



TRANSFORMERS & ELECTRICALS KERALA LIMITED

**(A JOINT VENTURE OF GOVERNMENT OF KERALA & NTPC LIMITED)
ANGAMALLY SOUTH P.O., ERNAKULAM DIST-683573, KERALA STATE**

Phone : 0484 2452251, 52, 53, 2452363 (Fax)

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WANTED LIAISONING AGENTS

Transformers & Electricals Kerala Ltd. (TELK), is one of the pioneers in the field of manufacturing Extra High Voltage Transformers and associated equipments since 1963.

TELK requires liaisoning Agents in various states in India on commission basis.

Those who have previous experience in the above field and meet our qualifying requirements may only apply on or before 15.09.2011, to the Senior Manager (Marketing)

For detailed letter/information/qualifying requirements, kindly visit our web site:
www.telk.com

APPLICATION FORMAT FOR THE POST OF LIAISONING AGENT
ON COMMISSION BASIS

- 1) Name and address of the person/firm in block letters
- 2) Service Tax Reg.No. & PAN No.
- 3) Contact number with e-mail address
- 4) No. of employees (Name & photographs are to be attached)
- 5) Educational qualifications of employees (Documentary proof are to be attached)
- 6) Details of previous experience
 - 6.1) Details of orders bagged / executed during last 3 years, including its value
 - 6.2) Name of customers/companies for which the agent is representing / doing liaison work (submit copies of the appointment letters)
 - 6.3) Details of specific achievement if any during last 3 years
- 7) Details of financial capability

- 7.1) Business Turnover for the last 3 years

- 7.2) Details of bank accounts & transaction statements for last 3 years

- 7.3) Balance sheet (attach copy)

- 7.4) Copy of Income Tax Return & ITCC for last 3 years

- 7.5) Over Draft / Credit facilities with Bank / any financial institution both fund based as well as non-fund based

- 8) Ability in the field of customers relationship Management

- 9) Your interested Territory for the liaisoning work and details of office and address in these areas.

Declaration :

I/We do hereby declare that, I have received all the conditions including remuneration details and the particulars mentioned above are true and correct to the best of my / our knowledge.

Application for appointing Liaison Agents

We, TELK, Angamally, Kerala a leading manufacturer of EHV Power Transformers and Switch Gears, wish to appoint Local Agents for liaisoning work of our products in various states of India. Application are invited from qualified, financially sound people/firm who meet the following experience criteria in the prescribed format (Annexure - I). The filled up form should reach the undersigned on or before 31.07.2011.

1. Experience in the liaisoning work with Electricity Board/other Power Utilities in their respective territory for a minimum period of 10 years.
2. Mention average annual value of orders for the last 3 years.
3. Availability of office/official place for correspondence and keeping the documents in safe custody - fax, phone / video conferencing etc.
4. Willingness for frequent traveling.
5. Minimum 2 employees should be available for the work always.
6. Remuneration will be paid on prorata basis as per our norms after receiving the payment from customer for the respective order / supply as follows.

1.5% of the ex-works value of the order for the orders with unit ex-works value upto Rs.4 crores and 1% for unit ex-works value morethan Rs.4 crores, for orders from Government / PSUs. Commission for orders from Private Parties will be less than 1% and the same can be finalized on mutual discussion. Payment shall be released on pro-rata basis for the collected payment only as per our norms.
7. No expenditure other than the fixed rate of commission will be paid.
8. Who are financially capable to work without any advance from us only need to apply.
9. Scope of work is attached as Annexure - II.
10. The appointment shall be initially for a period of two years. Performance on yearly basis will be evaluated and the same if found upto our expectation, we reserve the right to extend the contract periodically in every year. After rating of the performance, if not found upto our expectation in terms of receiving order or receipt of payment, TELK shall reserve the right to terminate this appoint with 3 months notice.

SCOPE OF SERVICE

The liaison work will cover for all the products/project manufactured or undertaken by TELK viz,

- Information to TELK in advance about forthcoming tenders in the respective territory.
- Information about market price and loss figures for identical product.
- Procuring of tender documents, submission of tender received from TELK, attend tender opening, preparation of comparative statement and forward to TELK without delay.
- Close follow up and inform the progress of tender / offer from time to time.
- Arrange discussion wherever necessary and settle the issues if any.
- Follow up for bagging the order.
- Co-ordination of drawing approval, order amendment if any, witness inspection, test report approval, dispatch clearance etc in time.
- Co-ordination of dispatch, collection of material receipt from site, submission of bills, collection of payment.
- Follow up and collection of 'C' forms and Bank Guarantees.
- Collection of service charges / any other payment from customer.
- After sales support in getting order for service, spares or repair of our products.
- Follow up for delivery extension / LD waiver wherever necessary and collect the LD payment.

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- Arrangement of insurance survey if required.
- Co-ordination of seminar / work shop for customer in consultation with TELK.
- Co-ordination with supplier at your area based on the requirement from TELK.
- You are not entitled to represent any other firms for products being manufactured by TELK.
- Liaisoning work is not limited to above. Any other works related to tender/execution is found necessary the same may also be done by you.