

No:	USB/HRSM/2023/04	SERVICE MEMORANDUM	
BASIC DETAILS OF SERVICE MEMO			
Nature Service	Temporary Services for Two Out Sourced Data Entry Operators required to support HHT services.		
Department	HR & Admin		
Service Type	<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Or	New Service <input type="checkbox"/>
REASON/OBJECTIVE OF THIS PURCHASE			
<p>1. Services for Two Out Sourced Data Entry Operators required to support HHT services.</p> <p>RISKS/CONCERN'S/NON-COMPLIANCE OF SOP'S OR POLICY</p>			

1. The SM is for ratification , services availed. CEO Approval is attached for reference.

QUOTED SERVICE PROVIDER DETAILS								
No	Supplier Name	Service Description	Currency	No. of manpower required	Quoted rate per person	Negotiated		Remarks
						Rate per person	Rate in Qr	
1	Al Zayed General Contracting	Hiring of outsourced Data entry operator'	QAR	2	4,200	4,200	1.00	33,600 Payment terms : 15 days after submission of invoice
2	H&Z Contracting Trading & Services	Hiring of outsourced Data entry operator	QAR	2	4,800	4,800	1.00	38,400 Payment terms : 7 days after submission of invoice

* All the supported documents are attached herewith

Notes:

- 1 Service Period from 1st December 2022 to 31st March 2023.
- 2 The out source requirement was for the operations convenience from multiple location during FIFA (ZAD-Doha Port, Street 38 GUC Store, United Bakeries) and is still continuing from ZAD & United Bakeries.
- 3 Site accident insurance to be taken by Al Zayed General Contracting.
- 4 Exit clause : 3 days notice should be given for termination of contract.
5. Food, accommodation and transportation will be provided by service provider -Al Zayed General Contracting.
6. 10 hours daily & 6 days working condition.

RECOMMENDED SERVICE PROVIDER					
Supplier Name		Negotiated rate	Exchange rate	Rate in Qr	Service Period for Four months
Al Zayed General Contracting		8,400	1.00	8,400	4 33,600 Payment terms : 15 days after submission of invoice
Supplier selection criterias :				Others (specify)	Service is as per our expectation
Better quality <input type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier			
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

Saheem Bhat
Anjan Hussain
Samer Mohammed
Assistant Manager – Human Resources & Admin
07/03/2023

Saheem Bhat
Anjan Hussain
Senior Manager - Human Resources & Admin •
Corporate HR
08/03/2023

Tariqe Mohammad
Khaja Bahauddin
Chief Executive Officer
12/03/2023

Tariqe Mohammad
Khaja Bahauddin
Chief Executive Officer
12/03/2023

Tariqe Mohammad
Khaja Bahauddin
Asst. Vice President - Finance
Corporate HR
09/03/2023

Tariqe Mohammad
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