

Date : 22.05.2022

SERVICE ORDER

Chief Executive Officer
Aayan Leasing Co.
Doha - Qatar
Tel: 44999888
Fax: 44999894

Ref. No.: USB/SM/2022/040

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 5.8 Ton payload with 100mm Cargo box	2022	08	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,



Hamed Bushra

Group Head – Procurement & Public Relations

UmmSaid Bakery
P.O. Box 1444
44415000

No:		USB/SM/2022/040	SERVICE MEMORANDUM						Date : 28.04.2022			
BASIC DETAILS OF SERVICE/MEMO:										LAST PURCHASE/SERVICE/MEMO:		
Nature of Service	6 Ton Vehicle on Lease to own									Supplier name	Aayan Leasing Co.	
Department	Sales and Distribution									Total value of SM	: QAR 187,500/- Rate per month : QAR 3,125/month	
Service Type	Renewal <input type="checkbox"/> or New Service <input checked="" type="checkbox"/>									Quantity	: 1 unit	
										Service Memo.	: USB/SM/2022/036 Date : 11.04.2022	
REASON/OBJECTIVE OF THIS PURCHASE:												
1) 6 Ton capacity vehicles (08 units) with insulated boxes are required for upgradation of current 4.3 Ton capacity vehicles which are being used for 8 sales routes. 2) There are 4 vehicles which will be exclusively meant for MT channel distribution which will enhance the serviceability and have better scalability. Further 4 vehicles will be used for institutional distribution along with routes with high capacity utilization (more than 90% capacity utilization of current 4.3 Ton capacity vehicles) and business potential for better outreach. 3) Existing 4.3 Ton capacity vehicles on these routes will be shifted for plying on remaining routes and low roof vehicles will be retained as spare vehicle.												
RISKS/CONCERN/NON-COMPLIANCE OF SOPS or POLICY:												
Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles												
QUOTED SERVICE PROVIDER DETAILS:												
No	Supplier Name	Service Description	Currency	Quoted Amount/month per vehicle	Negotiated Amount/month per vehicle	Exchange rate	Rate in QAR	Service Period months	No. of Vehicles	Total - QAR	Payment / Remarks	
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	3,125	60	8	1,500,000	Payment - 60 days from Invoice date.	
<i>* All the supported documents are attached herewith</i>												
RECOMMENDED SERVICE PROVIDER:												
Supplier Name	Negotiated Amount/month per vehicle	Exchange rate	Rate in QAR	Service Period months	No. of Vechicles	Total - QAR	Payment Terms					
Aayan Leasing Co.	3,125	1.00	3,125	60	8	1,500,000	As above					
Supplier selection criteria(s) :												
Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Approved Supplier												
BUDGET DETAILS:												
Particulars	Amount (QAR)											
Budgeted value for the requested service/expense	403,340 Budgeted for 20 vehicles lease rental for FY 2022											
Budget utilized till last purchase	Utilization amount for these 8 vehicles for FY 2022 will be QAR 300,000/-											
Balance available for this purchase												
Proposed as per this service memorandum												
Surplus/(deficit)												
AUTHORIZATION / APPROVAL:												
Vishnu Prasad	Amod Gupta	Istafa Mohammad	Tayyab Mohammad	Mohamed Safran	Sameer Mohammad	Kamran Hashmi	Saleem Bhat	Khanji	Tariqur Rehman	Shiekh Mansoor		
vishnu Prasad	Amod Gupta	Istafa Mohammad	Tayyab Mohammad Azam	Mohamed Safran	Sameer Mohammad	Hamed Bushra	Saleem Bhat	Khaja Bahauddin	Tariqur Rehman	Shiekh Mansoor		
Senior Officer - Procurement	Senior Manager - Sales	Asst. Manager - Purchase	Senior Manager - Procurement	Accountant - Finance	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Board Member		
5/16/2022	5/17/2022	5/17/2022	5/17/2022	5/18/2022	5/18/2022	5/18/2022	5/18/2022	5/19/2022	5/19/2022	5/19/2022		

Ummsaid Bakery

(A subsidiary of Zad Holding Company Q.P.S.C.)

كيبك
Qbake

مخبز مسعود

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

Date : 28.07.2022

SERVICE ORDER

Chief Executive Officer

Aayan Leasing Co.

Doha - Qatar

Tel: 44999888

Fax: 44999894

Ref. No.: USB/SM/2022/056

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model	Color	No. of Units	Monthly Rent per Vehicle (QAR)
01	Fuso Canter 5.8 Ton with 100mmBox	2021	N/A	04	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 11/13/2014

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,

Hamid Bushra

Group Head – Procurement & Public Relations

UmmSaid Bakery
P.O. Box 1444
44415000

SERVICE MEMORANDUM										Date : 27.07.2022	
BASIC DETAILS OF SERVICE/MEMO										LAST PURCHASE/SERVICE-MEMO	
Nature of Service	6 Ton Vehicle on Lease to own									Supplier name : Aayan Leasing Co.	
Department	Sales									Total value of SM : QAR 1,500,000 Rate per month : QAR 3,125/-	
Service Type	Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>							Contract period : 5 years	
										Service Memo. : USB/SM/2022/040 Date : 28.04.2022	
REASON/OBJECTIVE OF THIS PURCHASE											
1-6 Ton capacity vehicles (04 units) with insulated boxes are required for upgradation of current 4.3 Ton capacity vehicles which are currently being used for sales routes. 2-Existing 4.3 Ton capacity vehicles on these routes will be shifted for plying on remaining routes and low roof vehicles will be retained as spare vehicles. 3-Moving from 4.3 Ton capacity to 6 Ton capacity will enhance serviceability and have better scalability.											
RISKS/CONCERN/NON-COMPLIANCE OF SOP/IN-POLICY											
Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles											
QUOTED SERVICE PROVIDER DETAILS											
No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total QAR	Payment / Remarks
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	3,125	60	4	750,000	Payment - 60 days from invoice date
* All the supported documents are attached herewith											
RECOMMENDED SERVICE											
Supplier Name	Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR	Payment Terms				
Aayan Leasing Co.	3,125	1.00	3,125	60	4	750,000	As above				
Supplier selection criteria(s) :											
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify)		<input checked="" type="checkbox"/>	Approved Supplier					
BUDGET DETAILS											
Particulars	Amount (QAR)										
Budgeted value for the requested service/expense	403,340 Budgeted for 20 vehicles lease rental for FY 2022.										
Budget utilized till last purchase	150,000										
Balance available for this purchase	253,340										
Proposed as per this service memorandum	(62,500) Utilization amount for these vehicles for FY2022 will be QAR 62,500/-										
Surplus/(deficit)	190,840										
AUTHORIZATION/APPROVAL											
Khalid Wase	Nishad Aboobakar	Istafa Mohammed	Tayyab Mohammad Azam	Sameer Mohammed	Hamed Bushra	Saleem Bhati	Khaja	Tariqas Mohammad	Sheikh Mansoor		
Officer - Procurement	Manager – Business Development	Asst. Manager - Purchase	Senior Manager – Procurement	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Tarique Mohammad	Sheikh Mansoor		
7/27/2022	7/27/2022	7/27/2022	7/27/2022	7/27/2022	7/28/2022	7/28/2022	7/28/2022	7/28/2022	7/28/2022		

SERVICE ORDER

Date : 22.08.2022

Chief Executive Officer
Aayan Leasing Co.
Doha - Qatar
Tel: 44999888
Fax: 44999894

Ref. No.: USB/SM/2022/036

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 5.8 Ton payload with 100mm Cargo box	2021	01	3,125/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,

Hamed Bushra

Group Head – Procurement & Public Relations

UmmSaid Bakery
P.O. Box 1444
44415000

No:		USB/SM/2022/036		SERVICE MEMORANDUM				Date : 01.08.2022		
Nature of Service		6 Ton Vehicle on Lease to own				Supplier name		Aayan Leasing Co.		
Department		Store				Total value of SM		: QAR 750,000/- Rate per month : QAR 3,125/month		
Service Type		Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>		Contract period		: 60 months		
						Service Memo.		: USB/SM/2022/056 Date : 27.07.2022		
REASON/OBJECTIVE OF THIS PURCHASE										
<p>1-6 Ton vehicle with insulated box is required on lease for transferring goods from United Bakeries to UmmSaid Bakery.</p> <p>2-Currently there are 2 vehicles of 4.3 Tons and 1 small van which is being used for transfer of finished goods, raw material, empty crates, etc from United Bakeries to UmmSaid Bakery premises. The 6 Ton vehicle will reduce the number of trips required, time taken for delivery as more quantities can be accommodated in 6 Ton vehicle as compared to 4.3 Ton vehicle. Furthermore, 4.3 Ton vehicle which is being currently used for transfer of goods can be made available for regular sales distribution which will help in shorter order delivery time.</p> <p>3- Terms and Conditions will be as per existing lease agreement.</p> <p>4- There will be cost saving of approx 23% (QAR 6,030/month x 60 months = QAR 361,800/-) as compared to 4.3T based on number of trips, manpower, fuel consumption etc. cost saving analysis and the quantified savings is as per attached sheet.</p>										
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY										
<p>Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles</p>										
No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Qty nos	Service Period month	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.	6 Ton Vehicle on Lease to own	QAR	3,125	3,125	1.00	1	60	187,500	Payment - 60 days from Invoice date
<p>* All the supported documents are attached herewith</p>										
RECOMMENDED SERVICE PROVIDER										
Supplier Name	Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	Total - Qr.	Payment Terms				
Aayan Leasing Co.	3,125	1.00	3,125	60	187,500	As above				
<p>Supplier selection criteria(s) :</p> <p>Better quality <input type="checkbox"/> Lowest bidder <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input checked="" type="checkbox"/> Approved Supplier</p>										
BUDGET DETAILS										
Particulars	Amount (Qr)									
Budgeted value for the requested service/expense	403,340 Budgeted for 20 vehicles lease rental for FY 2022.									
Budget utilized till last purchase	(212,500)									
Balance available for this purchase	190,840									
Proposed as per this service memorandum	(14,063)									
Surplus/(deficit)	176,777									
AUTHORIZATION/ APPROVAL										
Vishnu Prasad	Rakesh Pillai	Sabiq Ahmed	Istafa Mohammad	Tayyab Mohammad Azam	Sameer Mohammad	Hamed Bushra	Sabeem Bhat	Khalid	Tariqah Mohammad	Sheikh Mansoor
Senior Officer - Procurement	Assistant Manager - Materials	Senior Manager - Operations	Asst. Manager - Purchase	Senior Manager - Procurement	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Board Member
8/13/2022	8/14/2022	8/14/2022	8/14/2022	8/15/2022	8/16/2022	8/17/2022	8/17/2022	8/17/2022	8/18/2022	8/18/2022

SERVICE ORDER

Date : 09.10.2022

Chief Executive Officer

Aayan Leasing Co.

Doha - Qatar

Tel: 44999888

Fax: 44999894

Ref. No.: USB/SM/2022/074 (Amendment-1)

Dear Mr. Mohamed Ziada,

We are pleased to confirm our service order on operating lease for 5 years as per details below:

S. No	Vehicle Make	Model year	No. of Units	Monthly Leasing per Vehicle (QAR)
01	Mitsubishi Canter Truck 4.3 Ton payload with 100mm Cargo box + C450 Thermo King Cooling Unit	2022	08	2,915/-

Terms and Conditions for Periodical Services, renewal of insurance and registration, accident and breakdowns shall remain same as per your service details dated 01.08.2019.

Payment will be made after 60 days from the date of invoice.

Look forward to delivery of above vehicles as soon as possible.

With best regards,

Hamed Bushra

Group Head – Procurement & Public Relations

UmmSaid Bakery
P.O. Box 1444
44415000

No:		USB/SM/2022/074 AMENDMENT - I		SERVICE MEMORANDUM						Date : 14.09.2022		
										Amendment Date: 29.09.2022		
										LAST PURCHASE/SERVICE MEMO		
Nature of Service		4.3 Ton Vehicle alongwith insulated box fitted with Thermo King Unit on Lease to own						Supplier name		First Time		
Department		Sales						Total value of SM		Rate per month :		
Service Type		Renewal <input type="checkbox"/>	or	New Service <input checked="" type="checkbox"/>							Contract period :	
											Service Memo. : Date :	
REASON/OBJECTIVE OF THIS PURCHASE												
1- SM no. USB/SM/2022/074 dt 14.09.2022 is being amended as supplier does not have required no. of vehicle in 6 Ton (5.8ton) capacity available. Therefore, the SM is being amended to purchase all 8 vehicles in 4.3Ton capacity with cooling unit (maintain temperature between 22°C to 25°C)												
2-It has also been observed that 4.3 Ton vehicles will have better maneuverability in congestion or tight spots in Parking constrained regions.												
3- Other details remain same as mentioned in original SMR USB/SM/2022/074 dt 14.09.2022												
RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY												
Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles												
QUOTED SERVICE PROVIDER DETAILS												
No	Supplier Name		Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.		4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	QAR	2,915	2,915	1.00	2,915	60	8	1,399,200	Payment - 60 days from Invoice date
<i>* All the supported documents are attached herewith</i>												
RECOMMENDED SERVICE PROVIDER												
Supplier Name			Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR	Payment/Remarks			
Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit		2,915	1.00	2,915	60	8	1,399,200	Payment - 60 days from Invoice date			
Supplier selection criteria(s) :												
Better quality <input type="checkbox"/>	Lowest bidder <input type="checkbox"/>	Reputed supplier <input type="checkbox"/>		Others (specify) <input checked="" type="checkbox"/>		Approved Supplier						
BUDGET DETAILS												
Particulars				Amount (QR)								
Budgeted value for the requested service/expense				403,340 This is the amount which is allocated for FY 2022								
Budget utilized till last purchase				229,061								
Balance available for this purchase				174,279								
Proposed as per this service memorandum				(69,960) This is the amount which will be incurred in FY 2022. Total value of purchase over 5 years is QAR 1,399,200/-								
Surplus/(deficit)				104,319								
AUTHORIZATION/APPROVAL												
Vishnu Prasad	Nishad Aboobacker	Istafa Mohammed	Tayyab Mohammad Azam	Sameer Mohammad	Hamed Bushra	Suhaim Blat	Khalid	Fayyazan Mohammad	Shiekh Mansoor			
Senior Officer - Procurement	Manager – Business Development	Asst. Manager - Purchas	Senior Manager – Procurement	Senior Manager - Finance	General Manager	General Manager	Khaja Bahauddin	Tariqe Mohammad	Chief Executive Officer			
10/2/2022	10/2/2022	10/2/2022	10/2/2022	10/3/2022	10/3/2022	10/3/2022	10/5/2022	10/5/2022	Board Member			

UmmSaid Bakery

P.O. Box 1444
44415000

No: USB/SM/2022/065

SERVICE MEMORANDUM

04.10.2022

BASIC DETAILS OF SERVICE MEMO

												LAST PURCHASE/SERVICE MEMO	
Nature of Service		4.3 Ton Vehicle along with insulated box fitted with Thermo King Freezer Unit on Lease to own basis								Supplier name : First Time			
Department		Sales						Total value of SM :		Rate per month :			
Service Type		Renewal <input type="checkbox"/>		or New Service <input checked="" type="checkbox"/>				Contract period :				Service Memo. Date :	

REASON/OBJECTIVE OF THIS PURCHASE

- 1) 4.3 Ton capacity vehicle with insulated box fitted with freezer unit is required for delivery of frozen paratha.
- 2) Aayan is approved service provider for leasing of vehicles.

RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with Aayan Leasing as they are approved service providers for leasing vehicles

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted Amount/month	Negotiated Amount/month	Exchange rate	Rate in QAR	Service Period month	No. of Units	Total - Qr.	Payment / Remarks
1	Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	QAR	3,760	3,760	1.00	3,760	60	1	225,600	Payment - 60 days from Invoice date

* All the supported documents are attached herewith

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated Amount/month	Exchange rate	Rate in Qr	Service Period month	No. of Units	Total QAR	Payment/Remarks
Aayan Leasing Co.	4.3 Ton vehicle along with insulated box fitted with Thermo King Unit	3,760	1.00	3,760	60	225,600	Payment - 60 days from Invoice date

Supplier selection criteria(s) :

Better quality Lowest bidder

Reputed supplier

Others (specify) Approved Supplier

BUDGET DETAILS

Particulars	Amount (QR)	
Budgeted value for the requested service/expense	403,340	This is the amount which is allocated for FY 2022
Budget utilized till last purchase	299,021	
Balance available for this purchase	104,319	
Proposed as per this service memorandum	(11,280)	This is the amount which will be incurred in FY 2022. Total value of purchase over 5 years is QAR 225,600/-
Surplus/(deficit)	93,039	

AUTHORIZATION / APPROVAL

Khalid Wase	Nishad Aboobackar	Istafa Mohammed	Tayyab Mohammad Azam	Sameer Mohammed	Hamed Bushra	Saheem Bhat	Khaja	Tariqur Rehman	Sohail Khanzaib
Officer - Procurement	Manager – Business Development	Asst. Manager - Purchase	Senior Manager – Procurement	Senior Manager - Finance	General Manager	General Manager	Asst. Vice President - Finance	Chief Executive Officer	Board Member
10/5/2022	10/5/2022	10/5/2022	10/6/2022	10/6/2022	10/9/2022	10/9/2022	10/10/2022	10/10/2022	10/11/2022