

SERVICE AGREEMENT FOR RECRUITMENT

This Service Agreement is made on 14th May, 2025

Hotel Crowne Imperial by Orchid Holdings Ltd, a company registered under the Companies Act of Nepal and having its Office at Ravi Bhavan, Kathmandu, Nepal hereinafter referred as a **CLIENT**.

And

Kumari Job Pvt. Ltd., a company having its registered office at Hattisar, Kathmandu, Nepal and hereinafter referred as a Recruitment **SERVICE PROVIDER**.

CLIENT shall accept the below mentioned proposition in terms if candidate sent out from the SERVICE PROVIDER gets recruited;

1. SCOPE

SERVICE PROVIDER supports in recruiting the suitable candidates as per requirement of CLIENT, as a part of its services.

CLIENT recruits the suitable candidate suggested by SERVICE PROVIDER depending upon fulfillment of its given or stated requirement.

2. OBLIGATIONS OF THE CLIENT

CLIENT has the right to select or not to select the candidate suggested by SERVICE PROVIDER. If the candidate is not selected, the CLIENT shall provide details and gives further suggestion regarding the recruitment process.

The CLIENT will be only liable to pay the bill raised by the SERVICE PROVIDER as per the agreement, if any candidate is recruited within the stated replacement term from the date of introduction of the candidate or his/her CV.

If the suggested/forwarded candidate have been previously interviewed and has been put on hold due to any circumstance by the CLIENT, they will not be covered / subjected under this agreement. Upon such condition, CLIENT will inform the same to the SERVICE PROVIDER along with the supporting evidence.

Client reserves right to determine and finalize the offer (salary, designations and so on) to the candidates regardless of the previously advertised requirements, after the through assessments.







CLIENT shall provide information and details to SERVICE PROVIDER after the employee contract (appointment letter) has been made between the company and the suggested candidates.

3. OBLIGATIONS OF THE SERVICE PROVIDER:

The SERVICE PROVIDER is supposed to suggest the best match as per the requirement placed or assigned by the CLIENT.

SERVICE PROVIDER assures at least Three Months (90 Days) stay of the candidate in the assigned job position. That means if he/she leaves the company within given timeline (voluntarily or involuntarily) then SERVICE PROVIDER shall source a replacement for the same without any further cost (one time replacement).

SERVICE PROVIDER will take every effort to provide a suitable replacement to the CLIENT otherwise; any professional fees paid by CLIENT will be reimbursed in the next invoice.

The SERVICE PROVIDER shall be responsible for the reference check of past records (concerning ethics and behavior) of the suggested candidate to the CLIENT.

4. TERM OF THE PAYMENT

The professional fee as per the agreed service will be understood and paid on following the below terms:

S.N.	Salary	Service Charge	Replacement
1	For All Levels (Senior, Mid and Entry)	60 % of employees one - Month gross salary (Excluding VAT)	3 Months



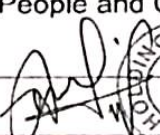
All invoices shall be paid by the CLIENT in compliance with the payment condition stated on the terms above. Unless specified differently, the CLIENT shall pay the invoice within 7 days after the invoice date.

The billing will be done only after the vacancy gets closed. Hence submission of invoice is only after the confirmation of the candidate joining.

The raised service charge shall be paid by the CLIENT within 7 days from the date of sending invoice.

5. AGREEMENT TERM

This agreement is effective up to one year from the date of signature. Delaying in renew for 15 next days will be automatically counted as a renewal of the contract term.

On Behalf of Kumari Job Pvt. Ltd	On Behalf of Hotel Crowne Imperial by Orchid Holdings Ltd
Name: Sandesh BhandariP	Name: Sailesh Awale
Designation: Managing Director	Designation: People and Culture Manager
Signature: 	Signature: 
Date: 19 th May, 2025	Date: 15th May, 2025