

**Dandy Company Ltd**

Street No:02, Gate No:160,Industrial Area  
Doha-2239  
Qatar  
44422980

**Supplier Invoice**

<b>Invoice Number</b>	DCLSOI00266-0723	<b>Supplier Invoice Number</b>	JULY-DCC-002
<b>Invoice Date</b>	31/07/2023	<b>Supplier Invoice Date</b>	31/07/2023
<b>Invoice Currency</b>	QAR	<b>Supplier Invoice Amount</b>	128,736.00
<b>Status</b>	Authorized	<b>Comments</b>	Man Power For Production Helper FTM July 23 DCL_FB
<b>Created By</b>	TAHSEEN	<b>Finance Book</b>	

**Supplier**

DEEP CLEANING AND HOSPITALITY  
OFFICE NO:109, BUILDING NO-43, ZONE-56.,  
ZONE-56, STREET-100 DOHA  
Qatar  
Farookliton@gmail.com

**Pay To**

DEEP CLEANING AND HOSPITALITY  
OFFICE NO:109, BUILDING NO-43, ZONE-56.,  
ZONE-56, STREET-100 DOHA  
Qatar  
Farookliton@gmail.com

SL	Item Details	Order No.	Ref.Doc.No.	Ref.Doc.Date	Uom	Quantity	Rate	Amount	Narration
1	HIRING OF LABOUR		DCLLDPO0289-0723		DAY	1,192.00	108.0000	128,736.00	MAN POWER FOR PRODUCTION HELPER FTM JULY 23

Amount in QAR

128,736.00

**Terms of Payment**  
30 DAYS

**Amount in**      Qatar Riyal One Hundred and Twenty-Eight Thousand Seven Hundred and Thirty-Six Only

Authorized Signatory



**DEEP**  
CLEANING, HOSPITALITY & CONTRACTING

Invoice:02

Date:31.07.2023

To  
The Manager  
**Dandy Company Ltd.**  
Doha – Qatar.

**Invoice For the Month of July 2023.**

S	Description	Total hours	Rate / unite	Total Amount
1	Provision of Labor works for the above project during the month of July 2023 as per the attached time sheet for the production helper	14304	9	128736.00
<b>Total: (One Hundred Twenty Eight Thousand Seven hundred Thirty Six Riyal Qatari only).</b>				<b>128736.00</b>

Please make all cheques payable to DEEP CLEANING AND CONTRACTING

On behalf of DEEP CLEANING AND CONTRACTING

Name & Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

Name & Signature: \_\_\_\_\_



JULY

2023

**DEEP CLEANING PRODUCTION**

<b>DATE</b>	<b>DAY</b>	<b>NIGHT</b>	<b>TOTAL</b>
1	16	22	38
2	18	24	42
3	15	24	39
4	15	24	39
5	15	23	38
6	15	24	39
7	15	21	36
8	15	24	39
9	15	24	39
10	15	23	38
11	15	24	39
12	15	24	39
13	15	24	39
14	13	21	34
15	15	24	39
16	15	24	39
17	15	24	39
18	15	24	39
19	15	24	39
20	15	24	39
21	16	19	35
22	14	24	38
23	19	24	43
24	15	24	39
25	15	24	39
26	15	24	39
27	15	24	39
28	13	18	31
29	15	24	39
30	15	24	39
31	15	24	39
<b>TOTAL</b>			<b>1192</b>

# PURCHASE ORDER

**Dandy Company Ltd**

Street No:02, Gate No:160 Industrial Area  
 City : Doha Country: Qatar  
 Tel : 44422980 Fax:

Email:  
 PO Box: 2239



## PURCHASE ORDER DETAILS

## TERMS & CONDITIONS

PO No.	DCLLDPO0289-0723	PO Date	31/07/2023	Pay Term	30 DAYS
PO Amend No.		Amend Date		Pay Mode	CHECK
PO Status	OPEN	PO Type	GENERAL	Currency	QAR
Project Code		Offer No		Invoice To	Dandy Company Ltd
Project Name				Import	NO
<b>SUPPLIER DETAILS</b>				INCO Terms	NONE
Supplier Name	DEEP CLEANING AND HOSPITALITY	Contact Address		Mode of Transport	NONE
Supplier code	VD004321	OFFICE NO:109, BUILDING NO-43,		Partial Shipment	YES
Contact Person	MOHAMMAD OMAR	ZONE-56, ZONE-56, STREET-100		Transshipment	NO
Tel No.		DOHA		Remarks	External Manpower Production.
Fax		QATAR			
Mobile	77480308				
Email	Farookliton@gmail.com				

## ITEM DETAILS

S.No	Po Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1	1	SRHIMP0005-HIRING OF LABOUR	1	31/07/2023	DAY	1,192.0000	108.0000	128,736.00

GRAND TOTAL 128,736.00

Amount In Words : One Hundred Twenty-Eight Thousand Seven Hundred Thirty-Six Riyal Only

Delivery Address :

For Dandy Company Ltd

(Authorized Signatory)

## SERVICE MEMORANDUM

No: Ref. no. DANDY/2023/014-R1

### BASIC DETAILS OF SERVICE MEMO

Service	External Manpower Supply for Production		July 2023
Partment	Production		
ice Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>		

### REASON OR OBJECTIVE OF THIS PURCHASE

Provide budgeted manpower in production for the month of July 2023. This is to fill the production requirements for manpower as per projected volumes. Production Department needs 74 manpower from 1st July 2023 till 31st July 2023. They need 42 Manpower for dairy/ production and remaining 32 Manpower for Ice cream production. Ice cream production demand is on the peak during the period there production has planned to run 3 lines continuously. Therefore they have demanded additional manpower during the month, try to keep fixed manpower (labour) up to the minimum acceptable level and use third party suppliers to give us manpower on need basis whenever required. This helps to keep the fixed manpower cost lower.

### RISKS/CONCERN AND COMPLIANCE OF SOP'S OR POLICY

third party manpower requirement has been quantified on the basis of date wise leave plan of the employees. However For any changes ( Increase or Decrease ) in Manpower supply numbers we will have to inform suppliers one week in advance otherwise they will not be able to mobilise manpower and supply us.

### QUOTED SERVICE PROVIDER DETAILS

Supplier Name	Service Description	Currency	Country of Origin	Unit Price for the month of July 2023	Unit Price/Day/person	Price/Hour	No of Man days	Total Rate in QR	Service Period in months	Total - Qr.	Remarks
Well Wish Trading Contracting & Cleaning W.L.L	External	QAR	Qatar	3,348	108.00	9.00	2,294	247,752		247,752	30 days invoicing and 15 days credit
Deep Cleaning and Hospitality	Manpower	QAR	Qatar	3,348	108.00	9.00	2,294	247,752		247,752	30 days invoicing and 15 days credit
Al Tamheed Cleaning	Total	QAR	Qatar	4,092	132.00	11.00	2,294	302,808		302,808	30 days invoicing and 15 days credit
<i>the supported documents are attached herewith</i>											

S: We will prefer to source maximum number of manpower from the manpower suppliers with minimum rate however if they fail to provide the required numbers we will avail the services from next service provider or any other supplier with the above mentioned rates. The breakup for manpower numbers have been estimated based on availability with the suppliers and they have taken an assurance that the manpower demand will be terminated or increase with a notice period of 1 week.

### RECOMMENDED SERVICE PROVIDER

Supplier Name	Service Description	Currency	Country of Origin	Unit Price for the month of July 2023	Unit Price/Day/person	Price/Hour	No of Man days	Total Rate in QR	Service Period in months	Total - Qr.	Remarks
Well Wish Trading Contracting & Cleaning W.L.L	External	QAR	Qatar	3,348	108.00	9.00	1,147	123,876		123,876	30 days invoicing and 15 days credit
Deep Cleaning and Hospitality	Manpower	QAR	Qatar	3,348	108.00	9.00	1,147	123,876		123,876	30 days invoicing and 15 days credit
Total							2,294	247,752		247,752	

Supplier selection criterias:

Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input type="checkbox"/>	Service is as per availability and our expectation <input checked="" type="checkbox"/>
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### BUDGET DETAILS

Amount (QR)	We have considered budget 2023 for the purpose. External labour is being hired to fill the gap of permanent manpower. This gives flexibility for reduction of labour when not required.
1,674,117	Total Permanent Labour+Operator Budgeted 135 Available on payroll
756,467	Total External Labour Budgeted 58 External hiring
907,650	Total Labour+Operator Budgeted 193 Total Labour+Operator planned
247,752	Total Required as per production plan 200
659,893	

### ORGANIZATION APPROVAL

Tariq Nasim Ajay Kumar Saeed Mohin Senior Manager - Human Resources Plant Manager

Saadain Waiss General Manager

Sheikh Mansoor Board Member

TM

Saadain Waiss

Saeed Mohin

Month July 2023:					
Cost Center	Service Memorandum	Production (July 2023 Actual)	Production (June 2023 Actual)	Total SM Approved (July-2023)	Balance
Well Wish	DANDY/2023/013	117,720.00	86,940.00	72,252.00	123,876.00
Deep Cleaning		128,736.00	100,656.00	74,304.00	123,876.00
MBC					(4,860.00)
H&Z Contracting					
<b>Total</b>		<b>246,456.00</b>	<b>187,596.00</b>	<b>146,556.00</b>	<b>247,752.00</b>
					<b>1,296.00</b>