

PURCHASE ORDER

M/s. Naveena Industries
India
Tel: 0091-484-2684432

Date: 20th December 2022

Ref. : USB/2022/515

Dear Mr. Eldho,

Reference to your quotation No 64/2022, we are pleased to confirm as follows;

Sl.	Description	Unit	Qty.	Unit Price USD	Total Price USD
01	Continuous Band Sealer Horizontal Model	Pcs	5	230	1,150
Packing and Shipping Charges					205
Total USD CFR Doha					1,355/

Payment : 100% upon readiness of goods before shipment.

Shipment : Within 1-2weeks from the date of this order.

Documents required:-

- 1-itemized Commercial Invoice in Shipper's letterhead issued from the country originating shipment mentioning machinery components, H.S. Code with other details for net amount without showing any discount duly attested by Chamber of Commerce (manually signed and ink stamped)
- 2-Packing List showing number of pieces, packages, net & gross weight etc.
- 3-Certificate of Origin issued by Chamber of Commerce from the country originating shipment, invoice number, quantity, weight etc (manually signed and ink stamped).
- 4-B/L/AWB consigned to M/s. UmmSaid Bakery, P.O. Box 1444, Doha, Qatar.
- 5-Certificate confirming that each individual item and its external packaging have Made in marks (country name) either engraved or mentioned in non-removable sticker.

Remarks:

- 1-Shipping documents should be provided from the country of exports. Failing this 1 % of the invoice value will be charged as penalty as per Qatar customs law.
- 2-Goods description on Certificate of Origin should match with the goods description of commercial invoice.

We look forward to receiving your confirmation.

With best regards

Hamid Bushra

Group Head - Procurement & Public Relation

UmmSaid Bakery

P.O. Box 1444
44415000

No: USB/2022/515

PURCHASE MEMORANDUM

Date: 06.12.2022

BASIC DETAILS		CAPEX NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title : Band Sealing Machine		a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name : Naveen Industries	CoO - India
Type of Item / Asset : Sealing Machines		c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value : USD 1,464.36	Rate : USD 228/Pc - Ex-work (Band Sealer)
Department : Maintenance		e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty : 3 Band Sealers, 1 Pedal Sealer and accessories	
Type of expenditure : Capital <input checked="" type="checkbox"/> Revenue <input type="checkbox"/>		g) Others (specify) <input checked="" type="checkbox"/> Tools		Pur. Memo. No : USB/2020/164	Date : 12.12.2020

Note: Pts attach feasibility study if a/b/c is/are applicable.

REASON/OBJECTIVE OF THIS PURCHASE

- 1-Band Sealers are required for Paratha, Half Cooked & Roti Plant Packing Section.
- 2-These are requirement for smooth operation.

RISK/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

100% payment required to pay before dispatch without BG as material are available ex-stock for dispatch upon receiving payment

QUOTED SUPPLIER(S) DETAILS												
No	Party Name	Country of Origin	Shipment Term	Currency	Quoted rate/pc	Negotiated rate/pc	Exchange rate	Qty. Nos	Amount FC	Total - Qr.	Payment Term / Mode	Remarks
1	Naveena Industries, India / Band Sealer	India	Ex-work	USD	230.00	230.00	3.68	5	1,150.00	4,232	100% upon readiness of goods before shipment	1-Cost QAR 2,500/- (apprx.) for clearance, legalization, insurance, delivery Order, transportation or any other charges not included in this PM. 2-The above cost is indicative only.However actual will be paid at the time of clearance. 3-Sealing Machines are not duty exempted, hence 5% duty will be applicable and paid by us at the time of clearance. 4-Insurance will be taken care by BU finance. 5-All bank charges inside/outside Qatar will be borne by us.
Packing & Shipping									205.00	754		
Total CFR									1,355.00	4,986		
2	Sam Robotics and Automation, India / Band Sealer	India	Ex-work	USD	375.00	375.00	3.68	5	1,875.00	6,900	100% before shipment	Price advantage in ordering from Naveena Industries.
Packing & shipping									352.00	1,295		
Total CFR									2,227.00	8,195		
3	Purusharth Overseas, India / Band Sealer	India	Ex-work	USD	525.00	445.00	3.68	5	2,225.00	8,188	100% advance	Price advantage in ordering from Naveena Industries.
Packing & shipping									1,000.00	3,680		
Total CFR									3,225.00	11,868		

* All the supported quotations should be attached

RECOMMENDED SUPPLIER DETAILS											
Party Name	Shipment Mode	Shipment Term	Negotiated Amount	Exchange rate	Qty. Nos	Amount FC	Total - Qr.	Payment Mode	Date of shipment	Date of arrival	Period of completion
Naveena Industries, India / Band Sealer	Sea	CFR	1,355.00	3.68	5	1,355.00	4,986	As above	Apprx 1 week from order	Apprx 15 days from dispatch	N/A

Supplier selection criteria(s);

Better quality Lowest bidder Reputed supplier Others (specify)

BUDGET DETAILS	
Particulars	Amount (QAR)
Budgeted value for the requested Capex/expense	8,102,750
Budget utilized till last purchase	(1,328,975)
Balance available for this purchase	6,773,775
Proposed as per this purchase memorandum	(4,986)
Surplus/(Deficit)	6,768,789

AUTHORIZATION / APPROVAL

Vishnu Prasad Senior Officer - Procurement 12/7/2022	V.R Pillai Senior Manager - Production 12/7/2022	Shafiq Ahmed Senior Manager-Operations 12/8/2022	Mohammed Omer Asst. Manager - Purchase 12/11/2022	Tayyab Mohammad Azam Senior Manager - Procurement 12/11/2022	Mohamed Safran Accountant - Finance 12/11/2022	Sameer Mohammad Senior Manager - Finance 12/13/2022	Hamed Bushra General Manager 12/13/2022	Saheem Bhat General Manager 12/13/2022
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