

# Ummsaid Bakery

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<b>No:</b>	USB/HRSM/23/14	<b>SERVICE MEMORANDUM</b>				Date : 6-Sep-2023											
<b>BASIC DETAILS OF SERVICE MEMO</b>						<b>LAST PURCHASE/SERVICE MEMO</b>											
<b>Nature Service</b>	Rental contract for accommodating Executive staff in Ezdan village - 31 (Wukair) - Villa no 102 (4BHK) ✓					<b>Supplier name</b>	: Ezdan Holding										
<b>Department</b>	HR & Admin					<b>Total value of SM</b>	: QR 117,600/-      Rate per month : QAR 9,800/-										
<b>Service Type</b>	Renewal <input checked="" type="checkbox"/> or      New Service <input type="checkbox"/>					<b>Contract period</b>	: 25-Sep-22 to 24-Sep-23										
						<b>Service Memo.</b>	: USB/HRSM/22/20      Date : 13-Sep-22										
<b>REASON/OBJECTIVE OF THIS PURCHASE</b>																	
Lease Contract for accommodating Executive staff																	
<b>RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY</b>																	
Justification for Single quote : 1) Bachelor's are allowed to stay. 2) Preferable location as it has more advantage to company.(easy access to main highway & bachelor residential area)																	
<b>QUOTED SERVICE PROVIDER DETAILS</b>																	
<b>No</b>	<b>Supplier Name</b>	<b>Service Description</b>	<b>Currency</b>	<b>Quoted rate 1 Villa</b>	<b>Negotiated 1 Villa</b>	<b>Exchange rate</b>	<b>Rate in Qr</b>	<b>Service Period in months</b>	<b>Total - Qr.</b>	<b>Remarks</b>							
1	Ezdan Holding	Renewal of rental contract	QAR	6,500	6,500	1.00	6,500	12	78,000	. 12 Postdated rental cheques. ✓							
* All the supported documents are attached herewith																	
<b>Notes:</b> 1 The rent has been reduced from QAR 9,800/- to QAR 6,500/- reduced by QAR 3,300/- per month and in a year by QAR 39,600/- ✓ 2 The current villa per-employee cost is QAR 1,225/-. After the revision, the per-employee cost will be reduced to QAR 812.5/. 3 Security deposit of QAR 9,800/- is already with Ezdan Holding. ✓ 4 Executive bachelors are allowed to stay in Ezdan village 31 (Wukair) 5 Contract duration is from 25-Sep-2023 to 24-Sep-2024. ✓ 6 Security deposit of QAR 2,000/- is required for transfer of electricity & water under company's name. 7 Room rent is excluding water and electricity but inclusive of garbage disposal & Sewage charges. 8 Facilities of Gym, Cafeteria, grocery shop & swimming pool etc. are available in accommodation premises.																	
<b>RECOMMENDED SERVICE PROVIDER</b>																	
<b>Supplier Name</b>		<b>Negotiated rate</b>	<b>Exchange rate</b>	<b>Rate in Qr</b>	<b>Service Period in months</b>	<b>Total - Qr.</b>	<b>Payment Terms</b>										
Ezdan Holding		6,500	1.00	6,500 ✓	12 ✓	78,000	. 12 Postdated rental cheques. ✓										
Supplier selection criteria(s) ; Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input checked="" type="checkbox"/> Others (specify) <input type="checkbox"/> Service is as per our expectation																	
<b>BUDGET DETAILS</b>																	
<b>Particulars</b>				<b>Amount (QR)</b>													
Budgeted value for the requested service/expense																	
Budget utilized till last purchase																	
Balance available for this purchase																	
Proposed as per this service memorandum																	
<b>Surplus/(deficit)</b>																	
<b>AUTHORIZATION / APPROVAL</b>																	
<table style="width:100%; border: none;"> <tr> <td style="width:15%; text-align: center;"> <i>Wasim Mohammad</i>            Wasim Mohammad            Assistant Manager HR &amp; Admin            17/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Qazi Shabeehul Hasan Anwar</i>            Qazi Shabeehul Hasan Anwar            Manager • HR &amp; Admin            17/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Sameer Mohammad</i>            Sameer Mohammad            Senior Manager • Finance            18/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Sahcem Bhat</i>            Sahcem Bhat            General Manager            18/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Anjum Husain</i>            Anjum Husain            Senior Manager - Human Resources &amp; Admin • Corporate HR            20/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Khaja Bahauddin</i>            Khaja Bahauddin            Asst. Vice President - Finance            20/09/2023         </td> <td style="width:15%; text-align: center;"> <i>Tarique Mohammad</i>            Tarique Mohammad            Chief Executive Officer            21/09/2023         </td> </tr> </table>											<i>Wasim Mohammad</i> Wasim Mohammad Assistant Manager HR & Admin 17/09/2023	<i>Qazi Shabeehul Hasan Anwar</i> Qazi Shabeehul Hasan Anwar Manager • HR & Admin 17/09/2023	<i>Sameer Mohammad</i> Sameer Mohammad Senior Manager • Finance 18/09/2023	<i>Sahcem Bhat</i> Sahcem Bhat General Manager 18/09/2023	<i>Anjum Husain</i> Anjum Husain Senior Manager - Human Resources & Admin • Corporate HR 20/09/2023	<i>Khaja Bahauddin</i> Khaja Bahauddin Asst. Vice President - Finance 20/09/2023	<i>Tarique Mohammad</i> Tarique Mohammad Chief Executive Officer 21/09/2023
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