



O S Department, Asansol Divisional Office

Ref : ADO/OS/AS

Date : 06/05/2025

Note to Sr Divisional Manager

Re : Approval to proceed for:-

- a) Empanelment of Vendors for
 - 1) Supplying of Gift Items / Mementos (customized / Branded / Non- Branded)
 - 2) Event Managers
- b) Formation of Committees for empanelment related jobs
- c) Uploading of Empanelment Notice on CO website (tenders)
- d) Publishing of Empanelment Notice in two Newspaper (English/Bengali)

At present there are no Empanelled Vendor for supply of Gift Items / Mementos (customized / Branded / Non- Branded) at Asansol Division. Hence we propose the following :

- 1) Empanelment of Vendors for
 - a) Supplying of Gift Items / Mementos (customized / Branded / Non- Branded)
 - b) Event Managers
- 2) Formation of a **Screening Committee** (scrutiny of Empanelment papers submitted by prospective vendors) consisting of the following members:-
 - a) Sri Niloy Roy Chowdhury, Manager(P&IR) (DM)
 - b) Sri Sabyasachi Ghosh Manager (L & HPF)
 - c) Sri Anjan Chakraborty, AO (Claims)
 - d) Sri Atul Pal, AO (F&A)
 - e) Sri Subhashish Sengupta, AO (IT)
- 3) Formation of a **On Site Verification Committee** consisting of the following members:-
 - a) Sri Asim Kumar Chakraborty ,Manager (CRM)
 - b) Sri Subhra Bandhu, AO (P&IR)
 - c) Sri Utpal Dutta, AO(F&A)
 - d) Sri Sourav Banerjee, AO(NB)
- 4) Uploading (Publication) of Empanelment Notice on LIC website (tenders)
- 5) Publishing Empanelment Notice in Two Newspaper (English/Bengali)

Placed before Competent Authority for consideration and approval of the above proposal.

AO (OS)

AAO (OS)

AO (OS/Estate)

Manager (OS) DM

Approved

Sr Divisional Manager

14.05.2025

NOTE TO THE COMPETENT AUTHORITY

Re: Empanelment of Vendors for Sales Dept. for the period F.Y. 2025 to F.Y. 2027.

The empanelled list of vendors for different jobs related to Sales Dept has expired in October 2023. Now We propose for fresh empanelment of vendors for the following categories:-

1. Hoardings, Pole Kiosks etc.
2. Wall Paintings
3. Flex Printing
4. Mobile Van Publicity
5. Other Publicity jobs

Following the rules laid down by the Corporation for Empanelment of Vendors vide provisions of the CO Circular u/ref: CO/Mktg./Oprns/ZD/14/2014 dtd 21.04.2014 & Revised Stores Code we have to advertise the same in local newspapers & in the LIC Website.

Committees are also required to be formed to examine the applications so received, inspect their offices/firms and give necessary recommendations to the Competent Authority.

OS Department, Asansol Division vide their note sheet Ref: ADO/OS/AS dated 06/05/2025. (Copy Enclosed) has formed a **Screening Committee** and an **On Site Verification Committee**. They are also in the process of **Publishing of Empanelment Notice** in two Newspapers (Bengali/English)

Placed before the Competent Authority for necessary Approval for :

1. Fresh Empanelment of Vendors.
2. Advertising in Two Newspapers along with the O.S. Dept.

अनुमोदन के लिये प्रेशित किया गया ।

[Signature]

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सहायक प्रशासनिक अधिकारी (AAO)

सहायक प्रशासनिक अधिकारी (AAO)

We may include the empanelment of vendors for the above OS categories in the said empanelment notice to be published by our OS Dept. Asansol.

प्रबन्धक बिक्रय (Manager Sales)

बिपणन प्रबंधक (Marketing Manager)

Approved

वरिष्ठ मंडल प्रबंधक (SR.DIVISIONAL MANAGER).