

Imad Khan -Summary

QFM Trading Co

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SERVICE MEMORANDUM

Date : 15-May-2023

No:	TRD/HRSM/23/J02	BASIC DETAILS OF SERVICE MEMO		LAST PURCHASE/SERVICE MEMO	
Nature Service	Hiring of External Manpower			Supplier name	N/A
Department	Operations			Rate per month	N/A
Service Type	Renewal <input type="checkbox"/>	or <input checked="" type="checkbox"/> New Service	[]	Contract period	N/A
Reason/Objective of this purchase	Segregation of damage and good wheat bran and re-packing operation at Street-01. This is an exception activity for Street 1 re-packing operations, no previous supplier for the same			Service Memo.	
				Date	

*Quotation from IMAD KHAN attached with and no written quotation from Al Rabeiya Trading & Contracting Est.

*We are processing this SLO with a two Quotation as no other supplier with these services are available in market due to nature of the operation.

*IMAD KHAN is under sponsorship of another company, however contract is being executed with IMAD KHAN directly because the rate charged is higher if we are dealing with 1st sponsor and the additional cost for the same is QAR 75,000. (i.e. QAR 0.50 for each bag for 150,000 bags)

* As risk mitigation duly signed offer letter with complete undertaking of risk at site has been received from IMAD KHAN.

RISKS/CONCERN/NON-COMPLIANCE OF SOPs or POLICY

QUOTED SERVICE PROVIDER DETAILS					
No	Supplier Name	Service Description	Rate in QAR / Bag	Negotiated rate in QAR / QAR /	Total in QAR
1	IMAD KHAN	Cutting Damaged Bags from block to Jumbo Bags	0.25	0.25	7,413
		Repacking of Good Bran (cleaning, bagging, weighing, and stitching)	1.25	1.25	150,952
		Loading repacked bran bags to trucks	0.20	0.20	120,348
		Cutting Damaged Bags from block to Jumbo Bags	2.00	2.00	24,070
1	Al Rabeiya Trading & Contracting Est.	Repacking of Good Bran (cleaning, bagging, weighing, and stitching)	1.22	1.22	59,304
		Loading repacked bran bags to trucks	0.28	0.28	146,525
					239,426

* All the supported documents are attached herewith

Notes:

- 1.Outside manpower is required for segregation of every damaged bag stored at Street-01 open area and to be repackaged as per MOCI requirement within the deadline provide by MOCI to accept the good bags under running tenders.
- 2.The scope includes cutting all the damaged bags stacked at block and segregate good brans in bunker & damaged cake bran into jumbo bags. And then good bran to repacked in 30 Kgs bag and to be loaded in trucks.
- 3.The payment will be based on number of bags. Quantities handled on day-to-day basis duly verified by concerned supervisor/authority.
- 4.Considering the urgency and requirement this service provider to be recommended to go ahead till the completion of repacking operation at Street 01.
- 5.Total bags to be under operation for Approx 150,000 & total cost approx. QAR 182,000 in total.
- 6.Service required till 30th June 2023.

RECOMMENDED SERVICE PROVIDER			BUDGET DETAILS	
No	Supplier Name	Service Description	Total in QAR / Bag	Remarks
1	IMAD KHAN	Cutting Damaged Bags from block to Jumbo Bags	0.25	Payment Mode - Payment against Invoice.
		Repacking of Good Bran (cleaning, bagging, weighing, and stitching)	1.25	Payment Period - Weekly basis
		Loading repacked bran bags to trucks	0.20	Period of Service Required - till end of re-packing operations (expected completion date is 30-June-2023)

SUPPLIER SELECTION CRITERIA(S),			AUTHORIZATION / APPROVAL	
Better quality <input type="checkbox"/>	Lowest bidder <input checked="" type="checkbox"/>	Reputed supplier <input type="checkbox"/>	Others (specify) <input type="checkbox"/>	
Particulars			BUDGET DETAILS	
Budgeted value for the requested service/expense			Amount (QAR)	
Budget utilized till last purchase			3,187,741 (1,761,729)	
Balance available for this purchase			1,426,012 (182,069)	- Budget mentioned is cumulatively for all three tenders i.e. 10, 17 & 32
Proposed as per this service memorandum			1,244,012	
Surplus/(deficit)				

Zainab Ahmad
Senior Executive - HR & Admin
11/06/2023

Mohamed Kashif
Manager Finance
11/06/2023

Ajman Hussain
Khaja Bahaduddin
Asst. Vice President - Finance
& Admin • Corporate HR
11/06/2023

Abdul Salam
Tariq Mohammad
Vice President - Finance
11/06/2023

Sheikh Mansoor
Chief Executive Officer
12/06/2023

Shiekh Mansoor
Board Member
12/06/2023