



Kerala Electrical & Allied Engineering Co. Ltd.

(A Govt. of Kerala Undertaking)

7th Floor, KSHB Office Complex, Panampilly Nagar, Cochin-682 036

+91 484 2310012 / 13 / 14 ; Fax: + 91 484 2310015

Email : info@kel.co.in; web : www.kel.co.in

Expression of Interest is invited from reputed and experienced firms who can undertake/manage the following work on behalf of the company at various ESCOM's of Karnataka

- Order canvassing cum Liaison
- Debt Collection

Interested firms may apply to the above address with all credentials and supporting documents. Firm should have minimum 5 years experience in liaison work at various ESCOM's and shall have good rapport with officers of ESCOM's. Selected firm will be responsible for:

- Getting advance information about forthcoming tenders and associated specifications
- Getting prevailing prices and indication about price to be quoted
- Order follow up after submission of offer
- Bills submission at various stores on delivery of products
- Rectification of minor transit damages of products delivered at stores
- Timely collection of payments and C forms against supply of products
- Settlement of issues if any and collection of old debts and Liquidated Damages (LD)

Selected firms should enter into a contract with KEL for the above work and shall not work for any other manufacturers/Traders of Transformers during the tenure of contract with KEL.

Last date of submission of Expression of Interest is **31.05.2017**.

Sd/-

General Manager (P&A)

19/05/2017

Kochi-682 036