



KERALA MEDICAL SERVICES CORPORATION LTD.
(Department of Health & Family Welfare, Govt. of Kerala)
Thycaud P.O, Thiruvananthapuram - 14, Kerala
Telephone: 0471- 2945600, 2945646 Fax: 0471-2945647
engg_ep@kmscl.kerala.gov.in www.kmscl.kerala.gov.in
CIN : U24233KL2007SGC021616

Engineering Division
KMSCL/EP/393/2019


Date: 22/06/2019

CIRCULAR

Please note that all KMSCL equipment suppliers are requested to strictly adhere to the following directions for the smooth processing and timely settlement of payment requests.

1. The invoices generated and submitted to KMSCL for payment should be billed to Managing Director, KMSCL.
2. Invoices without GSTIN number will not be processed.
3. Stock entry with counter signature and office seal is must to process the payment.
4. Installation and Warranty certificate should be provided in the KMSCL format which is published in Tender document/ KMSCL website.
5. If the Supply Orders were issued to install the equipment at Govt. Medical College Hospital, then the signature of the Principal in the Installation & Warranty Certificate/ Material receipt Certificate is mandatory to process the bills.

Corporation shall not take any responsibility for the incorrect documentation and consequences with regard to it.


MANAGING DIRECTOR