

Ummalsaid Bakery Dubai Branch
P.O BOX No-393487, Building No: 25, Street No: 26, Dubai Investment Park -2, Dubai, UAE
(00971 4 88 333 03)

Service Memorandum

NO: UBD /SM/2022/040 **DATE: 25-11-2022**

BASE DETAILS OF SERVICE MEMO

Nature of Service: Outsourced manpower service

Department: HR & Admin

Service Type: ☐ Renewal ☐ New Service

LAST PURCHASE/SERVICE MEMO

Supplier name: N/A

Total value of SM: N/A

Service Memo: N/A

REASON/OBJECTIVE OF THIS PURCHASE

Hiring of outsourced helpers from manpower supply company - 01 December 2022 to 31 January 2023

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

N/A

QUOTED & RECOMMENDED SERVICE PROVIDERS									
No	Supplier Name	Country of origin	Service Description	Currency	Exchange Rate	No of helpers required	Quoted Rate Per Helper Per Month (AED)	Negotiated Rate Per Helper Per month (AED)	Remarks
1	Primary Technical Services LLC	UAE	Hiring of outsourced helpers	AED	1	1	2,400	2,400	Accommodation, Transportation and other expenses by Supplier
2	Prestige Labour Supply			AED	1	1	2,400	2,400	Accommodation, Transportation and other expenses by Supplier
3	Loyal Labor supply Services LLC			AED	1	1	2,400	2,400	Accommodation, Transportation and other expenses by Supplier
Total value of the service Memorandum for Two months								4,800	

*** All the supported documents are attached herewith**

Notes:

- Helpers from outsourced companies are deployed based on operational requirement from production /stores/ logistics department.
- One helper @ AED 2,400/- per month is taken to meet the operational requirement - leave cover for Dispatcher going on leave for leave and another dispatcher who is assisting finance team on SAP implementation.
- Primary Technical services LLC, Prestige Labour Supply & Loyal Labor Supply Services LLC are giving the same best rates, helpers are taken from any of the three suppliers as per our requirement and availability of helpers, with food handling experience and OHC issued by Dubai Health authority
- AED 4,800/- will be the total value for one helper, for the period 01 December 2022 to 31 January 2023. Outsourced helpers will be working for 12 hours daily (including 3 hours daily overtime) for 5 days in a week.
- Above rates from suppliers are locked for the period from 01 January 2022 till 31 December 2022 & 01 January 2023 till 31 December 2023
- Monthly Cost of outsourced helper is lower by (AED 75.75 per head) v/s monthly cost of our own helper.
- Actual payment amount may vary, if number of helpers deployed are changed as per operational requirement and if they work on off Days/Public Holiday (if public holiday falls on any of the days other than production off day). Over time for public holidays /off days will be paid as per agreed rate in the contract.
- 5% VAT charges will be added to above values.

Supplier selection criteria: ☒ Lowest Bidder ☐ Others (specify) _____

Better quality Reputed supplier

Particulars

Budgeted value for the requested service/expense

Budget utilized till last purchase

Balance available for this purchase

Proposed as per this service memorandum

Surplus/(deficit)

BUDGET DETAILS

Amount (AED)

Remarks

Signed By: San Mohamed
Assistant Manager HR & Admin
11/25/2022

Signed By: Shakir Shabbir
Assistant Manager - Finance
11/27/2022

Signed By: Senior Mohammed
Senior Manager - Finance
11/27/2022

Signed By: Abraham Pathoor
Dy General Manager
11/28/2022

PURCHASE ORDER

Ummsaid Bakery Dubai

PO Box: 393497, Building 25, Street 29, DIP 2

Dubai Qntar

Email:

Tel:04 8833303 Fax: 04 8878751

Rise

PURCHASE ORDER DETAILS

PO No. 5550201767 PO Date 19/01/2023
PO Amend No. Amend Date
PO Status Open Type General
Project Code Offer No
Project Name Pur Group 139-NONE

SUPPLIER DETAILS

Supplier Name LOYAL LABOR SUPPLY SERVICES L.L.C
Supplier Code 20301440
Contact Person MS.HETAL Contact Address
Tel No. 97145520530
Fax 97144412397 Country -Qatar
Mobile 971528404559
Email lbc@loyalbuild.ae

TERMS & CONDITIONS

Pay Term within 30 days Due net
Currency AED
Invoice To Ummsaid Bakery Dubai
Pay Mode Pre-Numbered Cheques
Import YES
INCO Terms None
Mode of Transport
Partial Shipment Yes
Transshipment
Remarks

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1.1	00010	550002195 - LABOUR SERVICES	0000	23/01/2023	EA	1.00	2,520.00	2,520.00

Gross Price 2,520.00

Tax (5%) 126.00

Grand Total 2,646.00

Amount in Words: Dirham Two Thousand Six Hundred Forty-Six and Zero fils Only

For Ummsaid Bakery Dubai

Delivery Address : Ummsaid Bakery Dubai

(Authorized Signatory)

Document Level Note :

Created by: Ajmal Valiyakath

Approved By: Abraham Puthoor

Rate Calculation for the month of Dec 2022

Name of the company	Rate per Labour per day (AED)	No of days worked	Total Amount (AED)	Holiday duty per day rate (AED)	No of Holiday duty days	Total holiday duty payment (AED)	Net Payment (AED)
Loyal	80	29	2,320	100	2	200	2,520.00

Vat Charges Additional

Sam Mohamed Saifir
Asst. Manager HR & Admin

UMMSAID BAKERY DUBAI BRANCH
ATTENDANCE FOR OUT SOURCE DEC. 2022

Stores & Logistics

STATE OF KARNATAKA																																			
Sl. No.	EMP. CODE	NAME	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	31	TOTAL DAYS	No. OF
																																			ABSENT
																														</					

2 HOLIDAY DUTY DAYS

Submitted By: Store Keeper

Department Head : Sam Mohamed Sallir
Asst Manager - HR & Admin, Stores & Logistics

Approved By : Abraham Thomas Puthoor
Deputy General Manager

Dt: General Manager

Sam Mohamed Sallir
Asst. Manager HR & Admin

PURCHASE ORDER

Ummsaid Bakery Dubai

PO Box: 393497, Building 25, Street 29, DIP 2

Dubai Qatar

Email:

Tel:04 8833303 Fax: 04 8878751

Rise

PURCHASE ORDER DETAILS

PO No. 5550201772 PO Date 19/01/2023
PO Amend No. Amend Date
PO Status Open Type General
Project Code Offer No
Project Name Pur Group 139-NONE

SUPPLIER DETAILS

Supplier Name LOYAL LABOR SUPPLY SERVICES L.L.C
Supplier Code 20301440
Contact Person MS.HETAL Contact Address
Tel No. 97145520530
Fax 97144412397 Country -Qatar
Mobile 971528404559
Email lbc@loyalbuild.ae

TERMS & CONDITIONS

Pay Term within 30 days Due net
Currency AED
Invoice To Ummsaid Bakery Dubai
Pay Mode Pre-Numbered Cheques
Import YES
INCO Terms None
Mode of Transport
Partial Shipment Yes
Transshipment
Remarks

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1.1	00010	550002205 - SECURITY SERVICES	0000	28/01/2023	EA	2.00	3,250.00	6,500.00

Gross Price 6,500.00

Tax (5%) 325.00

Grand Total 6,825.00

Amount in Words: Dirham Six Thousand Eight Hundred Twenty-Five and Zero fils Only

For Ummsaid Bakery Dubai

Delivery Address : Ummsaid Bakery Dubai

(Authorized Signatory)

Document Level Note :

Created by: Ajmal Valiyakath

Approved By: Abraham Puthoor

UMMSAID BAKERY DUBAI BRANCH
ATTENDANCE FOR SECURITY GAURDS FOR DECEMBER 2022

ATTENDANCE FOR SECURITY GUARDS FOR DECEMBER 2022																																		
Sl. No.	NAME	Name of the Security Company	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	31	No of days worked
1	SOORAJ	LOYAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.00
2	MOHAMMED SAMEER	LOYAL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.00
			TOTAL																															60.00



Submitted By: Jayaprakash



Verified By: Sam Mohamed Saffir
Asst Manager - HR & Admin



Abraham Puthoor
Approved By: Abraham Thomas Puthoor
Deputy General Manager



Sam Mohamed Saffir
Asst. Mgr. HR & Admin