

SERVICE MEMORANDUM

Date : 17-March -2023

BASIC DETAILS OF SERVICE MEMO

LAST PURCHASE/SERVICE MEMO

Nature Service	Outsourced Manpower - Service for Data entry operators for SAP Backlog		Supplier name	H&Z Contracting Trading & Services	
Department	HR & Admin		Total Value of SM	9,600	
Service Type	<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> New Service	Contract period	23rd -October 22 to 22th November 2022 (2 person for 1 month)		
		Service Memo.	Date : 9th October 2022		
			Rate	Average QAR 191 per man day	

REASON/OBJECTIVE OF THIS PURCHASE

Outsource Data entry operator requested for completing SAP Back log.

The PM is for ratification, service availed. CEO approval is attached for reference.

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	No of man- days	average rate	Negotiated	Exchange	Rate in		Total - Qr.	Remarks
					per day	Rate per person	rate	Qr			
1	H&Z Contracting Trading & Services	Hiring of outsourced Data entry operator	QAR	93	191	191	1.00	191	17,750	Payment terms : 7 days after submission of invoice (Hired 2 Candidate Service Period from 23-November-2022 to 31-December-2022 & Continued 1 Candidate Service Period from 01-January-2023 to 28-February-2023)	
2	VISTAS	Hiring of outsourced Data entry operator	QAR	93	195	195	1.00	195	18,119		

* All the supported documents are attached herewith

Notes:

- The SM is prepared on the basis of actual days works. Service Period from 23-November-2022 to 28-February-2023. For the ease of comparison, SM is prepared on the basis of man-days.
- Site accident insurance to be taken by client.
- Exit clause : 7 days notice should be given for termination of contract.
- Food, accommodation and transportation will be provided by service provider.
- 10 hours daily & 6 days working condition.

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	No of man-days	Total - Qr.	Payment terms
H&Z Contracting Trading & Services	191	1.00	191	93	17,750	Payment terms : 7 days after submission of invoice

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☒ Reputed supplier ☐ Others (specify) ☒ Extension of the existing services

BUDGET DETAILS

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