

Date : 22.05.2022

**SERVICE ORDER**

Chief Executive Officer  
Aayan Leasing Co.  
Doha - Qatar  
Tel: 44999888  
Fax: 44999894

Ref. No.: USB/SM/2022/040

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:


S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 5.8 Ton payload with 100mm Cargo box	2022	08	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,

  
Hamed Bushra  
Group Head – Procurement & Public Relations

## UmmSaid Bakery

P.O. Box 1444  
44415000

No: USB/SM/2022/040		<b>SERVICE MEMORANDUM</b>		Date : 28.04.2022							
<b>BASIC DETAILS OF SERVICE MEMO</b>											
Nature of Service	6 Ton Vehicle on Lease to own			Supplier name	: Aayan Leasing Co.						
Department	Sales and Distribution			Total value of SM	: QAR 187,500/- Rate per month : QAR 3,125/month						
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>			Quantity	: 1 unit						
				Service Memo.	: USB/SM/2022/036 Date : 11.04.2022						
<b>REASON/OBJECTIVE OF THIS PURCHASE</b>											
1) 6 Ton capacity vehicles (08 units) with insulated boxes are required for upgradation of current 4.3 Ton capacity vehicles which are being used for 8 sales routes. 2) There are 4 vehicles which will be exclusively meant for MT channel distribution which will enhance the serviceability and have better scalability. Further 4 vehicles will be used for Institutional distribution along with routes with high capacity utilization (more than 90% capacity utilization of current 4.3 Ton capacity vehicles) and business potential for better outreach. 3) Existing 4.3 Ton capacity vehicles on these routes will be shifted for plying on remaining routes and low roof vehicles will be retained as spare vehicle.											
<b>RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY</b>											
Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles											
<b>QUOTED SERVICE PROVIDER DETAILS</b>											
No	Supplier Name	Service Description	Currency	Quoted Amount/month per vehicle	Negotiated Amount/month per vehicle	Exchange rate	Rate in QAR	Service Period months	No. of Vehicles	Total - QAR	Payment / Remarks
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	3,125	60	8	1,500,000	Payment - 60 days from Invoice date.
* All the supported documents are attached herewith											
<b>RECOMMENDED SERVICE PROVIDER</b>											
Supplier Name	Negotiated Amount/month per vehicle	Exchange rate	Rate in QAR	Service Period months	No. of Vehicles	Total - QAR	Payment Terms				
Aayan Leasing Co.	3,125	1.00	3,125	60	8	1,500,000	As above				
Supplier selection criteria(s) ;											
Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Approved Supplier											
<b>BUDGET DETAILS</b>											
Particulars		Amount (QAR)									
Budgeted value for the requested service/expense		403,340									
Budget utilized till last purchase		Budgeted for 20 vehicles lease rental for FY 2022									
Balance available for this purchase		Utilization amount for these 8 vehicles for FY 2022 will be QAR 300,000/-									
Proposed as per this service memorandum											
Surplus/(deficit)											
<b>AUTHORIZATION / APPROVAL</b>											
<div style="display: flex; justify-content: space-between;"> <div> <p><i>Vishnu Prasad</i> vishnu Prasad Senior Officer - Procurement 5/16/2022</p> </div> <div> <p><i>Amud Gupta</i> Amud Gupta Senior Manager - Sales 5/17/2022</p> </div> <div> <p><i>Istafa Mohammed</i> Istafa Mohammed Asst. Manager - Purchase 5/17/2022</p> </div> <div> <p><i>Tayyab Mohammad Azam</i> Tayyab Mohammad Azam Senior Manager - Procurement 5/17/2022</p> </div> <div> <p><i>Mohamed Safwan</i> Mohamed Safwan Accountant - Finance 5/17/2022</p> </div> <div> <p><i>Sameer Mohammed</i> Sameer Mohammed Senior Manager - Finance 5/18/2022</p> </div> <div> <p><i>Hamed Bushra</i> Hamed Bushra General Manager 5/18/2022</p> </div> <div> <p><i>Saheem Bhat</i> Saheem Bhat General Manager 5/18/2022</p> </div> <div> <p><i>Khaja Bahaudin</i> Khaja Bahaudin Asst. Vice President - Finance 5/19/2022</p> </div> <div> <p><i>Tarique Mohammad</i> Tarique Mohammad Chief Executive Officer 5/19/2022</p> </div> <div> <p><i>Sheikh Mansoor</i> Sheikh Mansoor Board Member 5/19/2022</p> </div> </div>											

Date : 28.07.2022

**SERVICE ORDER**

Chief Executive Officer  
Aayan Leasing Co.  
Doha - Qatar  
Tel: 44999888  
Fax: 44999894

Ref. No.: USB/SM/2022/056

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

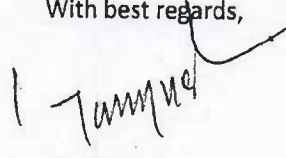
S. No	Vehicle Make	Model	Color	No. of Units	Monthly Rent per Vehicle (QAR)
01	Fuso Canter 5.8 Ton with 100mmBox	2021	N/A	04	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 11/13/2014

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,

  
Hamid Bushra  
Group Head – Procurement & Public Relations



## Umm Said Bakery

P.O. Box 1444  
44415000

No:	USB/SM/2022/056	SERVICE MEMORANDUM		Date : 27.07.2022							
BASIC DETAILS OF SERVICE MEMO				LAST PURCHASE/SERVICE MEMO							
Nature of Service	6 Ton Vehicle on Lease to own			Supplier name	: Aayan Leasing Co.						
Department	Sales			Total value of SM	: QAR 1,500,000      Rate per month : QAR 3,125/-						
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>			Contract period	: 5 years						
				Service Memo.	: USB/SM/2022/040      Date : 28.04.2022						
REASON/OBJECTIVE OF THIS PURCHASE											
1-6 Ton capacity vehicles (04 units) with insulated boxes are required for upgradation of current 4.3 Ton capacity vehicles which are currently being used for sales routes. 2-Existing 4.3 Ton capacity vehicles on these routes will be shifted for plying on remaining routes and low roof vehicles will be retained as spare vehicles. 3-Moving from 4.3 Ton capacity to 6 Ton capacity will enhance serviceability and have better scalability.											
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY											
Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles											
QUOTED SERVICE PROVIDER DETAILS											
No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total QAR	Payment / Remarks
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	3,125	60	4	750,000	Payment - 60 days from Invoice date
* All the supported documents are attached herewith											
RECOMMENDED SERVICE											
Supplier Name		Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR		Payment Terms		
Aayan Leasing Co.		3,125	1.00	3,125	60	4	750,000		As above		
Supplier selection criteria(s) ;											
Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Approved Supplier											
BUDGET DETAILS											
Particulars				Amount (QAR)							
Budgeted value for the requested service/expense				403,340		Budgeted for 20 vehicles lease rental for FY 2022.					
Budget utilized till last purchase				150,000							
Balance available for this purchase				253,340							
Proposed as per this service memorandum				(62,500)		Utilization amount for these vehicles for FY2022 will be QAR 62,500/-					
Surplus/(deficit)				190,840							
AUTHORIZATION / APPROVAL											
<div style="display: flex; justify-content: space-between;"> <div> <i>Khalid Wase</i> Khalid Wase Officer - Procurement 7/27/2022         </div> <div> <i>Nishad Aboobacker</i> Nishad Aboobacker Manager - Business Development 7/27/2022         </div> <div> <i>Istafa Mohammed</i> Istafa Mohammed Asst Manager - Purchase 7/27/2022         </div> <div> <i>Tayyab Mohammad Azam</i> Tayyab Mohammad Azam Senior Manager - Procurement 7/27/2022         </div> <div> <i>Sameer Mohammed</i> Sameer Mohammed Senior Manager - Finance 7/27/2022         </div> <div> <i>Hamed Bushra</i> Hamed Bushra General Manager 7/28/2022         </div> <div> <i>Sahem Bhat</i> Sahem Bhat General Manager 7/28/2022         </div> <div> <i>Khaja Bahauddin</i> Khaja Bahauddin Asst. Vice President - Finance 7/28/2022         </div> <div> <i>Tarique Mohammad</i> Tarique Mohammad Chief Executive Officer 7/28/2022         </div> <div> <i>Sheikh Mansoor</i> Sheikh Mansoor Board Member 7/28/2022         </div> </div>											

**SERVICE ORDER**

Date : 22.08.2022

Chief Executive Officer  
Aayan Leasing Co.  
Doha - Qatar  
Tel: 44999888  
Fax: 44999894

Ref. No.: USB/SM/2022/036

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 5.8 Ton payload with 100mm Cargo box	2021	01	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,



Hamed Bushra  
Group Head – Procurement & Public Relations



## UmmSaid Bakery

P.O. Box 1444  
44415000

No: USB/SM/2022/036

## SERVICE MEMORANDUM

Date : 01.08.2022

## BASIC DETAILS OF SERVICE MEMO

## LAST PURCHASE/SERVICE MEMO

Nature of Service	6 Ton Vehicle on Lease to own	Supplier name	: Aayan Leasing Co.
Department	Store	Total value of SM	: QAR 750,000/- Rate per month : QAR 3,125/month
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	: 60 months
		Service Memo.	: USB/SM/2022/056 Date : 27.07.2022

## REASON/OBJECTIVE OF THIS PURCHASE

1-6 Ton vehicle with insulated box is required on lease for transferring goods from United Bakeries to UmmSaid Bakery.  
 2-Currently there are 2 vehicles of 4.3 Tons and 1 small van which is being used for transfer of finished goods, raw material, empty crates, etc from United Bakeries to UmmSaid Bakery premises. The 6 Ton vehicle will reduced the number of trips required, time taken for delivery as more quantities can be accommodated in 6 Ton vehicle as compared to 4.3 Ton vehicle. Furthermore, 4.3 Ton vehicle which is being currently used for transfer of goods can be made available for regular sales distribution which will help in shorter order delivery time.  
 3- Terms and Conditions will be as per existing lease agreement.  
 4- There will be cost saving of apprx 23% (QAR 6,030/month x 60 months = QAR 361,800/-) as compared to 4.3T based on number of trips, manpower, fuel consumption etc. cost saving analysis and the quantified savings is as per attached sheet.

## RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles

## QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Qty nos	Service Period month	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	1	60	187,500	Payment - 60 days from Invoice date

\* All the supported documents are attached herewith

## RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	Total - Qr.	Payment Terms
Aayan Leasing Co.	3,125	1.00	3,125	60	187,500	As above

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Approved Supplier

## BUDGET DETAILS

Particulars	Amount (QAR)	
Budgeted value for the requested service/expense	403,340	Budgeted for 20 vehicles lease rental for FY 2022.
Budget utilized till last purchase	(212,500)	
Balance available for this purchase	190,840	
Proposed as per this service memorandum	(14,063)	
Surplus/(deficit)	176,777	

## AUTHORIZATION / APPROVAL

<i>Vishnu Prasad</i> Vishnu Prasad Senior Officer - Procurement 8/17/2022	<i>Rakesh Pillai</i> Rakesh Pillai Assistant Manager - Materials 8/14/2022	<i>Sbafiq Ahmed</i> Sbafiq Ahmed Senior Manager- Operations 8/14/2022	<i>Istafa Mohammed</i> Istafa Mohammed Asst. Manager - Purchase 8/14/2022	<i>Tayyab Mohammad Azam</i> Tayyab Mohammad Azam Senior Manager - Procurement 8/15/2022	<i>Sameer Mohammed</i> Sameer Mohammed Senior Manager - Finance 8/16/2022	<i>Hamed Bushra</i> Hamed Bushra General Manager 8/17/2022	<i>Sabeem Bhat</i> Sabeem Bhat General Manager 8/17/2022	<i>Khaja Bahauddin</i> Khaja Bahauddin Asst. Vice President - Finance 8/17/2022	<i>Tanque Mohammad</i> Tanque Mohammad Chief Executive Officer 8/18/2022	<i>Sheikh Mansoor</i> Sheikh Mansoor Board Member 8/18/2022
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**SERVICE ORDER**

Date : 09.10.2022

Chief Executive Officer  
Aayan Leasing Co.  
Doha - Qatar  
Tel: 44999888  
Fax: 44999894

Ref. No.: USB/SM/2022/074 (Amendment-1)

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 4.3 Ton payload with 100mm Cargo box + C450 Thermo King Cooling Unit	2022	08	2,915/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,



Hamed Bushra  
Group Head – Procurement & Public Relations

UmmSaid Bakery  
P.O. Box 1444  
44415000

No: USB/SM/2022/074 AMENDMENT - I

SERVICE MEMORANDUM

Date : 14.09.2022  
Amendment Date: 29.09.2022

BASIC DETAILS OF SERVICE MEMO

Nature of Service	4.3 Ton Vehicle alongwith insulated box fitted with Thermo King Unit on Lease to own	Supplier name	: First Time
Department	Sales	Total value of SM	: Rate per month :
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	:
		Service Memo.	: Date :

REASON/OBJECTIVE OF THIS PURCHASE

- 1- SM no. USB/SM/2022/074 dtd 14.09.2022 is being amended as supplier does not have required no. of vehicle in 6 Ton (5.8Ton) capacity available. Therefore, the SM is being amended to purchase all 8 vehicles in 4.3Ton capacity with cooling unit (maintain temperature between 22°C to 25°C)  
2-It has also been observed that 4.3 Ton vehicles will have better maneuverability in congestion or tight spots in Parking constrained regions.  
3- Other details remain same as mentioned in original SM# USB/SM/2022/074 dtd 14.09.2022

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going a head with Aayan Leasing as they are approved service providers for leasing vehicles

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	QAR	2,915	2,915	1.00	2,915	60	8	1,399,200	Payment - 60 days from Invoice date

\* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR	Payment/Remarks
Aayan Leasing Co.	2,915	1.00	2,915	60	8	1,399,200	Payment - 60 days from Invoice date

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Approved Supplier

Particulars

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested service/expense	403,340
Budget utilized till last purchase	229,061
Balance available for this purchase	174,279
Proposed as per this service memorandum	(69,960)
Surplus/(deficit)	104,319

AUTHORIZATION / APPROVAL

visluna Prasad Senior Officer - Procurement 10/2/2022	Nishad Aboobacker Manager - Business Development 10/2/2022	Istafa Mohammed Asst. Manager - Purchase 10/2/2022	Tayyab Mohammed Azam Senior Manager - Procurement 10/2/2022	Sameer Mohammed Senior Manager - Finance 10/3/2022	Hamed Bushra General Manager 10/3/2022	Saheem Blat General Manager 10/3/2022	Khaja Bahauddin Asst. Vice President - Finance 10/5/2022	Tarique Mohammad Chief Executive Officer 10/5/2022	Sheikh Mansoor Board Member 10/5/2022
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# UmmSaid Bakery

P.O. Box 1444  
44415000

No: USB/SM/2022/065

## SERVICE MEMORANDUM

04.10.2022

### BASIC DETAILS OF SERVICE MEMO

### LAST PURCHASE/SERVICE MEMO

Nature of Service	4.3 Ton Vehicle along with insulated box fitted with Thermo King Freezer Unit on Lease to own basis	Supplier name	: First Time
Department	Sales	Total value of SM	: Rate per month :
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>	Contract period	:
		Service Memo.	: Date :

### REASON/OBJECTIVE OF THIS PURCHASE

- 1) 4.3 Ton capacity vehicle with insulated box fitted with freezer unit is required for delivery of frozen paratha.
- 2) Aayan is approved service provider for leasing of vehicles.

### RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles

### QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	QAR	3,760	3,760	1.00	3,760	60	1	225,600	Payment - 60 days from Invoice date

\* All the supported documents are attached herewith

### RECOMMENDED SERVICE PROVIDER

Supplier Name		Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR	Payment/Remarks
Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	3,760	1.00	3,760	60	1	225,600	Payment - 60 days from Invoice date

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Approved Supplier

### BUDGET DETAILS

Particulars	Amount (QAR)	
Budgeted value for the requested service/expense	403,340	This is the amount which is allocated for FY 2022
Budget utilized till last purchase	299,021	
Balance available for this purchase	104,319	
Proposed as per this service memorandum	(11,280)	This is the amount which will be incurred in FY 2022. Total value of purchase over 5 years is QAR 225,600/-
Surplus/(deficit)	93,039	

### AUTHORIZATION / APPROVAL

Khalid Wase	Nishad Aboobacker	Istafa Mohammed	Tayyab Mohammad Azam	Sameer Mohammed	Hamed Bushra	Saheem Bhat	Khaja Bahauddin	Tarique Mohammad	Sheikh Mansoor
Officer - Procurement	Manager - Business Development	Asst. Manager - Purchase	Senior Manager - Procurement	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Board Member
10/5/2022	10/5/2022	10/5/2022	10/6/2022	10/6/2022	10/9/2022	10/9/2022	10/10/2022	10/10/2022	10/11/2022