



Asansol Divisional Office
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Ref:ADO/OS

DATE:- 01/02/2024

NOTE TO SR.DIVISIONAL MANAGER SEEKING PERMISSION TO PROCEED FOR EMPANELMENT OF VENDORS FOR VARIOUS JOBS FOR THE PERIOD 2024-2027,FORMATION OF DIFFERENT COMMITTEES FOR EMPANELMENT JOB&PUBLICATION OF EMPANELMENT NOTICE IN CC SITE & NEWS PAPER THE TELEGRAPH(ENGLISH DAILY) AND ANANDABAZAR PATRIKA (BENGALI DAILY)

The present empanelment of vendors for Printing, House Keeping, Security Services, IT consumables, Table Statinery supply, Courier Service, General order,Catering, Supplier of Office Equipments like Note Counting Machine, Xerox machines, EPABX System, Hiring of Diesel Generator sets in acoustic Enclosures, Water Purifier, Water Coolers, Supply & Servicing of Various Office Equipments, Furniture & Fixtures etc shall cease on 31/03/2024. We need to start the job of fresh empanelment of vendors for the above jobs for a further period of 3 years (From 01/04/2024 to 31/03/2027).As per prevailing practice of the Corporation we need to put the notice of empanelment of Vendors in CC Site & Publish the notice in at least Two Widely circulated News Paper—One English& other of Local Language. Further various committees need to constitute for smooth completion of the jobs related to vendors' empanelment. **To Complete the process we are in need of Permission for the Following Jobs:-**

1)Empanelment of vendors for the jobs cited above.

2)Publication of the notice of empanelment in CC site, Two News Papers-The Telegraph (English Daily) & Ananda Bazar Patrika (Bengali daily).

We Propose to constitute the following committee with the following members:-

A) Empanelment Committee:-

- a) Sri Prabir Kumar Mukherjee, Manager (Claims)/DM
- b) Sri Sital Topno, Principal(DTC)
- c) Sri Subrata Chakraborty,Manager(F&A)
- d) Sri Surajit Ghosh, Manager (L& HPF)
- e) Sri Asit Kumar Sardar, Manager(IT)

B) Screening Committee:-

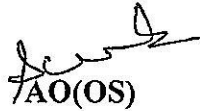
- a) Sri Niloy Roy Chowdhury, Manager(P&IR) (DM)
- b) Smt.Sucharita Senapati, Manager (Claims)
- c) Sri Tapan Kumar Mondal,A.O.(L&HPF)
- d) Sri Indranil Santra, A.O.(F&A)
- e) Sri Subrata Bandhopadhyay, A.O. (I.T)

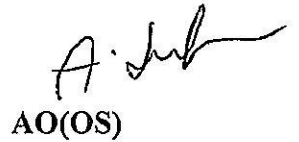
C) On Site Verification Committee:-

- a) Sri Asim Kumar Chakraborty ,Managaer (NB)
- b) Sri Snehasis Sen , Manager(CRM)
- c) Sri Subhra Bandhu, A.O. (P&IR)
- d) Sri Chandan.Kumar.Banerjee,A.O.(Claims)
- e) Sri Sourav Banerjee, AO(NB)

Put up to the Sr. Divisional Manager through Manager (OS) seeking Permission to proceed with the jobs listed above.


AAO(OS)


AAO(OS)


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Recommendation of Manager (OS):-

Recommendation for approval of empanelment job for the year 2024-2027, publication and notice in our website, advertisement in newspaper and constitution of different committee for empanelment job as mentioned in the note sheet.


Manager(OS)

Approved
