



# Qatar Foods Industries Co.

P.O.Box 1444  
44415000

## SERVICE MEMORANDUM

Date : 15-Feb-2023

### BASIC DETAILS OF SERVICE MEMO

### LAST PURCHASE/SERVICE MEMO

Nature Service : Buses on Lease (replacement of leased vehicle)

Supplier name : Aayan Leasing Co.

CoO - India

Department : HR & Admin

Total value of SM : QAR 2,500/month

Rate per month : QAR 2,500/month

Service Type : Renewal

or

New Service

Contract period : 5 years (14 seater Nissan Urvan Bus)

Service Memo : -

Date : -

### REASON/OBJECTIVE OF THIS PURCHASE

- 1-23 seater bus is required as replacement for existing 14 seater Nissan Urvan Bus #289238.
- 2-The existing bus has run 450,000 km as on 10.02.2023. Leased in 2015 & has completed its lease terms.
- 3-Terms and Conditions will be as per existing agreement with Aayan.

(Fauzad Sir)

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

Going ahead with Aayan as they are approved supplier for leased vehicles

### QUOTED SERVICE PROVIDER DETAILS

No	Supplier Name	Bus Type for Lease	Currency	Quoted rate/month	Negotiated rate/month	Exchange rate	Cost for 1 year	Service Period in years	Total (for 5 years)	Payment Terms/Remarks
1	Aayan Leasing Co.	Toyota Coaster 23 seater	QAR	4,600	4,600	1.00	55,200	5	276,000	1-60 days from Invoice 2-Existing approved supplier for leased vehicle
							Total QAR for 5 years leasing		276,000	

\* All the supported documents are attached herewith

### RECOMMENDED SERVICE PROVIDER

Supplier Name	Negotiated rate/month	Exchange rate	Rate Per month	Service Period in years	Total - Or.	Payment Terms
Aayan Leasing Co.	Toyota Coaster 23 seater	1.00	4,600	5	276,000	60 days credit
			Total QAR		276,000	

Supplier selection criteria(s) :

Better quality ☐ Lowest bidder ☐ Reputed supplier ☐ Others (specify) ☒ Approved supplier for leased vehicles

### BUDGET DETAILS

Particulars	Amount (QAR)
Budgeted value for the requested service/expense	16,200
Budget utilized till last purchase	-
Balance available for this purchase	16,200
Proposed as per this service memorandum	(55,200)
Surplus/(deficit)	(39,000)

### AUTHORIZATION/APPROVAL

Vision Prasad  
 Zain Mehdhi  
 Assistant Manager - HR & Procurement  
 Fauzad Sir  
 Tayyab Mohammad Azam  
 Tayyab Mohammad Azam  
 Senior Manager - Finance  
 Fahim Rasmy  
 Fahim Rasmy  
 Senior Manager - Finance  
 Tariqul Rahman  
 Tariqul Rahman  
 Senior Manager - Finance  
 Khaja Bahaudin  
 Khaja Bahaudin  
 Asst. Vice President  
 Tariqul Rahman  
 Tariqul Rahman  
 Senior Manager - Finance  
 Sheikh Mansoor  
 Sheikh Mansoor  
 Board Member