

PROPOSAL FOR ANNUAL MAINTENANCE CONTRACT

Dear Sir,

Sub: Proposal for annual maintenance contract

We have supplied our OLTC typeAlong with Transformer of M/s
.....

As you are aware, the OLTC is a vital part of the transformer and is used for correcting the transformer secondary voltage by changing tapping position. There are large numbers of mechanical & electrical components which are subjected to stringent mechanical & electrical stresses. Every tap change operation results in to arcing between the contacts & thus carbonizing the tap-changer oil & erosion of contact. It is therefore necessary to maintain the OLTC on periodical basis to ensure uninterrupted trouble free service.

Although OLG OLTCs require little maintenance, it needs expertise & regular monitoring of its performance to ensure trouble free service & extended utility for the equipment.

We recommend the preventive maintenance should be carried out at least once a year and should be done in a planned manner to ensure that there is no interruption to the normal functioning of the equipment.

We offer annual maintenance contract to all our esteemed customers for our products.

Under this contract On Load Gears shall undertakes to maintain the on-load tap-changer for the contract period from 1 year to 5 years as agreed. This contract provides for free replacement of spare parts (Excluding selector switch arcing contacts). Services covered under this contract are as follows:

- One service visit per year during the period of contract. The date of service call shall be decided by the customer with 1 week notice to OLG. The OLTC should be made available to our service technician as & when our technician reaches the site. During this visit following services shall be provided.
- Servicing & inspection of Drive mechanism. The details are as per as per the check list in annexure. Replacement of any defective or damaged parts free of cost.
- Inspection of Selector/Diverter Switch as per the check list. Supervising oil filtration/replacement (Facilities & oil to be arranged by the customer).
- Replacement of the Selector/ Diverter contacts if needed. The replacement of contacts will be charged extra.
- All functional checks/tests on OLTC.

1. Break Down Maintenance:

Under any break down of the equipment during this contract period our service technician shall visit the site on priority within reasonable time on intimation. This visit will be on nominal charges of Rs3000-7000/- visit basis. Material cost for replacement to damaged part will be charged separately. Air travel under this visit, if required by the customer due to urgency, shall be charged extra on actual basis.

AMC Service charges

Location	1 Year AMC	2 Year AMC	3 Year AMC	5 Year AMC	Additional visit charges/ visit
Chennai & Surrounding within 50 KM radius	9000	17000	25000	40000	3000
TN, Kerala, Andhra, Karnataka	11000	21000	31000	50000	4000
MP, Maharashtra, CG, Orissa, Goa	13000	25000	36000	60000	5000
All other state	15000	29000	42000	70000	7000

Service Tax (14%) Applicable

2. Terms & Conditions

The liability of On Load Gears shall be limited to providing services & replacing spares as covered by this contract & On load Gears shall not be liable for damages, injuries, death or any consequential damages of what so ever nature to any person or property.

- With regards to repairing/replacing worn-out/defective parts and ascertaining proper functioning of the equipment, the decision of OLG shall be final.
- Painting of the tank & parts are not covered under this contract.
- This contract is not terminable before the expiry of the contract.
- The contract should be renewed before expiry of the service contract to ensure continuity of preventive maintenance. Renewal after expiry of contract may require inspection & certification for healthiness of the equipment by OLG's authorized representative. The inspection & certification cost will be extra depending upon the place of installation.

ANNEXURE

MAINTENANCE CHECK LIST

A. Drive Mechanism:

Visual check for the condition & functioning of:

- i) Contactors
- ii) Heater, Thermostat & Switch
- iii) Motor
- iv) Motor protective relay
- v) Aux. transformer
- vi) Geneva Assembly
- vii) Stuffing box Oil seal
- viii) Motor Drive belt tension
- ix) Limit switches
- x) Main Spring
- xi) Condition of sealing gaskets
- xii) Lubrication/ greasing of rubbing parts

B. Selector/Diverter Switch:

- i) Quality of Oil: BDV....., PPM.....
- ii) Erosion of fixed contact: Affected contact nos; Max. Affect on, Min. affect on.....
- iii) Erosion of Moving contacts: Spring dimension.... mm (Max. allowed 3mm)
- iv) Condition of Terminal Board
- v) Phase board
- vi) Lead clearance

C. Functional checks/tests on OLTC:

- i) Raise/Lower Operations.
- ii) Step – by – Step Operation.
- iii) Tap position Indication.
- iv) Tap-Change- In- Progress Indication.
- v) Limiting Devices.
- vi) Operation counter.
- vii) Manual Operation of the Drive Mechanism.
- viii) Functioning of OSR in test position.