

Dandy Company Ltd

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

Supplier Invoice

Invoice Number	DPFSDI00019-1222	Supplier Invoice Number	2159
Invoice Date	31/12/2022	Supplier Invoice Date	31/12/2022
Invoice Currency	QAR	Supplier Invoice Amount	8,991.00
Invoice Status	Authorized	Finance Book	DPF_FB
Created By	IMRANSARGURO	Comments	

Supplier

MBC SERVICE TRADING & CONTRACTING
P.O.BOX 80090, DOHA,
Qatar
44647673

Pay To Supplier

MBC SERVICE TRADING & CONTRACTING
P.O.BOX 80090, DOHA,
Qatar
44647673

S No.	AccountCode/Description/Remarks	Cost Center	Analysis Desc	Uom	Quantity	Rate	Amount
1	42020100079 DC - Hired - Manpower Store Dept. helpers allocated charges for the month of DECEMBER 2022	STRMPM-DPF	General		25.000	111.0000	2,775.00
2	43020100079 GA - Hired - Manpower Hiring of casual staff for the month of DECEMBER 2022	ADMIN-DPF	General		56.000	111.0000	6,216.00

Hiring of casual staff for the month of DECEMBER 2022

Amount in QAR

8,991.00

Terms of Payment

30 DAYS

Amount in Words Qatari Riyal Eight Thousand Nine Hundred and Ninety-One Only

Authorized Signatory



P.O.Box: 80090
Fax: +974 4464 7673
Email: mbcccleaningqatar@gmail.com
Tel: +974 4464 7673 | +974 7760 9709 | +974 66294880

DATE	31/12/2022
INVOICE #	2159
JOB CARD #	

BILL TO

M/S.DANDY COMPANY (DPF)
P.O.BOX : 2239
DOHA-QATAR
TEL:+974 44603600

[illegible]

Make all cheques payable to MBC Service Trading & Contracting
Barwa Bank | A/C #: 100000418437 | IBAN: QA20BRWA000000000100000418437

1/1/23

MBC SERVICE TRADING & CONTRACTING

Thank you for your business!

DANDY (PLASTIC DIVISION) NEW IND AREA TIMESHEET FOR DECEMBER'2022

DECEMBER'2022		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	31	TOTAL
NEW IND.AREA																																	
1	AKBER HOSEN	1		1	1	1	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1		1	25
2	IMAM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	28
3	MONIK MIAH	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1		1	1	1	1	1	1	1	1	1	1	1	1	28	
3		3	2	3	3	3	3	3	3	2	3	3	3	3	3	3	0	3	0	3	3	3	3	2	3	3	3	3	3	3	0	3	81

N.I.B.C 2022
MONTH OF DECEMBER

S/N		DAY	NIGHT	S/NO		DAY	NIGHT
1		3		1			
2	FRI	2		2			
3		3		3			
4		3		4			
5		3		5			
6		3		6			
7		3		7			
8		3		8			
9	FRI	2		9			
10		3		10			
11		3		11			
12		3		12			
13		3		13			
14		3		14			
15		3		15			
16	FRI	-		16			
17		3		17			
18	NATIONAL DAY			18			
19		3		19			
20		3		20			
21		3		21			
22		3		22			
23	FRI	2		23			
24		3		24			
25		3		25			
26		3		26			
27		3		27			
28		3		28			
29		3		29			
30	FRI	-		30			
31		3		31			
W. N. A. G. M.		31					

No:		DPF/2022/001		SERVICE MEMORANDUM		LAST PURCHASE/SERVICE MEMO	
Nature Service		External Manpower Supply for the year 2022(Cleaners)		Supplier name		MHC/Senstar/Mingham/Bangla	
Department		Plant/Warehouse/Admin		Total value of SM		QAR 80,000 (for 24 labours) Rate per worker :	
Service Type		Renewal <input checked="" type="checkbox"/> OR New Service <input type="checkbox"/>		Contract period		Jan & Feb 2022	
				Service Memo.		DPF/SM/062/2021 Date : 29-Dec-21	

REASON/OBJECTIVE OF THIS SERVICE

This SM is to source 2 external manpower for factory cleaning and hygiene activities.
This SM is from March 2022 till December 2022.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

This SM is for 10 months, in case of any increase in per hour rates, we will revise the SM.

QUOTED SERVICE PROVIDER DETAILS							Remarks
No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price/Day/person	Price/Hour	
1	MHC Service Trading & Contracting	External Manpower	QAR	Qatar	3,441	111.00	30 days credit
2	Well Wish Trading Contracting & Cleaning W.L.L	External Manpower	QAR	Qatar	3,441	111.00	30 days credit
3	Bangla Cleaning Services W.L.L	External Manpower	QAR	Qatar	3,441	111.00	30 days credit
* All the supported documents are attached herewith							

RECOMMENDED SERVICE PROVIDER							Remarks
No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price/Day/person	Price/Hour	
1	MHC Service Trading & Contracting	External Manpower	QAR	Qatar	3,441	111.00	30 days credit
2	Well Wish Trading Contracting & Cleaning W.L.L	External Manpower	QAR	Qatar	3,441	111.00	30 days credit
3	Bangla Cleaning Services W.L.L	External Manpower	QAR	Qatar	3,441	111.00	30 days credit

BUDGET DETAILS		Amount (QAR)	Remark: If not budgeted, please justify
Particulars	Others (specify)		
Budgeted value for the requested service/expense		74,400	
Budget utilized till last service			
Balance available for this service		74,400	
Proposed as per this service memorandum		67,932	
Surplus/(deficit)		6,468	

Approved By: *Muhammad Farook* Manager - HR & Admin 3/10/2022
 Approved By: *Tariq Nasim* Senior Manager - Human Resources 3/10/2022
 Approved By: *Imran Mirza* Asst. Manager - Purchase 3/10/2022
 Approved By: *Khalid Akhtar* Production Manager 3/12/2022
 Approved By: *Arif Amirul Daud* Manager Finance 3/12/2022
 Approved By: *Alwag Kapsul* Commercial Manager 3/13/2022
 Approved By: *Adnan Moeji* General Manager 3/13/2022
 Approved By: *R.B.* 3/13/2022

DANDY PLASTIC FACTORY

P.O BOX:2239
Tel +974-44142015 / Fax+974-44821808

No:	DPF/2022/010	SERVICE MEMORANDUM		Date : 03-Dec-2022
Nature Service	BASIC DETAILS OF SERVICE MEMO			LAST PURCHASE/SERVICE MEMO
Department	Hiring of External Labour for Production Department - Dec 2022			Supplier name : MHC/Bangla
Service Type	Renewal <input checked="" type="checkbox"/> OR New Service <input type="checkbox"/>	Total value of SM : QR 63,936		Rate per helper : Qr 9.25 per hour
		Contract period : Nov-22		
		Service Memo : DPF/2022/009		Date : 25-Oct-22

REASON/OBJECTIVE OF THIS SERVICE

This SM is for approving the hiring of 1 external manpower for Production department. Currently, we have open offer for 3 Labours. We have given offer to 1 local candidate and his sponsor change is under process. Meanwhile we have hired him through third party and utilising him for Production purposes. This SM is being processed to streamline his payment during the month of December 2022 (01 Dec 2022 till 31 Dec 2022).

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price for the month (11 days)	Unit Price/ Day/person	Price/Hour	No of Man days	Total - Qr	Remarks
1	MHC Service Trading & Contracting	External Manpower	QAR	Qatar	3,441	311.00	9.25	31	3,441	30 days credit
2	Well With Trading Contracting	External Manpower	QAR	Qatar	3,441	311.00	9.25	31	3,441	30 days invoicing and 15 days credit
3	Bangla Cleaning Services W.L.L	External Manpower	QAR	Qatar	3,441	311.00	9.25	31	3,441	30 days invoicing and 15 days credit
4	Al Karam Company Cleaning	External Manpower	QAR	Qatar	3,720	320.00	10.00	31	3,720	30 days invoicing and 15 days credit

* All the supported documents are attached herewith

Note: 1. We will prefer to source maximum number of manpower from the consultants 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 approved rates.

RECOMMENDED SERVICE PROVIDER

No	Supplier Name	Service Description	Currency	Country of Origin	Unit Price for the month (11 days)	Unit Price/ Day/person	Price/Hour	No of Man days	Total - Qr	Remarks
1	MHC Service Trading & Contracting	External Manpower	QAR	Qatar	3,441	311.00	9.25	31	3,441	30 days credit

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☒ Reputed suppl ☐ Others (specify) ☐

BUDGET DETAILS

Particulars	Amount (QAR)	Remark: If not budgeted, please justify
Budgeted value for the requested service/expense	10,500	
Budget utilized till last service		
Balance available for this service	10,500	
Proposed as per this service memorandum	3,441	
Surplus/(deficit)	7,059	

AUTHORIZATION / APPROVAL

Mohammed Ferooh
Manager - HR & Admin
12/4/2022

Tarique Nasim
Senior Manager - Human Resources
12/4/2022

Imran Mirza
Asst. Manager - Purchase
12/4/2022

Khalid Alharbi
Production Manager
12/4/2022

Arif Anwarul Daud
Manager Finance
12/4/2022

Aliyar Kapasi
Commercial Manager
12/5/2022

Adnan Meera
General Manager
12/5/2022