

No: USB/2023/140

## PURCHASE MEMORANDUM

Date : 27 - 07 - 2023

BASIC DETAILS		IF CAPEX, NATURE OF CAPEX		LAST PURCHASE	
Item / Asset Title : Spare Parts		a) Expansion <input type="checkbox"/>	b) Capacity enhancement <input type="checkbox"/>	Supplier name : Vesta Engineers	CoO - India
Type of Item / Asset : Spare parts		c) Cost reduction <input type="checkbox"/>	d) Replacement <input type="checkbox"/>	Total value : USD 2,436/-	Rate : USD 81.20/pc Ex-work
Department : Bakery - Production		e) Office equipments <input type="checkbox"/>	f) Furniture & Fittings <input type="checkbox"/>	Total Qty : 30 pcs	
Type of expenditure : Capital <input type="checkbox"/> Revenue <input checked="" type="checkbox"/>	Revenue <input checked="" type="checkbox"/>	g) Others (specify) <input type="checkbox"/>		Pur. Memo. No : USB-2022-513	Date : 15.12.2022

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

## REASON/OBJECTIVE OF THIS PURCHASE

- 1-Spare part (Moulding Plate) is required for Half cook Chapati machine.  
 2-This is requirement to keep in stock for smooth operation during 2023.  
 3-There is price advantage of USD 0.96/pc x 30 pcs = USD 28.80/- equivalent QAR 105/- as compared to last purchase

## RISKS/CONCERNS/NON-COMPLIANCE OF SOPs or POLICY

Going ahead with single quote as Vesta Engineers is OEM Supplier.

QUOTED SUPPLIER(S) DETAILS												
No	Party Name / Description	Country of Origin	Shipment Term	Currency	Quoted Rate/pc	Negotiated Rate/pc	Exchange rate	Quantity Pcs	Amount FC	Total - Qar	Payment Term / Mode	Remarks
1	Vesta Engineers / Spare parts	India	Ex-work	USD	86.41	80.24	3.68	30	2,407.20	8,858	100% before dispatch	1-Cost QAR.3,000/- (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 by us at the time of clearance. 3-These are consumables, hence exemption is not available. Hence 5% duty will be paid by us at the time of clearance. However will try for exemption if approved. 4-Insurance will be done by Business Unit Finance *5-Freight mentioned is indicative and may vary at the time of shipment. However actual will be paid by us. 6-Details as per Quotation No.VEQ/022/RRR/2023 attached. 7-All Bank charges inside/outside Qatar will be borne by us
						*Freight		1.00	185.00	681		
								Total CFR, Doha	2,592.20	9,539		

\* All the supported quotations are attached

Party Name / Description	Country of Origin	Shipment Mode	Shipment Term	Negotiated Rate/pc	Exchange rate	Quantity Pcs	Amount FC	Total - Qar	Payment Mode	Date of shipment	Date of arrival	Period of completion
Vesta Engineers / Spare parts	India	Sea	CFR	2,592.20	3.68	30	2,592.20	9,539	as above	Apprx one month from the order	Apprx 20 days from dispatch	N/A

Supplier selection criteria(s) ;

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ ... OEM Supplier

## BUDGET DETAILS

Particulars	Amount (QAR)
Budgeted value for the requested capex/ expense	
Budget utilized till last purchase	
Balance available for this purchase	
Proposed as per this purchase memorandum	
Surplus/(Deficit)	

## AUTHORIZATION / APPROVAL

Vishnu Prasad  
vishnu Prasad  
Senior Officer - Procurement  
23/08/2023

Rajesh Kumar Jha  
Rajesh Kumar Jha  
Assistant Manager - Maintenance  
24/08/2023

Shafiq Ahmed  
Shafiq Ahmed  
Senior Manager-Operations  
24/08/2023

Tayyab Mohammad Azam  
Tayyab Mohammad Azam  
Senior Manager - Procurement  
24/08/2023

Sameer Mohammed  
Sameer Mohammed  
Senior Manager - Finance  
26/08/2023

Hamed Bushra  
Hamed Bushra  
General Manager  
27/08/2023

Saheem Bhat  
Saheem Bhat  
General Manager  
27/08/2023