candidates registering themselves with us everyday, via our online career portal, fax, e-mail or by walk in. This information is collated, sorted and saved in a professionally managed and updated databank that provides a vast source of resources that can be easily accessed.

For specific client requirements, we regularly advertise in the leading local newspapers after getting the required documents for Labour Ministry permission. Responses we receive from these exercises undergo a preliminary short listing. Candidates are then contacted and asked to come in for an assessment by our technical consultants.



Methods of authenticating applicant qualifications

We are well networked with all the top educational institutions within the regions we source personnel from, enabling us to verify applicant qualifications. This ensures that the candidates selected based on their qualification and experience can cope with the job requirement, if not exceed expectations.



Testing for Engineers, Supervisors, Foreman, Technicians & Skilled Workers

For the above categories, we have implemented a stringent aptitude and attitude test that includes a technical questionnaire. Candidates are required to score a minimum of 75% on this test to qualify for the next round of assessment. This ensures that the candidates we select have a high level of proficiency in their respective fields, assuring clients of the quality standards we conform to.



Screening & Short-listing by Technical Consultants

All screening and assessment for the databank or final round of interviews is conducted by our highly experienced technical consultants and if required, candidates are sent for trade-testing. Short-listed applicants are graded on their professional and general knowledge, presentation and attitude.



Final Selection by Clients

Once candidates have been selected for the final round of interviews, their applications are presented to the client for final selection. If required, we can carry out the final selection process on behalf of the client, based on a detailed brief on the requirements from the client.

Our selection process follows rigorous theoretical and practical trade tests, ensuring that candidates are qualified only on merit. Official trade test reports can also be provided if required.



Medical Examination Facilities

We undertake conducting the necessary medical examinations for candidates and doctors are registered with medical institutions that are approved by the consulate of the country that the candidate is recruited for. This minimizes paperwork for our clients, making the recruitment process more convenient.



Mobilization Period

A minimum of two weeks is required, to mobilize candidates after selection and receipt of visa for actual deployment. Your visit in our office for more information will be highly praised.



“A successful man continues to look for work after he has found a job.”



Documents Required

- Demand Letter
- Guarantee Letter
- Power of Attorney
- Service Agreement
- Employment Contract

Documents Required

According to the Foreign Employment Act 1985 and its second amendment of 1998, the Ministry of Labour has developed the procedures of recruiting manpower / workers from Nepal for the Gulf countries as follows:

Recruiting agencies are authorized by Government of Nepal, Ministry of Labour to recruit workers for foreign employment on behalf of overseas employers. These foreign employment companies make direct contact and negotiate with the recruiting agencies for manpower.

The licensed recruiting agent in Nepal applies to the Director General of Labour Department for the recruitment permission with the following documents:

- Demand Letter
- Power of Attorney
- Employment Contract
- Guarantee Letter
- Service Agreement

Demand Letter

An original copy of Demand Letter from the foreign employer containing details of required number, category and salary offered accordingly attested by the Chamber of Commerce and Ministry of Foreign Affairs of the respective country and Nepal Embassy if available in the country.

Guarantee Letter

An original copy of Guarantee Letter accordingly signed by employer and attested by the Chamber of Commerce and Ministry of Foreign Affairs of the respective country and Nepal Embassy if available.

Power of Attorney

An original copy of Power of Attorney from the foreign employer containing details of granting permission to recruit and handle all the affairs attested by the Chamber of Commerce and Ministry of Foreign Affairs of the respective country and Nepal Embassy if available.

Service Agreement

An original copy of Service Agreement from the foreign employer containing details of concurring on the aspects of services between the service provider and service user attested by the Chamber of Commerce and Ministry of Foreign Affairs of the respective country and Nepal Embassy if available in the country.

Employment Contract

An original copy of Employment Contract from the foreign employer containing details of rights and responsibilities of employee and employer attested by the Chamber of Commerce and Ministry of Foreign Affairs of the respective country and Nepal Embassy if available in the country.

Demand Letter



Date: 08.12.2014

To,
M/S: BLUE BIRD OVERSEAS PVT. LTD.
Govt. License No: 308/059/060
Kalopul-33, Kathmandu, Nepal
Phone: 00977-1-4436802

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to supply the following category of manpower to work with our Company:

S. No.	Category/Job Title	No. of Workers	Monthly Basic Salary (AED)	Period of Contract	Working Hours	Holiday (per week)
1	Helper	15	800	3 Years	8 Hours	1 day

Terms and Conditions

Food: Allowance Provided by the Company

Accommodation: Provided by the Company

Air passage: Return air ticket on completion of 1 year of continuous service.

Local transportation: Provided during duty hours

Medical Insurance: As per as UAE Labor Law.

Workmen's Compensation Insurance: Insured by Company

Employment Visa: Provided at the cost of the Company

Working hours: 8 hours/day, 6 days per week

Other benefits such as annual leave, over time, etc. in accordance with the labor laws of United Arab Emirates.

Yours truly,
For Petronash FZE

U.M Rao,
Managing Director







PETRONASH FZE
P.O.Box : 12326, Jebel Ali, Dubai, UAE
Tel : + 971 4 8833225 Fax : + 971 4 8833226
Email: sales@petronash.com Web: www.petronash.com

Guarantee Letter


PETRONASH

GUARANTEE LETTER

Date: 8 Dec 2014

The Director General
Department of Foreign Employment
Ministry of Labour and Transport Management
Kathmandu, Nepal

Dear Sir,

Re: GUARANTEE LETTER

We have sent a demand letter for Nepalese workers to M/S. BLUE BIRD OVERSEAS PVT. LTD a Nepalese Manpower agency having License No. 308/059/060 for 15 Helpers number of workers for our Company. In this regard, we wish to assure you that this demand is for our Company only and the workers will be working in our Company situated in UAE. We also assure you that these workers will not be sent out of the United Arab Emirates.

For Petronash FZE


U.M Rao
Managing Director



SPECIMEN COPY


DUBAI CHAMBER OF COMMERCE & INDUSTRY
COMMERCIAL SERVICES DEPT
Member Number : 88747
Signature Verification Certificate No : 1128779
The Member hereby attests, without prejudice to itself,
JETTY VENKATA UMA MAHESWARA RAO
being authorized by M/S,
PETRONASH FZE
I/we duly signed this document
in its/their/their capacity.
Date : 14 DEC 2014 Authorized Signatory : ID Number : 1-81288002


PETRONASH FZE
P.O. Box : 18326, Jebel Ali, Dubai, UAE
Tel : + 971 4 8631625 Fax : + 971 4 8631626
Email : sales@petronash.com Web : www.petronash.com



Power of Attorney


PETRONASH

POWER OF ATTORNEY


Date: 8 Dec 2014


I, Mr. Jetty Venkata Uma Maheswara Rao my capacity as Managing Director of Petronash FZE duly registered under the laws of Dubai, U.A.E. with postal address of P.O. Box. 18326 Jebel Ali, UAE, do hereby appoint, M/S: BLUE BIRD OVERSEAS PVT. LTD Kathmandu, Nepal having License No. 308/059/060 issued by the Department of Labour, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, payment of fee, etc. to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange endorsement of all papers.

In witness whereof, I/we have executed this deed on this day of 8 Dec 2014 Dubai, UAE. This Power of Attorney shall remain valid for 2 year from the date of issue.

Yours Truly,

For Petronash FZE


U.M Rao
Managing Director




SPECIMEN COPY


DUBAI CHAMBER OF COMMERCE & INDUSTRY
COMMERCIAL SERVICES DEPT
Member Number : 88747
Signature Verification Certificate No : 1128779
The Member hereby attests, without prejudice to itself,
JETTY VENKATA UMA MAHESWARA RAO
being authorized by M/S,
PETRONASH FZE
I/we duly signed this document
in its/their/their capacity.
Date : 14 DEC 2014 Authorized Signatory : ID Number : 1-81288002


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Tel : + 971 4 8631625 Fax : + 971 4 8631626
Email : sales@petronash.com Web : www.petronash.com



Service Agreement



SERVICE AGREEMENT

This agreement is made and entered into between Petronash FZE, P. O. Box No. 18326, Jebel Ali Dubai, U.A.E hereinafter called the "First Party" represented by MR. JETTY VENKATA UMA MAHESWARA RAO and M/s BLUE BIRD OVERSEAS PVT. LTD., Kathmandu, Nepal having Government of Nepal License No.308/059/060, (hereinafter called the "Second Party") represented by Mr. /Ms. MR. BIKAL HARI RAJ BHANDARI on 08.12.2014.

- The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.
- The Second Party will provide suitable candidates for all the required categories.
- The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
- The Second Party will deploy the selected workers as per the requirement of First Party.
- The First Party will fulfill all the conditions agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
- The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
- The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of 3 months.
- Both the Parties hereto have discussed all the above matters in detail and agreed to all the terms and conditions in this agreement and put their signature in two identical originals one to be kept by each Party.

Blue t

PETRONASH FZE
 P.O.Box: 18326, Jebel Ali, Dubai, UAE
 Tel: + 971 4 8833225 Fax: + 971 4 8833224
 Email: sales@petronash.com Web: www.petronash.com

DUBAI CHAMBER OF COMMERCE & INDUSTRY
 COMMERCIAL SERVICES DEPT
 Member Number: 35747
 Signature Verification Certificate No: 1125775
 The above hereby attests, without prejudice that
 JETTY VENKATA UMA MAHESWARA RAO is
 being authorized by MR.
 PETRONASH FZE
 (see duly signed file attachment
 in the verification capacity)
 Date: 14 DEC 2014 Authorized Signatory: SR Number: 141203089-01

PETRONASH FZE
 OHSAS18001
 CERTIFIED
 VINCOTTE

Employment Contract



EMPLOYMENT CONTRACT

Date: 8 Dec 2014

Employee's Name: _____
 Passport No.: _____
 Employee's Job Title: Helper

1. Basic Salary:	800 Dhs Monthly
2. Food:	Allowance provided by the Company
3. Accommodation:	Provided by the Company
4. Working Hours:	8 hours a day
5. Working Days:	6 days a week
6. Medical Treatment:	Provided at the cost of the Company
7. Workmen's compensation insurance:	Provided by the Company at its cost
8. Overtime allowance:	Provided
9. Transportation:	Provided by the Company
10. Duration of Contract:	3 Years
11. Air Passage:	Return air ticket on completion of 1 year of continuous Service.
12. Probationary Period:	6 months from the date of joining
13. Other Benefits:	As per UAE labor law

Place: Dubai, United Arab Emirates
 P.O. Box : 18326

Petronash FZE
 U.M Rao,
 Managing Director

DUBAI CHAMBER OF COMMERCE & INDUSTRY
 COMMERCIAL SERVICES DEPT
 Member Number: 35747
 Signature Verification Certificate No: 1125775
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 JETTY VENKATA UMA MAHESWARA RAO is
 being authorized by MR.
 PETRONASH FZE
 (see duly signed file attachment
 in the verification capacity)
 Date: 14 DEC 2014 Authorized Signatory: SR Number: 141203089-01

Name of Employee: _____
 Signature: _____
 Address in Nepal with Phone No. _____

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PETRONASH FZE
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Deployment Procedure

Documents Needed from Employer Company for Processing and Accreditation with Our Ministry of Labour (MOL)

- Original Visa Advice
- Consulate Letter
- Demand Letter
- Power Of Attorney
- Dual Employment Contracts
- Bloc Visa or Visa Quota
- Copy of Company Registration or Photocopy of Employers Passport (for individual employer)

Manpower Pooling

Upon an acquisition of your manpower request prior to the receipt of the requirements listed in item 1 above, we will begin the pooling of the contract workers. Aside from our present pool, possible shortage may be aided with the following procedures:

- Print and Broadcast Media Advertisement
- On-the-spot-sourcing (City and Provincial)
- Our Highly Qualified Agents
- Recommended Personnel

Selection of Contract Workers

The mode of selection of contract workers may be executed under the following procedures:

Selection by Employer or through his Authorized Representative:

By this routine, the Employer or is authorized representative may conduct personal interview here in company's office and finally select the most competent workers from our manpower reserve.

Transmittal of Resumes:

Your Company may require us to send to you the Resumes of all Prospective candidates who pass the pre-qualification interview and testing conducted at our end. In such cases, the name of the successful candidates may be relayed to us via phone or fax or email.

Agency Selection:

You may authorize our Agency to select qualified workers fully guaranteed by us.



Full Documentation Assistance for Selected Candidates

We provide the selected applicants assistance in securing the travel documents required by both Labour Office and Embassy, like Trade Test, Authenticated credentials, Passport, Police Clearance, Medical Certificate, Overseas Employment Certificate and Exit Pass. This will also include Pre-departure Orientation Seminar wherein the worker will have to undergo a comprehensive briefing on the working and living condition, customs and tradition, laws and regulations in the country of destination.

Periodic Progress Report

Update report on status of the workers travel paper shall be transmitted to the employer regularly. Flight details shall be furnished one day before departure to ensure that somebody from the employers part will assist the arriving staff at the airport of destination.

Repatriation

Our duty is sending only the well-selected and competent applicants in order to meet the job requirements of its employer. However, there are causes beyond control that the contracted worker repatriated, within three (3) months probationary period, our company guarantee the workers capabilities primarily their physical, mental and technical-know-how. To this point, we will appreciate very much to hear from you and upon your request, we will send more detailed information on the prevailing salary and other terms and conditions for your reference.

Communication with Customer

We usually communicate with our customers through different means and methods such as phone, fax, DHL and electronic mail and the address is available on the contact us page.



“The journey of a thousand miles
begins with a single step.”

-Lao Tzu-



Travel & Training

- Travel Management
- Training & Orientation



Travel Management

Once Contract signing with the employee is done, travel arrangement becomes the final procedure. For convenience to the employee and the employer, we make complete travel arrangements. Tickets, VISA and various travel assistance for mobilization and demobilization of personnel from home country to the remote region is handled by us.

Our services include handling the entire official documents: original passport, air ticket and government's approval letter to the employee before departure. We also acquaint them with all of the traveling procedures in order to reach their destination without complexity. One is recommended to collect one's VISA from the VISA counter in the concerned airport and to contact immigration authority for VISA endorsement if his visa is not endorsed before departure.



Shaligram Tours & Travels (P.) Ltd.

Shaligram Tours & Travels, sister concern of Bluebird Overseas, is dedicated in providing high quality of travel service as it has access to many of international airlines reservation systems. Composed of experienced team of travel consultants and experts, we are summed up with the latest technologies and reservations systems. We provides widest line-ups of tours and travel services including airline reservations and ticketing, hotel bookings, holiday packages, courier service to new a few.

Shaligram Tours & Travel (P.) Ltd.
Kalopul-33, Kathmandu Nepal, Phone: +0977-1-4432269
Email: shaligramtravel@gmail.com



Training & Orientation

Our orientation programs serve multiple purposes including:

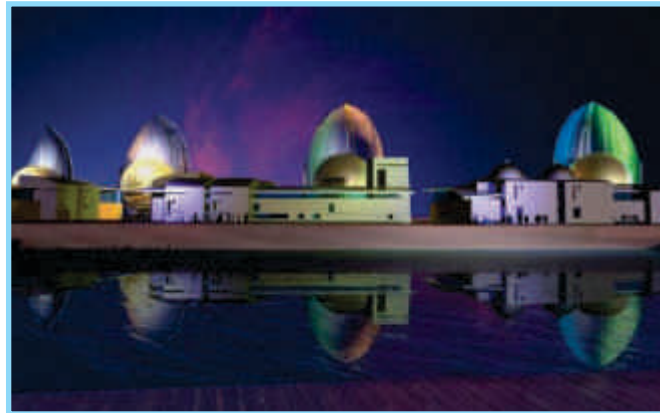
- Creating a favorable working approach and environment.
 - Explaining the benefits of working in foreign company.
 - Ease the new hire's entry into the work group.
- Help the new hire see where they fit in.





Promising Excellence

Blue Bird Overseas Pvt. Ltd is a leading HR professional management organization in Nepal, which has been providing overseas recruitment services to our clients in Malaysia, Saudi Arabia, Kuwait, U.A.E, Oman, Qatar and Middle East countries.



T H E



I S
Y O U R S !



Blue Bird Overseas Pvt. Ltd

Leading Manpower Company in Nepal

Promising Excellence