

Ref : BDO/Sales/Empanelment/2025-26/AD

Date : 26.05.2025

NOTE TO THE SR. DIVISIONAL MANAGER


Re :Empanelment of Vendors for (A) supply/arrangements of meeting/training/event services and (B) Catering Services

This refers to last year's empanelment of vendors vide Ref: BDO/Sales/EMP/recommendation dated 30.04.2024, under which vendors were empaneled in various categories to facilitate the smooth functioning and management of the Sales Department's activities.


However, no provision was made for empanelment of vendors under the categories "Event Management Services" and "Catering Services" in the said notice, and consequently, no vendor was empaneled for that categories. In the interim, we had to arrange several outdoor events at different locations—some of which involved a large number of agents—by availing the services of vendors empaneled by the Eastern Zonal Office.

Given the need and frequency of such events, it is now felt that we should have our own panel of vendors for event-related services and Catering Services. Therefore, it is proposed that we initiate the empanelment process by issuing a public notice in Jeevan Sanchar.

Submitted for consideration and necessary approval.


AAO (Sales)


Manager (Sales)


Marketing Manager


Sr. Divisional Manager