

UmmSalad Bakery Dubai Branch									
P.O. Box No: 3935457, Building No: 25, Street No: 29, Dubai Investment Park -2, Dubai, UAE (00971) 4 88 313 03									
No:		UBD /SM/1/2022/040		BASIC DETAILS OF SERVICE MODULE		LAST PURCHASE/RECEIHC/Memo		Date : 25-11-2022	
Nature of Service		Outsourced manpower service		Service Memo		Service Memo		Service Memo	
Department		HR & Admin		Service Memo		Service Memo		Service Memo	
Service Type		Reimbursement		or		New Service		Service Memo	
REASON/OBJECTIVE OF THIS PURCHASE									
Hiring of outsourced helpers from manpower supply company - 01 December 2022 to 31 January 2023									
REASON/OBJECTIVE OF THIS PURCHASE									
Hiring of outsourced helpers from manpower supply company - 01 December 2022 to 31 January 2023									
QUOTED & RECOMMENDED SERVICE PROVIDERS									
No	Supplier Name	Country of origin	Service Description	Currency	Exchange Rate	No of helpers required	Quoted Rate Per Helper Per Month (AED)	Negotiated Rate Per Helper Per Month (AED)	Total amount for one helper for one month (AED)
1	Primary Technical Services LLC	UAE	Hiring of outsourced helpers	AED	1	1	2,400	2,400	2,400
2	Prestige Labour Supply			AED	1	1	2,400	2,400	2,400
3	Loyal Labour Supply Services LLC			AED	2	1	2,400	2,400	2,400
Total Value of the service Memorandum for Two months									
* All the supported documents are attached herewith									
Notes:									
1. Helpers from outsourced companies are deployed based on operational requirement from production /stores/ logistics department.									
2. One helper @ AED 2,400/- per month is taken to meet the operational requirement - leave cover for Dispatcher going on leave and another dispatcher who is assisting finance team on SAP implementation.									
3. Primary Technical services LLC, Prestige Labour Supply & Loyal Labour Supply Services LLC are giving the same best rates, helpers are taken from any of the three suppliers as per our requirement and availability of helpers with food handling experience and OHC issued by Dubai Health authority									
4. AED 4,800/- will be the total value for one helper, for the period 01 December 2022 to 31 January 2023 .Outsourced helpers will be working for 12 hours daily (including 3 hours daily overtime) for 5 days in a week.									
5. Active rates from suppliers are locked for the period from 01 January 2022 till 31 December 2022 & 01 January 2023 till 31 December 2023									
6. Monthly Cost of outsourced helper is lower by [AED 75/- per head] v/s monthly cost of our own helper.									
7. Actual payment amount may vary, if number of helpers deployed are changed as per operational requirement and if they work on off Days/Public Holiday (if public holiday falls on any of the days other than production off day). Over time for public holidays will be paid as per agreed rate in the contract.									
8. 5% VAT charges will be added to above values.									
Supplier selection criteria(s):									
<input checked="" type="checkbox"/> Lowest Bidder <input type="checkbox"/> Better quality <input type="checkbox"/> Reputation <input type="checkbox"/> Others (specify)									
BUDGET DETAILS									
Particulars		Amount (AED)		Remarks					
Budgeted value for the required service/resource									
Budget actual till last purchase									
Balance available for this purchase									
Provision as per this service requirement									
Supplier defined									
AUTHORIZATION APPROVAL									
<input type="checkbox"/> Signature : _____ Date : _____ Shaikir Shaikh Assistant Manager - Finance 11/27/2022									
<input type="checkbox"/> Signature : _____ Date : _____ Sami Mohamed Assistant Manager HR & Admin 11/25/2022									

Signature : _____ Date : _____
 Shaikir Shaikh
 Assistant Manager - Finance
 11/27/2022

Signature : _____ Date : _____
 Sami Mohamed
 Assistant Manager HR & Admin
 11/25/2022

Signature : _____ Date : _____
 Shaikir Shaikh
 Assistant Manager - Finance
 11/27/2022

PURCHASE ORDER

Ummsaid Bakery Dubai

PO Box: 393497, Building 25, Street 29, DIP 2

Dubai Qatar

Email: Tel:04 8833303 Fax: 04 8878751



PURCHASE ORDER DETAILS

TERMS & CONDITIONS

PO No.	5550201767	PO Date	19/01/2023	Pay Term	within 30 days Due net
PO Amend No.		Amend Date		Currency	AED
PO Status	Open	Type	General	Invoice To	Ummsaid Bakery Dubai
Project Code		Offer No		Pay Mode	Pre-Numbered Cheques
Project Name		Pur Group	139-NONE	Import	YES
SUPPLIER DETAILS				INCO Terms	None
Supplier Name	LOYAL LABOR SUPPLY SERVICES L.L.C			Mode of Transport	
Supplier Code	20301440			Partial Shipment	Yes
Contact Person	MS.HETAL	Contact Address	-	Transshipment	
Tel No.	97145520530			Remarks	
Fax	97144412397	Country	-Qatar		
Mobile	971528404559				
Email	lbc@loyalbuild.ae				

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1.1	00010	550002195 - LABOUR SERVICES	0000	23/01/2023	EA	1.00	2,520.00	2,520.00
Gross Price								2,520.00
Tax (5%)								126.00
Grand Total								2,646.00

Amount in Words: Dirham Two Thousand Six Hundred Forty-Six and Zero fils Only

For Ummsaid Bakery Dubai

Delivery Address : Ummsaid Bakery Dubai

(Authorized Signatory)

Document Level Note :

Created by: Ajmal Valiyakath

Approved By: Abraham Puthoor

Rate Calculation for the month of Dec 2022

Name of the company	Rate per Labour per day (AED)	No of days worked	Total Amount (AED)	Holiday duty per day rate (AED)	No of Holiday duty days	Total holiday payment (AED)	Net Payment (AED)
Loyal	80	29	2,320	100	2	200	2,520.00

Vat Charges Additional



Sam Mohamed Saeif
Asst. Manager HR & Admin

Ummisalid Bakery Dubai Branch
P.O. BOX No: 3933097, Building No: 25, Street No: 29, Dubai Investment Park -2, Dubai, UAE
05071 4 88 33 03

No:	UBD/SM/2022/02	Basic Details of Service Memo		Service Memorandum	
Nature of Service	Security Guards service	Supplier Name	Supplier name	Date: 17/01/2022	
Department	HR & Admin	Final Value of SM	Arabian Gulf Security Services LLC	Last Published/Revised: 06/01/2022	
Service Type	Renewal <input checked="" type="checkbox"/>	Period	AED 3,250/- (Excluding VAT)	Last Published: 01/02/2021 00:00	
	or	Rate per Security Guard per month	3,250/- (Excluding VAT)	Date: 18-Jan-21	
	New Service	Period	01/02/2021 - 31/01/2023		
REASON/OBJECTIVE OF THE PURCHASE					
Replacement of existing security services contract - to hire security Guard from security service company from the period 01-Feb-2022 to 31-Jan-2023.					
ROSS/CONCERN/COMPLIANCE OF SOPE or POLO					
Nil.					
QUOTED SERVICE PROVIDER DETAILS					
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate
1	Loyal Facility Management Services LLC	UAE	Security Guards	AED	1
2	Arabian Gulf Security Services LLC	UAE	Security Guards	AED	1
3	Cleean Security Services LLC	UAE	Security service	AED	1
* All the supported documents are attached herewith					
Notes:					
1. It is mandatory to have SMIA (Security Industry Regulatory Authority) approved security guards deployed at company site as per local government authority requirement is for two security guards with two shifts of 12 hrs each, 7 days in a week.					
2. Currently two security guards with monthly rate of AED 3,250/- each is deployed and contract with existing service provider (Arabian Gulf Security Services LLC), will expire on 31 January 2022.					
3. Renewal quote from Loyal Facilities Management Services LLC (existing Supplier) is the cheapest(AED 3,250/- per security per month) and there is no increase in rate from last year.					
4. Yearly rate for two security guards is AED 78,000/- (excluding VAT) and period of contract will be from 01 Feb 2022 till 31-Jan 2023.					
5. Accommodation, food, transportation and uniforms will be provided by the security service company.					
6. Additional 5% VAT will be applicable on above rates.					
RECOMMENDED SERVICE PROVIDER					
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate
1	Loyal Facility Management Services LLC	UAE	Security Guards service	AED	1
Supplier selection criteria: <input checked="" type="checkbox"/> Better quality <input type="checkbox"/> Lower cost <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>					
BUDGET DETAILS					
No	Supplier Name	Country of Origin	Service Description	Currency	Exchange Rate
1	Loyal Facility Management Services LLC	UAE	Security Guards service	AED	1
Supplier selection criteria: <input checked="" type="checkbox"/> Better quality <input type="checkbox"/> Lower cost <input type="checkbox"/> Reputed supplier <input type="checkbox"/> Others (specify) <input type="checkbox"/>					
Budget Details					
Initial value for the requested service/period					
Budget utilized till last Purchase					
Initial value for this Purchase					
Projected value as per SM in AED 78,000/- for the period 01-Feb-2022 till 31-Jan-2023. Increase over for the budgeted consumption purpose. Value taken is for remaining 11 months in the year 2022					
Service/Period					

APPROVAL / APPROVAL

Mr. ... M. ... M. ... M. ... M. ...
Sam Mohamed
Assistant Manager HR & Admin
1/17/2022

Mr. ... M. ... M. ... M. ... M. ...
Armen Ahmadi
Chief Accountant
1/19/2022

Mr. ... M. ... M. ... M. ... M. ...
Abdulrahman Pathor
Dy General Manager
1/20/2022

Mr. ... M. ... M. ... M. ... M. ...
Nair Hussain
Senior Manager - Finance
1/23/2022

Mr. ... M. ... M. ... M. ... M. ...
Sam Mohamed
Service Manager - Finance
1/20/2022

Mr. ... M. ... M. ... M. ... M. ...
Abdulrahman Pathor
Chief Accountant
1/19/2022

Mr. ... M. ... M. ... M. ... M. ...
Sam Mohamed
Assistant Manager HR & Admin
1/17/2022

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Armen Ahmadi
Chief Accountant
1/19/2022

Mr. ... M. ... M. ... M. ... M. ...
Sam Mohamed
Assistant Manager HR & Admin
1/17/2022

Mr. ... M. ... M. ... M. ... M. ...
Armen Ahmadi
Chief Accountant
1/19/2022

PURCHASE ORDER

Ummsaid Bakery Dubai

PO Box: 393497, Building 25, Street 29, DIP 2

Dubai Qatar

Email: Tel:04 8833303 Fax: 04 8878751



PURCHASE ORDER DETAILS

TERMS & CONDITIONS

PO No.	5550201772	PO Date	19/01/2023	Pay Term	within 30 days Due net
PO Amend No.		Amend Date		Currency	AED
PO Status	Open	Type	General	Invoice To	Ummsaid Bakery Dubai
Project Code		Offer No		Pay Mode	Pre-Numbered Cheques
Project Name		Pur Group	139-NONE	Import	YES
SUPPLIER DETAILS				INCO Terms	None

Supplier Name	LOYAL LABOR SUPPLY SERVICES L.L.C	Mode of Transport
Supplier Code	20301440	Partial Shipment Yes
Contact Person	MS.HETAL	Transshipment
Tel No.	97145520530	Remarks
Fax	97144412397	
Mobile	971528404559	
Email	lbc@loyalbuild.ae	

ITEM DETAILS

S.No	PO Line	Item Code and Description	Sh.No	Need Date	UOM	Quantity	Unit Rate	Value
1.1	00010	550002205 - SECURITY SERVICES	0000	28/01/2023	EA	2.00	3,250.00	6,500.00
Gross Price								6,500.00
Tax (5%)								325.00
Grand Total								6,825.00

Amount in Words: Dirham Six Thousand Eight Hundred Twenty-Five and Zero fils Only

For Ummsaid Bakery Dubai

Delivery Address : Ummsaid Bakery Dubai

(Authorized Signatory)

Document Level Note :

Created by: Ajmal Valiyakath

Approved By: Abraham Puthoor

UMMSAID BAKERY DUBAI BRANCH

ATTENDANCE FOR SECURITY GUARDS FOR DECEMBER 2022

Sl. No.	NAME	Name of the Security Company	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No of days worked
1	SOORAJ	LOYAL	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	30.00				
2	MOHAMMED SAMEER	LOYAL	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p	30.00				



Submitted By: Jayashankar



Verified By: Sam Mohamed Saffir
Asst Manager - HR & Admin



Abraham Puthoor
Approved By : Abraham Thomas Puthoor
Deputy General Manager


Sam
Asst. Manager - HR & Admin