

Ummisaid Bakery

P.O.Box : 1444

No: USB/2023/140

PURCHASE MEMORANDUM

Date : 27 - 07 -2023

BASIC DETAILS				IF CAPEX, NATURE OF CAPEX				LAST PURCHASE			
Item / Asset Title	Spare Parts			a) Expansion	<input type="checkbox"/>	b) Capacity enhancement	<input type="checkbox"/>	Supplier name	Vesta Engineers	CoO - India	
Type of Item / Asset	Spare parts			c) Cost reduction	<input type="checkbox"/>	d) Replacement	<input type="checkbox"/>	Total value	USD 2,436/-	Rate	USD 81.20/pc Ex-work
Department	Bakery - Production			e) Office equipments	<input type="checkbox"/>	f) Furniture & Fittings	<input type="checkbox"/>	Total Qty	30 pcs		
Type of expenditure	Capital <input type="checkbox"/>	Revenue <input checked="" type="checkbox"/>	Revenue <input checked="" type="checkbox"/>	g) Others (specify)			<input type="checkbox"/>	Pur. Memo. No	USB-2022-513	Date	15.12.2022
Note: Pls attach feasibility study if a/b/c is/are applicable.											

REASON/OBJECTIVE OF THIS PURCHASE

1-Spare part (Moulding Plate) is required for Half cook Chapati machine.

2-This is requirement to keep in stock for smooth operation during 2023.

3-There is price advantage of USD 0.96/pc x 30 pcs = USD 28.80/- equivalent QAR 105/-as compared to last purchase

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with single quote as Vesta Engineers is OEM Supplier.

QUOTED SUPPLIER(S) DETAILS												
No	Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted Rate/pc	Negotiated Rate/pc	Exchange rate	Quantity Pcs	Amount FC	Total - Qar	Payment Term / Mode	Remarks
1	Vesta Engineers / Spare parts	India	Ex-work	USD	86.41	80.24	3.68	30	2,407.20	8,858	100% before dispatch	1-Cost QAR.3,000/-{apprx.) for clearance, legalization, insurance, delivery Order, transportatin or any other charges not included in this PM. 2- The above cost is indicative only.However actual will be paid by us at the time of clearance. 3-These are consumables, hence exemption is not available. Hence 5% duty will be paid by us at the time of clearance. However will try for exemption if approved. 4-Insurance will be done by Business Unit Finance *5-Freight mentioned is indicative and may vary at the time of shipment. However actual will be paid by us. 6-Details as per Quotation No.VEO/022/RRR/2023 attached. 7-All Bank charges inside/outside Qatar will be borne by us
								1.00	185.00	681		
								Total CFR, Doha	2,592.20	9,539		

* All the supported quotations are attached

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Rate/pc	Exchange rate	Quantity	Amount	Total - Qar	Payment Mode	Date of shipment	Date of arrival	Period of completion
Vesta Engineers / Spare parts	India	Sea	CFR	2,592.20	3.68	30	2,592.20	9,539	as above	Apprx one month from the order	Apprx 20 days from dispatch	N/A

Supplier selection criteria(s) :

Better quality Lowest bidder Reputed supplier Others (specify) ... OEM Supplier

BUDGET DETAILS

Particulars	Amount (QR)
Budgeted value for the requested capex/ expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	

AUTHORIZATION / APPROVAL

Vishnu Prasad vishnu Prasad Senior Officer - Procurement 23/08/2023	Rajeeb Kumar Jha Rajeeb Kumar Jha Assistant Manager - Maintenance 24/08/2023	Shafiq Ahmed Shafiq Ahmed Senior Manager-Operations 24/08/2023	Tayyab Mohammad Azam Tayyab Mohammad Azam Senior Manager – Procurement 24/08/2023	Sameer Mohammed Sameer Mohammed Senior Manager • Finance 26/08/2023	Hamed Bushra Hamed Bushra General Manager 27/08/2023	Saheem Bhat Saheem Bhat General Manager 27/08/2023
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