

Umm Said Bakery

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No: USB/HRSM/23/14

SERVICE MEMORANDUM

Date : 6-Sep-2023

LAST PURCHASE/SERVICE MEMO

Nature Service	Rental contract for accommodating Executive staff in Ezdan village - 31 (Wukair) - Villa no 102 (4BHK)	Supplier name	Ezdan Holding
Department	HR & Admin	Total value of SM	QR 117,600/- Rate per month : QAR 9,800/-
Service Type	Renewal <input checked="" type="checkbox"/> or New Service <input type="checkbox"/>	Contract period	25-Sep-22 to 24-Sep-23
		Service Memo.	USB/HRSM/22/20 Date : 13-Sep-22

REASON/OBJECTIVE OF THIS PURCHASE

Lease Contract for accommodating Executive staff

RISKS/CONCERNS/NON-COMPLIANCE OF SOPS or POLICY

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)

QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Service Description	Currency	Quoted rate 1 Villa	Negotiated 1 Villa	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Remarks
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

Notes:

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.

RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate	Exchange rate	Rate in Qr	Service Period in months	Total - Qr.	Payment Terms
Ezdan Holding	6,500	1.00	6,500	12	78,000	. 12 Postdated rental cheques.

Supplier selection criteria(s) :

Better quality Lowest bidder Reputed supplier Others (specify) Service is as per our expectation

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)		

AUTHORIZATION / APPROVAL

Wasim Mohammad Assistant Manager HR & Admin	Hasan Anwar Manager • HR & Admin	Sameer Mohammed Senior Manager • Finance	Saheem Bhat General Manager	Anjum Husain Senior Manager - Human Resources & Admin • Corporate HR	Khaja Bahauddin Asst. Vice President - Finance	Tariq Mohammad Chief Executive Officer
17/09/2023	17/09/2023	18/09/2023	18/09/2023	20/09/2023	20/09/2023	21/09/2023