

No: _____		USB/HRSM/2023/04		SERVICE MEMORANDUM		Date : 02-March-2023	
BASIC DETAILS OF SERVICE MEMO				LAST PURCHASE/SERVICE MEMO			
Nature Service		Temporary Services for Two Out Sourced Data Entry Operators required to support HHT services.		Supplier name		: Al Zayed General Contracting	
Department		HR & Admin		Total value of SM		: 8,400 Rate per month : 4,200/-	
Service Type		Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>		Contract period		: 01 Month	
				Service Memo.		Date : 12-Nov-22	

REASON/OBJECTIVE OF THIS PURCHASE

1. Services for Two Out Sourced Data Entry Operators required to support HHT services.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

1. The SM is for ratification, services availed. CEO Approval is attached for reference.

QUOTED SERVICE PROVIDER DETAILS									
No	Supplier Name	Service Description	Currency	No. of manpower required	Quoted rate per person	Exchange rate	Rate in Qr	Service Period for Four months	Total - Qr.
1	Al Zayed General Contracting	Hiring of outsourced Data entry operator	QAR	2	4,200	1.00	4,200	4	33,600
2	H&Z Contracting Trading & Services	Hiring of outsourced Data entry operator	QAR	2	4,800	1.00	4,800	4	38,400

* All the supported documents are attached herewith

Notes:

- Service Period from 1st Decemebr 2022 to 31st March 2023.
- The out source requirement was for the operations convenience from multiple location during FIFA (ZAD-Doha Port, Street 38 GUC Store, United Bakeries) and is still continuing from ZAD & United Bakeries.
- Site accident insurance to be taken by Al Zayed General Contracting.
- Exit clause :3 days notice should be given for termination of contract.
- Food, accommodation and transportation will be provided by service provider -Al Zayed General Contracting.
- 10 hours daily & 6 days working condition.

RECOMMENDED SERVICE PROVIDER					
Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period for Four months	Total - Qr.
Al Zayed General Contracting	8,400	1.00	8,400	4	33,600

Supplier selection criteria(s) :
 Better quality ☐ Lowest bidder ☒ Reputed supplier ☐ Others (specify) ☐ Service is as per our expectation

BUDGET DETAILS

Particulars	Amount (Qr)
Budgeted value for the requested service/expense	
Budget utilized til last purchase	
Balance available for this purchase	
Proposed as per this service memorandum	
Surplus/(deficit)	

AUTHORIZATION / APPROVAL

Haan Anwar Qazi Shahechul Assistant Manager - Human Resources & Admin 07/03/2023	Saheem Bhat General Manager 07/03/2023	Anjum Husain Senior Manager - Human Resources & Admin 08/03/2023
Tarique Mohammad Chief Executive Officer 12/03/2023		