



ANNEXURE 11 of SPM

**SHORT QUOTATION NOTICE**

**No.CT/6858/2017-B3**

Department: STATE GST DEPARTMENT,  
KERALA Tax Towers, Karamana,  
Thiruvananthapuram  
Tel:0471-2785238

Sealed quotations are invited for executing AMC of the following works:

**Annual Maintenance Contract (AMC) for Transformer (200 KVA, 2010 Model )**  
installed in the Ground floor of Tax Towers, Karamana.

The envelopes containing the quotation should bear the superscription "Quotation for executing AMC for Transformer (200 KVA )" and should be addressed to the Commissioner of State Tax, 9<sup>th</sup> Floor, Tax Towers, Killippalam, Karamana P.O, Thiruvananthapuram-695002. Intending tenderers may submit the quotations on their own papers. Last date for receipt of quotations is **21/12/2019 5pm**. Late quotations will not be accepted.

The quotations will be opened at 11am on **23/12/2019** in the presence of such of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply of service can be obtained free on request from The Commissioner of State Tax, 9th Floor, Tax Towers, Killippalam, Karamana P.O, Thiruvananthapuram-695002, till **21/12/2019** at 4 PM. The payment for the works will be sanctioned in two/four equal instalments. A format of service level agreement is also enclosed herewith and it will be executed with the firm who quoted the lowest amount after the approval of quotations.

  
**COMMISSIONER**

Place: Tax Towers, Karamana, TVM

Date:**07/12/2019**

## SERVICE LEVEL AGREEMENT

AGREEMENT executed ..... day of ..... between .....(hereinafter called “the Contractor”) and the Commissioner of State Tax, State Goods and Services Tax Department, Kerala, Thiruvananthapuram (hereinafter called “SGSTDK” for and on behalf of the Governor of Kerala/ the Government).

WHEREAS the Contractor has tendered for the supply of services of the Annual Maintenance Contract (AMC) for Transformer (200 KVA) for a period of one year for the use of the SGSTDK as per offer letter No. .... Dated ..... of Contractor.

“AND WHEREAS the Government/Purchasing Officer have/has been pleased to accept the offer subject to the conditions stipulated in the Supply Order No CT/6858/2017-B3 Dated ..... (which shall form part of this agreement as if incorporated herein) in respect of the articles mentioned therein.”

The Agreement shall however be subject to the following terms and conditions.

1. The duration of the contract shall be from one year from .....(date of signing of the agreement).
2. The SGSTDK shall pay the Contractor the charges of Rs. ....(GST Extra) in two/ four instalments.
3. The Contractor should conduct 3 routine services during the contract period.
4. Break if any happens during the contract period, the Contractor should attend the matter within 4-7 working hours of intimation.
5. The following services are included for the transformer.
  - a). General Cleaning
  - b). Checking and correcting of
    - i. All connections
    - ii. Core clamping
    - iii. HT & LT Bushing
    - iv. Spaces and Bus bar supports
    - v. Checking of voltage and current balancing
    - vi. Checking of abnormality if any
    - vii. Checking of temperature guages of available with the enclosure

6. The following services are included for HT Switch Fuse unit

a) General checking of

i. Earth switch

ii. Shunt trip

iii. Space heater

iv. Seal of bushing, insulators, bus bar supports

v. On/Off trip indication

vi. Checking control

7. If any replacement / major repairs of the defective parts are required, it should be done by the contractor within two working days.

8. The SGSTDK should not entertain the increase in the contract amount under any circumstances.

9. The SGSTDK reserves all right to reject any tender or all tenders if recorded the conditions laid in the agreement are violated.

10. The Contractor shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not under let or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Commissioner, State Goods and Services Tax Dept.

11. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the court of competent jurisdiction in Thiruvananthapuram.

12. Under any circumstances, for the uninterrupted functioning of the System, the Contractor shall be liable to provide standby system.

13. If the defect is not resolved within the stipulated time frame by the contractor, penalty will be attracted unless standby device is provided. An amount of Rs. 50/- is charged as penalty per day for the belated service days. But the penalty must not exceed to 10% of tendered value of the work.

14. The Contractor shall adopt all safety measures, which are essential for the execution of the work. The SGSTDK shall not be responsible for any mis-happening if occurred while executing the work; this may please be noted very carefully. The contractor is advised to have the insurance of his staff / workers against any mis-happening while attending the work at his own level.

15. The prices quoted should be inclusive of all taxes, duties etc. except GST, which are or may become payable by the contractor under existing or future law or rules of the country of origin supply or delivery during the course of execution of the contract.

16. Contractor shall submit a working phone No./ mobile No. of his / or authorized representative, so that communication may be done in case of emergency.

IN WITNESS WHEREOF the Contractor and  
Shri .....  
.....(H.E. name and designation) for and on behalf of the Governor of  
Kerala have hereunto set their hands.  
Signed, sealed and delivered by.....

(Contractor)

In the presence of witness (1)

(2)

Signed, sealed and delivery by

Shri ..... (H.E name  
and designation) for and on behalf of the Governor of Kerala.

In the presence of witness (1)

(2)

