



## COMMERCIAL INVOICE

## PIGEON SECURITY SERVICES WLL

Royal Plaza Mall  
Building No. -26, Unit - 418A, Fourth Floor  
Street No - 343, Zone-38, Al Sadd, Qatar  
Tel: +974 44119532; Fax: +974 44809263  
web: www.pigeonsecurity.com.qa  
E-mail: sales@pigeonsecurity.com.qa

Invoice To: DANDY COMPANY LIMITED

Invoice No: PGS/DCL - 512

Invoice Date: 30-Apr-2023

Address: Doha , Qatar

Phone: +974 44603600

LPO No: PSS/SGS/2022- 39

Location: PREMIER PLASTIC FACTORY NEW INDUSRTIAL AREA STREET - 2

Inv. Duration: Month of April 2023

SCOPE OF WORK	UNIT/DAYS	RATE/MONTH	AMOUNT (IN QAR)
SECURITY GUARD WORK DONE	60	3,300.00	6,600.00
<b>SUB TOTAL</b>	<b>60</b>		<b>6,600.00</b>
Less: Food deduction of worker			
Add: Invoice Adjustments			
Less: Advance Payment Received			
		<b>TOTAL</b>	<b>6,600.00</b>

In Words: Six Thousand Six Hundred Qatari Riyals Only.

Please issue the cheque in favor of or, transfer payment to following account:

## PIGEON SECURITY SERVICES

Bank: Qatar National Bank

Account Number : 0250-077705-001

SWIFT CODE: QNBAQQA

IBAN Number : QA73QNBA000000000250077705001

Payment Terms : 30 days from the date of invoice submission.

Any discrepancy in invoice including terms of payment agreed should be notified within one week of invoice submission.

Thank you for your business!

Prepared By:  
Billing Department

Checked By:



Approved By:  
Manager

Received on behalf of client  
Stamp & Signature

**received**  
03/05/2023  
y

Enclosed : 1. Service Agreement / Job Order / Purchase Order.  
2. Certified time sheet/ time cards received from client.



PIGEON SECURITY SERVICES WILL  
Safeguard Your Home or Business.

Mortgagee: Monthly Lime Sheet Summary

© 2004 THOMAS

LOCATION: PREMIER PLASTIC FACTORY NEW INDUSTRIAL AREA STREET - 2

ACTIVTY: MIRRORS

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LAW AND MIGRATION: DOCUMENTS APRIL 2013

S.N.	EMP NO.	NAME	TRADE	S4	S5	S6	S7	S8	S9	S10	S11	S12	S13	S14	S15	S16	S17	S18	S19	S20	S21	S22	S23	S24	S25	S26	S27	S28	S29	S30	TOTAL HR	PRESENT DAYS	MONTHLY RATE	TOTAL AMOUNT		
				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			
1	1005-56238	PRABHAT (MANJUJI) OTHAO	SECURITY GUARD	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	380.00	30	3,300		
2	1005-50-238	WILFIELD MENGIE APMA	SECURITY GUARD	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	380.00	30	3,300		
			TOTAL																													720.00	60	6,600.00		



RESEARCH

REPAVED 8Y.

CHIEF  
CHECKED BY

APPROVED BY:  


APPENDIX IV

**PIGEON SECURITY SERVICES W.L.L**



**بِيْجُون الْأَمْنِيَّة لِخَدْمَاتِ ذَمِّ**

*[Handwritten signature]*

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**AGREEMENT DOCUMENT**

Security Services

*Agreement for the Provision of Security Guarding Services Between*  
*Pigeon Security Services W.L.L.*

*And*

**Dandy Company LTD**

**CONTRACT NUMBER**  
PSS/SGS/2022-39

**DATE**  
25/01/2023



*[Handwritten signature]*

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### Security & Guarding Services Agreement

This Agreement has been concluded on this day **25/01/2023** in the city of Doha between:  
**M/s Pigeon Security Services WLL**, Commercial Register 157678, P.O Box 91782, Doha,  
 State of Qatar, Tel.+974 44119532, Fax +974 44809263 represented herein by Mrs. Fatima  
 Ali AM Al Hamad, in his capacity as owner.

(Hereinafter referred to as "**PIGEON SECURITY SERVICES or/and The Company**")

And

**M/s Dandy Company Ltd**, Commercial Register 6573, P.O Box 2239, Doha, State of  
 Qatar, Tel.+974 44603600, represented herein by General Manager.

(Referred to hereinafter as "**The Client**")

The **Client** and **Pigeon Security Services** are individually referred to as a "Party" and  
 collectively referred to as "**Parties**".

#### Preamble

Whereas, Pigeon Security Services is a company specialized in providing, and licensed to  
 perform the Security Services according to the above-mentioned license and has sufficient  
 experience in this field.

Whereas, the Client desires to contract with a specialized company for supplying of a well-  
 trained security personnel.

Whereas, Pigeon Security Services has agreed to carry out the above-mentioned services and  
 all the required work as per the terms and conditions embodied in this Agreement.

NOW THEREFORE the parties in consideration of the undertakings and commitments of each  
 party to the other set forth herein hereby agree as follows:

#### 1. Services

The Company shall provide trained and uniformed Security Personnel to carry out the  
 General Security Duties at the Client's Facility in Doha as schedule below.

##### 1.1 Location & Number of Guards

- Premier Plastic Factory, New Industrial Area, Street 02

02 Male Security Guards Premier Plastic Factory, New Industrial Area, Street 02.

##### 1.2 Security Coverage & Duty Timing

01 Security Guard (06:00 AM – 06:00 PM)

01 Security Guard (06:00 PM – 06:00 AM)





12 hours per day / 07 days per week including weekend, public holidays & Ramaden. Duty timings may change, and the number of Day and Night allocation of guards may vary based on client's requirement.

## **2. Duration of the Services**

The duration of the contract 01 year of Service from March 01, 2023 to February 29, 2024 and extendable thereafter based on mutual understanding and agreement of both parties. The extension notice and agreement to be concluded one week prior to expiry of above mentioned date.

## **3. Service Charges**

**QAR 3,300.00/-** per guard per month for 12 hours duty shift.

- Total Monthly Service Charges **QAR 6,600.00** and re-measurable based on number of guards mobilized.

**NB:** Weekly day off reliever cost is included on the above service charges and will be provided by the company and shift shuffling on weekly basis.

## **4. Invoice**

The Company will submit the Monthly Invoice to the Client with all appropriate supporting documents and the Client will receive the invoice and issue an acknowledgment of receipt of the invoice.

Any objection by the Client to any such invoice raised by the Company should be made within 03 working days from the date of receipt of the invoice.

## **5. Payment Term**

The Client will make necessary arrangement for the payments to the Company against the invoice within **30 days** of the receipt of the invoice.

The payment shall be made by Cheques or Bank Transfer and the Client shall not make any payment to the Security Guards and all the payments will be made to the Company only.

Account Name	: Pigeon Security Services WLL
Bank	: Qatar National Bank (QNB)
Branch	: Ain Khaled
Account Number	: 0250077705001
IBAN Number	: QA73QNBA000000000250077705001

## **6. Termination of the Contract**

Either party may terminate this Contract without cause with no penalty, provided that the written notice is given at least 30 days prior to the intended date of such termination.



**7. Equipment's**

The Company shall provide the necessary equipment to the Security Guards to execute the said Contract. (i.e. Security Guard Report Book, Incident Report Book & Reporting Formats)

**8. Notices**

Any notice required to be given to either Party under this Contract shall be sent to the below address:

**IF TO COMPANY:**

Name: Yubaraj Sharma  
Title: HR Manager  
P.O. Box: 91782  
Doha, State of Qatar.  
Tel No. +974 44119532  
Fax No. +974 44809263  
Mobile No.+974 55069986  
Email: [info@pigeonsecurity.com.qa](mailto:info@pigeonsecurity.com.qa)

**IF TO CLIENT:**

Name: Mohammad Farook  
Title: HR Manager  
P.O. Box: 2239  
Doha, State of Qatar.  
Tel No. +974 44603600  
Fax No. +974 44603700  
Mobile No.+974 33196691  
Email: [farook@dandy.qa](mailto:farook@dandy.qa)

**9. Governing Law & Settlement of Disputes**

This Agreement is governed by and construed in accordance with the Laws of the State of Qatar and in case of any dispute or difference arising between the parties under this Contract, the decision of Competent Court (s) of the State of Qatar will be final and binding.

**10. Force Majeure**

Neither party shall in any circumstances whatsoever be liable to the other party for any delay or failure to fulfil its obligations under this Agreement (other than the payment of money already due at the time) where any such delay or failure is caused in whole or in part by any Act of Terrorism, Biological or Chemical Contamination, Nuclear Risks, or to the extent that any such delay or failure arises from any other cause beyond its control, including, without limitation, fire, floods, acts of God, acts or regulations of any governmental or supranational authority, war, riots.

**11 General Provisions**

- 11.1 The Security Personnel deployed by the Company shall be employees of the Company and the Company shall pay all the expenses to their personnel including but not limited to the monthly salary, accommodation, transportation, medical, insurance, uniforms etc.
- 11.2 The Security Personnel shall perform the General duties of Security Guard at Client's premises as per the requirement.
- 11.3 The Company shall not sub-contract this Contract without the prior written permission of the Client.
- 11.4 Either Party should not recruit the employee of other party.





- 11.5 No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- 11.6 This Contract constitutes the entire agreement between the Client and the Company and supersedes any prior understanding or representation of any kind preceding the date of this Contract. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Contract.

#### **12 Basic Duties and Responsibilities**

- 12.1 Protecting DANDY property and staff by maintaining a safe and secure Environment.
- 12.2 Observing signs of crime or disorder and investigate disturbances.
- 12.3 Acting lawfully in direct defense of life or property.
- 12.4 Apprehend criminals and evict violators.
- 12.5 Take accurate notes of unusual occurrences.
- 12.6 Report in details any suspicious incidents to DANDY facility In Charge.
- 12.7 Patriot randomly or regularly around the area including staff accommodation.
- 12.8 Shift handover to be recorded with transfer of logbooks, attendance, etc.
- 12.9 The Security Personnel shall perform to manage/control traffic within the factory premises.
- 12.10 Respond to emergency situations.
- 12.11 Log guests and manage access.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Contract as of the day and year first above written.

**For and behalf of the Company**

Pigeon Security Services

Name: Rajendra Kumar Sharma

Title: Chief Executive Officer

Signature:

Date:



**For and behalf of the Client**

Dandy Company LTD

Name:

Title:

Signature:

Date:



## DANDY COMPANY LTD

P.O BOX:2239  
Tel +974-44603600 / Fax+974-44603700

No: DPF/2023/001

## SERVICE MEMORANDUM

Date : 25-Jan-2023

## BASIC DETAILS OF SERVICE MEMO

Nature Service Hiring 2 Security Guards for gate and premises management (New Industrial Area Sector 2)

Department: HR &amp; Admin

Service Type Renewal  or New Service 

This is for hiring security guards through third party for Premier Plastic Factory for premises and gate management services.  
 Purchase Department has arranged 5 quotations from different service providers to compare the monthly rate.

Pigeon Security Services Will has quoted us the least rate (3,300 QAR) and also Pigeon Security Services Will is providing their security services in Dandy Dispatch department and their services are good.

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

Nil

## REASON/OBJECTIVE OF THIS PURCHASE

## QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate	Negotiated rate	Qty Nos	Rate in Qr.	Service Period in months	Total - Qr.	Remarks
1	Pigeon Security Services Will		QAR	3,300	3,300	2	6,600	12	79,200	
2	Dar Al Security & Guarding Services	Hiring of External Security Guards	QAR	3,600	3,600	2	7,200	12	86,400	
3	Elite Security Services		QAR	3,700	3,700	2	7,400	12	88,800	
4	Amico Security Co Will		QAR	3,625	3,625	2	7,250	12	84,600	
5	Terseer Security Services Co Will		QAR	3,750	3,750	2	7,500	12	90,000	

\* All the supporting documents are attached herewith

Notes:  
This contract is from 01st March 2023 to 29th Feb 2024.

## RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Qty Nos	Rate in Qr.	Service period in months	Total - Qr.	Payment Terms
Pigeon Security Services Will	3,300	2	6,600	12	79,200	30 Days Invoicing and 15 Days Credit

Supplier selection criteria(s):

 Lowest bidder  Best quality Requested supplier Others (Specify)  Service is as per our expectation.

## BUDGET DETAILS

Particulars	Amount (Qr) 2023	Amount (Qr) 2024	
Budget value for the requested service/expense	79,200	-	
Budget utilized if any purchase	-	-	
Balance available for this purchase	79,200	-	
Proposed as per this service memorandum	66,000	13,200	
Surplus/(Deficit)	13,200	(13,200)	

## AUTHORIZATION/ APPROVAL

Mr. Mohamed Farook - Finance Manager  
Mr. Ahsan Khan - Asst. Manager - Purchase  
Mr. Anil Hussain - Procurement Manager  
25/01/2023

Mr. Khalid Akbar - Production Manager  
26/01/2023

Mr. Arif Amrik Oudane - Manager Finance  
26/01/2023

Mr. Attaque Kapoor - Commercial Manager  
26/01/2023

Mr. Adam Mezay - General Manager  
10/01/2023