

PAYMENT ADVICE

Dandy Company Ltd

Street 2, Gate No. 160

P.O. BOX: Doha Qatar

Email



PAYEE NAME : MBC SERVICE TRADING & CONTRACTING

Paym Date:

Doc.No: 2334007990

Payment Method :

Exch.rate:

Remarks: External Manpower Hiring Payment m/o Nov-23

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2334007990	14.12.2023	KZ		14.12.2023	QAR	6,216.00		6,216.00
Total					QAR	6,216.00	0.00	6,216.00

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
MASHREQ BANK	029000000988	00001351	Dec 14, 2023	QAR	6,216.00	

Amount in Words : Qatari Riyal Six Thousand Two Hundred Sixteen Only

[Signature]
14/12/23

Created

[Signature]
14/12/2023

Verified

[Signature]

Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

PAYMENT ADVICE

Premier Plastic Production Company

Gate No. 157, Street No 2,

P.O. BOX: 6983 Doha Qatar

Email



PAYEE NAME :

20300697

MBC SERVICE TRADING & CONTRACTING

P.O.BOX 80090, DOHA,

-Doha

mbccleaningqatar@gamil.com

Paym Date:

Doc.No: 2334001618

Payment Method :

Exch.rate:

Remarks: External Manpower Hiring Payment m/o Nov-23

Ref. Doc. No	Posting Date	DC Type	Sup. Doc. No	Sup. Doc. Date	Currency	Doc Amount	Adjustment	Pay. Amount
2333000217	30.11.2023	KR	2225	30.11.2023	QAR	6,216.00		6,216.00
Total					QAR	6,216.00	0.00	6,216.00

Bank Name	AC No.	Cheque No	Cheque Date	Currency	Amount	Remarks
				QAR	6,216.00	

Amount in Words : Qatari Riyal Six Thousand Two Hundred Sixteen Only

Created

Verified

Authorised

Receiver's Details

Kindly Acknowledge the receipts

Name :

Signature :

Payment Request Approvals

Pay. Req. Ref	PR Date	Creator	Level 1	Level 2	Level 3	Level 4	Level 5

Doc. Type : KR (Vendor Invoice) Normal document

Doc. Number 2333000217

Company Code 1101

Fiscal Year 2023

Doc. Date 30.11.2023

Posting Date 30.11.2023

Period 11

Calculate Tax ☐

Ref. Doc. 2225

Doc. Currency QAR

Itm	PK	Account	Account Short Text	Ex	Cost Ctr	Order	Amount	Text	Assignment	Vendor	DocD	Profit Ctr
1	31	20300697	MPC SERVICE TRADING				6,216.00-	HIRING EXTERNAL MANPOWER OF CLEANERS - NOV. 2023		20300697		
2	40	401106	VC-Hired - Manpower		1101001500		6,216.00	HIRING EXTERNAL MANPOWER OF CLEANERS - NOV. 2023	23330002172023			1101001



INVOICE

P.O.Box: 80090
Fax: +974 4464 7673
Email: mbccleaningqatar@gmail.com
Tel: +974 4464 7673 | +974 7760 9709 | +974 66294880

DATE	30/11/2023
INVOICE #	2225
JOB CARD #	

BILL TO

M/S.DANDY COMPANY (DPF)
P.O.BOX : 2239
DOHA-QATAR
TEL:+974 44603600

(ADMIN.)

DESCRIPTION	QUANTITY	RATE	TOTAL
CHARGES FOR SUPPLIED CASUAL STAFFS FOR DANDY COMPANY (DPF) AT NEW IND.AREA ST-NO.02 FOR THE MONTH OF NOVEMBER'2023 (56)	56	111.00	6,216.00
		Subtotal	6,216.00
QAR.SIX THOUSAND TWO HUNDRED AND SIXTEEN ONLY.		Total	6,216.00

Make all cheques payable to MBC Service Trading & Contracting

Barwa Bank | A/C #: 100000418437 | IBAN: QA20BRWA00000000010000418437

received
14/12/2023 y



Thank you for your business!



DANDY (PLASTIC DIVISION-CLEANING) NEW IND.AREA TIMESHEET FOR NOVEMBER'2023

NOVEMBER'2023 NEW IND.AREA		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
1	MR.ASAD	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	28
2	MR.MONIK MIAH	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	28
		2	2	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	2	2	2	2	2	2	56



* External manpower attendance * Page #1

SL.NO.	NAME	COMPANY	DESIGNATION	SIGNATURE	IN TIME	OUT TIME	DATE
1	MANIK	M.B.C	Cleaner		07:45	19:55	31/10/2023 MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
							1/11/23
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							02/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
							04/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							05/11/23
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							06/11/23
1	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
2	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
	07/11/2023						07/11/2023
1	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
2	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
	08/11/2023						08/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							09/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
	10/11/2023						10/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							11/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							12/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir
							13/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:55	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:55	Amir
							14/11/2023
1	MANIK	M.B.C	Cleaner	MANIK	07:45	19:50	MANIK
2	ASAD	M.B.C	Cleaner	Amir	07:45	19:50	Amir

* External manpower attendance * Page #2

SL.NO.	NAME	COMPANY	DESIGNATION	SIGNATURE	IN TIME	OUT TIME	DATE
1	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	15/11/2023
2	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	15/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:55	16/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:55	16/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	17/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	17/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	18/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	18/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	19/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	19/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	20/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	20/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	21/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	21/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	22/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	22/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	23/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	23/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	24/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	24/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	25/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	25/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	26/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	26/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	27/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	27/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	28/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	28/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	29/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	29/11/2023
1	ASAD	M.B.C	Cleaner	ASAD	07:45	14:50	30/11/2023
2	MANIK	M.B.C	Cleaner	MANIK	07:45	14:50	30/11/2023

DANDY PLASTIC FACTORY
P.O BOX-2239
Tel +974-44142025 / Fax+974-44821808

DPF/2022/011		SERVICE MEMORANDUM		LAST PURCHASE/SERVICE MEMO	
External Mangover Supply for the year 2023(Cleaner)		Supplier name : MRC/Sunstar/Bangor		Date : 28-Dec-2022	
Department : Plant/Warehouse/Admin.		Total value of SM : QAR 67,932		Rate per month : QAR 1,441	
Service Type : <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> New Service		Contract period : March till Dec 2022			
		Service Memo : DPF/2022/003		Date : 10-Mar-22	

REASON/OBJECTIVE OF THIS SERVICE

This SM is to source 2 external mangover for factory cleaning and hygiene activities.
This SM is from 1st January 2023 till 31st December 2023.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs OF POLICY

This SM is for 12 months, in case of any increase in per hour rates, we will revise the SM

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price/ Day/person	Price/Hour	No of Man days	Total - Qr	Service Period in Months	Remarks
1	MRC Service Trading & Contracting	External Mangover	QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days credit
2	Well With Trading Contracting & Cleaning W.L.L		QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days working and 15 days credit
3	Bangor Cleaning Services W.L.L		QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days working and 15 days credit

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price/ Day/person	Price/Hour	No of Man days	Total - Qr	Service Period in Months	Remarks
1	MRC Service Trading & Contracting	External Mangover	QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days credit
2	Well With Trading Contracting & Cleaning W.L.L		QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days working and 15 days credit
3	Bangor Cleaning Services W.L.L		QAR	Qatar	3,441	111.00	9.25	730	81,030	30 days working and 15 days credit

Supplier selection criteria(s):

Best quality ☐ Lowest bidder ☒ Others (specify): ☐

Remark: If not budgeted, please justify

BUDGET DETAILS

Particulars	Amount (QAR)
Budgeted value for the requested service/expense	121,545
Budget utilized of last service	-
Balance available for this service	121,545
Proposed as per this service memorandum	81,030
Surplus/(deficit)	40,515

AUTHORIZATION / APPROVAL

Mohammed Farooq Manager - HR & Admin	21/12/2022	Arif Amrullah Dhadani Manager Finance	29/12/2022	Adnan Meeji General Manager	02/01/2023
Tarique Naaim Senior Manager - Human Resources	28/12/2022	Khayyam Akhtar Production Manager	28/12/2022	Aliqasim Kapsari Commercial Manager	29/12/2022
Inam Mirza Asst. Manager - Purchase	28/12/2022				

Dear Mr.Imran

Please find the below pending payment statement as at 30thNovember'2023 of M/S. Dandy Company (DPF).

Kindly make arrangements to pay our due as soon as possible

Company : Dandy Company (DPF)		Date: 13-12-2023	
S/N	Invoice Date	Invoice No	Amount
1	30-11-2023	2225	6,216.00
			6,216.00

Thanks & Regards

M. Hunais Moosin

Admin Manager | Direct Tel. 44647673 • Mobile 77609709



MBC Service Trading & Contracting

Phone : +974 4464 7673

Fax : +974 4464 7673

Email : mbccleaningqatar@gmail.com

Website : www.mbcqatar.weebly.com

P.O Box : 80090



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MBC SERVICE TRADING & CONTRACTING
P.O.BOX 80090, DOHA,
00000

Account statement

Date
14.12.2023
Telephone

Fax

Your account with us
20300697

Account statement from 01.01.2023 to 14.12.2023

Invoice Number	Doc. Date	Trans-action	Curr-ency	Amount	Clearing
Balance carried forward 01.01.2023:QAR				8,991.00-	
2334000091	22.01.2023	KZ	QAR	8,991.00-	2334000091
2334000091	22.01.2023	KZ	QAR	8,991.00	2334000091
CHQ.#00001136DND	22.01.2023	KZ	QAR	8,991.00	2334000091
2164	31.01.2023	RE	QAR	5,994.00-	2334000092
2334000040	16.02.2023	KZ	QAR	5,994.00	2334000092
2334000092	16.02.2023	KZ	QAR	5,994.00-	2334000092
2334000092	16.02.2023	KZ	QAR	5,994.00	2334000092
2171	28.02.2023	RE	QAR	5,328.00-	2334000220
2334000220	19.03.2023	KZ	QAR	5,328.00-	2334000220
2334000220	19.03.2023	KZ	QAR	5,328.00	2334000220
CHQ.#00001198DND	19.03.2023	KZ	QAR	5,328.00	2334000220
2174	31.03.2023	RE	QAR	6,327.00-	2334000219
2334000219	04.04.2023	KZ	QAR	6,327.00-	2334000219
2334000219	04.04.2023	KZ	QAR	6,327.00	2334000219
CHQ.#00001220DND	04.04.2023	KZ	QAR	6,327.00	2334000219
2179	30.04.2023	RE	QAR	5,994.00-	2334000726
2188	31.05.2023	RE	QAR	6,660.00-	2334000926
2334000726	04.06.2023	KZ	QAR	5,994.00-	2334000726
2334000726	04.06.2023	KZ	QAR	5,994.00	2334000726
CHQ.#00001274DND	04.06.2023	KZ	QAR	5,994.00	2334000726
2334000926	24.06.2023	KZ	QAR	6,660.00-	2334000926
2334000926	24.06.2023	KZ	QAR	6,660.00	2334000926
CHQ.#00001782DND	24.06.2023	KZ	QAR	6,660.00	2334000926
2190	30.06.2023	RE	QAR	5,994.00-	2334000927
2334000927	20.07.2023	KZ	QAR	5,994.00-	2334000927
2334000927	20.07.2023	KZ	QAR	5,994.00	2334000927

MBC SERVICE TRADING & CONTRACTING
P.O.BOX 80090, DOHA,
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Date
14.12.2023

Page
2

Invoice Number	Doc. Date	Trans- action	Curr- ency	Amount	Clearing
CHQ.#00000453DND	20.07.2023	KZ	QAR	5,994.00	2334000927
2201	31.07.2023	RE	QAR	21,600.00-	2334001180
2203	31.07.2023	RE	QAR	6,771.00-	2334001180
CHQ#482	17.08.2023	KZ	QAR	28,371.00	2334001180
2207	31.08.2023	RE	QAR	36,396.00-	2334001375
2208	31.08.2023	RE	QAR	6,771.00-	2334001375
CHQ#0000053925	25.09.2023	KZ	QAR	43,167.00	2334001375
2210	30.09.2023	RE	QAR	6,549.00-	2334001511
2221	31.10.2023	RE	QAR	6,660.00-	2334001556
CHQ#0000144405	11.11.2023	KZ	QAR	6,549.00	2334001511
CHQ#0000147126	11.11.2023	KZ	QAR	6,660.00	2334001556
2225	30.11.2023	KR	QAR	6,216.00-	
Final balance 14.12.2023:			QAR	6,216.00-	