

Umm Said Bakery
Service Memorandum (SM)

Date :	17/05/2017	Reference No.	USB/SM/2017/021		
Nature Of Service	Annual Maintenance Service	Department	Qbake & QFM Production		
Objective Of The Service	Sewage water removing				
NOTES FROM SERVICE PROVIDERS					
No.	Service Provider	Currency	Exchange Rate	Total in QR	Payment Mode
1	Alcat Logistics Co.	QR.	1.00	127,680/-yearly For details - please refer to attached vendor comparison sheet	1). On Submission of Invoice – monthly basis 2). 50% on account of QFM & balance 50% on account of Umm Said Bakery
<i>All the supported Quotation should be attached</i>					
RECOMMENDED SERVICE PROVIDER					
No.	Service Provider	Currency	Exchange Rate	Total in QR	Payment Mode
1	Alcat Logistics Co.	QR.	1.00	127,680/-yearly	As above
Service Provider Selection Criteria.					
Better Quality <input type="checkbox"/>	Lowest Bidder <input type="checkbox"/>	Reputed Supplier <input type="checkbox"/>	Others (Specify) <input checked="" type="checkbox"/>	Approved supplier	
Remarks:-					
<ol style="list-style-type: none"> 1. Order reconfirmation 2. Renewal required for Annual collection service of waste water starting from January 2017 onwards. 3. Payment will be borne equally by Qatar Flour Mills Co. & Umm Said Bakery - QAR 5,320/- each on monthly. 4. Incase of any additional trip requires to collect due to increase of waste from production – will be QAR 380/trip. 5. Contract will be automatically renewed unless otherwise notified in writing to the contractor/ or if there is any hike in consumables or services. 6. All other details as per last SM No. USB/SM/2015/048 DTD 08.11.2015 					
Particulars		For this SM			
Budgeted value for the requested service/capex					
Budget utilized till last purchase					
Balance available for this purchase					
Proposed as per this service memorandum					
Surplus/(Deficit)					
AUTHORIZATION/APPROVAL					
Sr. Production Manager <i>V. Alka 20/05/17</i>	Procurement Manager <i>M. M. A. P.</i>	General Manager <i>V. V. K.</i>	VP – Finance <i>X. S. J. M.</i>	Chief Executive Officer <i>M. M. A. P.</i>	Vice Chairman <i>V. C. H.</i>