

SERVICE MEMORANDUM

No: USB/HRSN/2023/08

Outsourced Manpower - Service for Data entry operators for SAP Backlog

LAST PURCHASE/SERVICE MEMO

Date : 17-March -2023

Nature Service	BASIC DETAILS OF SERVICE MEMO		
Department	Supplier name : H&Z Contracting Trading & Services		
Service Type	Renewal <input checked="" type="checkbox"/>	or	New Service <input type="checkbox"/>

Outsource Data entry operator requested for completing SAP Backlog.

The PM is for ratification, service availed. CEO approval is attached for reference.

QUOTED SERVICE PROVIDER DETAILS						
No	Supplier Name	Service Description	Currency	No of man-days	Average rate per day	Rate In
					Negotiated	Exchange rate
1	H&Z Contracting Trading & Services	Hiring of outsourced Data entry operator	QAR	93	191	191
2	VISTAS	Hiring of outsourced Data entry operator	QAR	93	195	195

* All the supported documents are attached herewith

Notes:

- 1 The SM is prepared on the basis of actual days works. Service Period from 23-November-2022 to 28-February-2023 . For the ease of comparison , SM is prepared on the basis of man-days.
- 2 Site accident insurance to be taken by client.
- 3 Exit clause: 7 days notice should be given for termination of contract.
- 4 Food, accommodation and transportation will be provided by service provider.
- 5 10 hours daily & 6 days working condition.

RECOMMENDED SERVICE PROVIDERS				Payment Terms	
Supplier Name	Negotiated rate	Exchange rate	Rate In Qr	No of man-days	Total - Qr.
H&Z Contracting Trading & Services	191	1.00	191	93	17,750
Supplier selection criterial(s) :					

Better quality Lowest bidder Reputed supplier Others (specify) Extension of the existing services

Particulars	Amount (QR)
Budgeted value for the requested service/expense	
Subject utilized till last purchase	
Balance available for this purchase	
Proposed as per this service memorandum	
Surplus/(deficit)	