

Al Wukalla Company's document of requirements to be abides by and employed by the Indian labor procurement companies for Hajj season of 1444 H

Introduction:

Al Wukalla Company intends to utilize a number of licensed companies in the recruitment of Indian labors abroad to secure the required numbers of seasonal labors for Hajj season of 1444 H according to the following conditions and requirements:

Terms:

The following words, terms, and expressions, wherever are mentioned in the document, have the meanings indicated in front of each of them:

Company: Al Wukalla Company.

Recruitment Company: one of the licensed Indian companies to recruit labors and workers abroad by the competent and concerned authorities in India.

First: requirements that must be met by applicants:

- 1) The age shall not be less than (25) and not above (48) years old.
- 2) The applicant must be of good conduct and appearance.
- 3) The applicant must be skillful and have the physical ability to carry out the tasks of handling and transporting the luggage of different sizes and weights. He also needs to be able to work in extreme hot and humid weathers.
- 4) For Muslims, the applicant must have previously performed Hajj.
- 5) The applicant must have the experience in carrying out, handling, and transporting luggage or any other similar professions.

Second: The recruitment company must pledge and commit that none of the recruiters will perform Hajj, and that it will take the necessary measures and arrangements to prevent its occurrence. In the event of violating this by any of the applicants, the appropriate penalty will be imposed on the recruitment company as stated by law including fines and financial penalties as well as informing the ministry of human resources and social development in the Kingdom of Saudi Arabia and banning them from any future work.

Third: The recruitment company must pledge, commit, and is obligated by the acknowledgement, approval and knowledge of all the recruiters that the purpose of their coming to the Kingdom of Saudi Arabia is to work for the Wukalla Company and are not allowed to perform Hajj. The recruiters must also commit to be available and working till the dawn of the blessed Eid Al-Adha corresponding to 10/12/1444 H. It also has to be clear that the appropriate penalty will be imposed on anyone who violates this by the competent authorities in the Kingdom of Saudi Arabia according to what is prescribed by law including the payment of financial fines and the banning from entering the Kingdom of Saudi Arabia.

Fourth: the full commitment of the recruitment company to the specified and scheduled dates for the arrival of labors to the Kingdom of Saudi Arabia and their departure to their country. In the event that the recruitment company does not comply with that, or the arrival of any of the labors without reporting to the Wukalla Company to receive and start his work, or joining the work for several consecutive or intermittent days, or refusing to work, or performing Hajj, or his failure to go back to his country in the scheduled dates by the Wukalla Company, or claiming by any of the labors that they paid any cash or partial amounts in exchange for obtaining the visa and providing evidence of that, an amount of (10,000) ten thousand Riyals will be deducted for each of the labors from the value of the warranty provided by the recruitment company.

Fifth: the working period will be from 25th of Shawwal to the 25th of Muharram. The Wukalla Company has the right to terminate the labor's services during this period according to the actual need for work and operating requirements. The work will be in two shifts with each shift having a total of

12 hours throughout the week and without any vacations or weekends and in any determined location or shift by the Wukalla Company according to the operating requirements.

Sixth: the recruitment company is obliged to provide the Wukalla Company with the names of the nominated supervisors by them, their previous experience, and level of supervisory for which they were nominated, and their practical qualifications. The Wukalla Company will determine the names and numbers of supervisors based on the total number of labors that will be agreed upon with the recruitment company. The Wukalla Company will pay their salaries, housing, and transportation like other labors.

Seventh: the full responsibility of the recruitment company for the commitment of all labors to the terms of the work contract signed with them and any behaviors or actions emanating from them, or raising problems, or refraining from work. In the event that this is violated, the recruitment company shall bear all the consequences resulting from that before the competent authorities in the Kingdom of Saudi Arabia and the Wukalla Company.

Eighth: the commitment of the recruitment company on behalf of itself and of all its employees or those authorized by it not to receive or obtain any cash or partial amounts from the labors in exchange for their selection and obtaining a visa to work for the Wukalla Company, and the full responsibility of the recruitment company for that if labors claim that it has received any sums from them. In case this is proven, all legal and contractual measures will be taken against the recruitment company including confiscating the value of the bank warranty, banning them from any dealings in the future, and informing the ministry of human resources and social development in the Kingdom of Saudi Arabia.

Ninth: the Wukalla Company bears and directly pays all the necessary amounts to the competent authorities as follows:

- 1) Visa fees.
- 2) The cost of the airline tickets to transport the labor from India to Saudi Arabia and back.
- 3) Housing all the labors in designated houses for them.

- 4) Paying the salaries specified in the contracts signed between the Wukalla Company and the labors according to the actual working days.
- 5) Medical insurance for the labor throughout his stay in the Kingdom of Saudi Arabia.
- 6) The required uniform of the Wukalla Company for each labor which consists of (2) trousers (black in color), (2) T-shirts of different colors according to the categories of the labors, and (1) black shoes. The competent committee will choose the model of the uniform for this season 1444 H later.

Tenth: the recruitment company is obligated to submit the identification papers issued by the competent embassy or consulate of the Custodian of the Two Holy Mosques that state the cancellation of the visas that were granted to some of the labors who were unable to come to the Kingdom of Saudi Arabia and join the work for the Wukalla Company in a date not later than the 20/12/1444H.

Eleventh: the recruitment company is obligated to bring the departure certificates of all the labors attested and approved by the Passports Department at the port of their exit from the Kingdom of Saudi Arabia in a date not later than three days after the travel of each group, and in no case later than 1/20/1445H and in coordination with the Passports Department at the port to ensure the registration of their departure in the computer.

Twelfth: the recruitment company is obligated to submit a bank guarantee in the name of the Wukalla Company in the amount of (750,000) seven hundred fifty thousand Saudi Riyals only with the submitted offer as a proof of the seriousness of the offer, and that this guarantee is issued at the request of the recruitment company from one of the accredited banks in the Kingdom of Saudi Arabia in Saudi Riyals. This guarantee should be provided by the recruitment company not later than (72) hours after informing it of the acceptance of its offer and contracting with it completing the value of the guarantee at the rate of (2,000) two thousand Saudi Riyals for each labor according to the number agreed upon to provide. In the case that the recruitment company does not submit the guarantee on the specified date, it will be excluded and the next recruitment company that follows in the selection will be contracted. The Wukalla Company will only return

the bank guarantees provided by the recruitment companies in the event that they were not selected. However, the Wukalla Company will not bear any expenses or fees that these companies may have paid to issue the required bank guarantee.

Thirteenth: the recruitment company determines the financial return that it intends to receive from the Wukalla Company in its submitted offer in return for its expenses for each labor, the cost of the uniform, internet fees (enjaz company), the value of renting the premises where the competent committee selects the candidates, company services, and any other expenses that arise to complete all the necessary procedures for recruitment.

Fourteenth: all the recruitment companies should submit their offers to the Wukalla Company in a sealed envelope containing the following documents:

- 1) A bank guarantee in the name of the Wukalla Company for an amount of only (750,000) seven hundred fifty thousand Saudi Riyals issued by one of the accredited banks in the Kingdom of Saudi Arabia in Saudi Riyals.
- 2) Company's profile and its expertise.
- 3) Proof of the company's capital.
- 4) Proof of the company's experiences (the company's incorporation contract or what proves the date of the commencement of practicing the profession).
- 5) Copy of the company's license.
- 6) Copy of the commercial register.
- 7) A certificate of good service performance from the competent authority in India dated no more than two years.
- 8) Proof of the address of the company's headquarters and the number of branches and its addresses.
- 9) A copy of the labor and recruitment contracts for the last three years (conditioning that the labor contracts are not with individuals).
- 10) The administrative organizational structure of the company, accompanied by a statement of the names of the administrators, supervisors and presenters along with the job description for each of them, their qualifications and years of experience.

Fifteenth: the recruitment companies that intend to submit their offers shall login to the Wukalla Company's website (www.wukalla.com) and fill the form with the their information.

Sixteenth: the recruitment company shall submit their offer to the Wukalla Company either by personally attending to the Wukalla Company's headquarter, or by mail (DHL) at the following address (Kingdom of Saudi Arabia – Jeddah City - Al-Baghdadiya - Al-Madina Al-Talaa Road - Saudi Business Center - Fifth Floor). The last date for accepting offers will be no later than the end of the working day of (Thursday) 22 / 09 / 1444 H corresponding to 13 / 04 / 2023. Any offers submitted by email, fax, or after the specified date will not be accepted.

Best wishes

