

SERVICE MEMORANDUM

Date : 12-October-2022

BASIC DETAILS OF SERVICE MEMO

LAST PURCHASE/SERVICE MEMO

Nature Service	Wheel loader servicing	Supplier name	First time
Department	Maintenance	Total value of SM	Rate per month
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	Date
		Service Memo	

REASON/OBJECTIVE OF THIS PURCHASE

- 1- Wheel Loader is required to repair from authorized service provider as it is under breakdown at the moment
- 2- Scope covers as its required for maintenance including labor for engine system and injectors repair work.
- 3- Additional parts other than as mentioned in offer required if any to complete the repair work will be paid by us at actual.
- 4- Mannai Trading is Authorized Distributor of JCB Brand Wheel Loader in Qatar

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

No other comparative quotes are available as Mannai Trading is Authorised Distributor of JCB Brand Wheel Loader in Qatar

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted Amount	Negotiated Amount	Exchange rate	Rate in FC	Service Period in days	Total - Qr.	Payment Terms/Remarks
1	Mannai Trading Company, Qatar	Wheel loader servicing	QAR	17,483	15,889	1.00	N/A	N/A	15,889	1-100% advance 2-Details shall be as per attached quotation No FEO/Q/VK2/456R32,22 dtd 10-10-2022 attached.

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated Amount	Exchange rate	Rate Per day	Service Period in days	Total Qr.	Payment Terms
Mannai Trading Company, Qatar	15,889	1.00	N/A	N/A	15,889	As above

Supplier selection criteria(s):

Better quality ☐ Lowest bidder ☐ Recputed supplier ☐ Other's (specify) ☒ Authorised distributor & Service provider of JCB Brand Wheel Loader

BUDGET DETAILS

Particulars	Amount (Qr)
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)	

AUTHORIZATION / APPROVAL

<p>Mr. A. S. Prasad Vishnu Prasad Senior Officer - Procurement 10/13/2022</p>	<p>Mr. Syed Mohammad Azam Tayyab Mohammad Azam Senior Manager - Procurement 10/13/2022</p>	<p>Mr. Mohamed Saleh Abu Ahmed Saleh Manager Finance 10/13/2022</p>	<p>Mr. Hamed Bushra Hamed Bushra General Manager 10/13/2022</p>	<p>Mr. Khajia Bahaudin Khajia Bahaudin Asst. Vice President - Finance 10/13/2022</p>	<p>Mr. Turique Mohammad Turique Mohammad Chief Executive Officer 10/13/2022</p>
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