



ANNUAL PROCUREMENT PLAN

AND

NODAL OFFICERS FOR MSEs

MSTC LIMITED

225-C, A.J.C BOSE ROAD

KOLKATA-700020 (INDIA)

PH: (033) 2290-0964, 2287-7557 / 0568 / 9627

ANNUAL PROCUREMENT PLAN FOR FY 2019-2020

The total eligible annual procurement by MSTC for year 2019-20 is likely to be Rs.8 Cr. And total procurement from MSEs is likely to be Rs. 3 Cr.

Further, in FY 2018-19, a total 28 MSEs benefitted, in which 5 MSEs belongs to SC/ST entrepreneurs. A total of 59.57% of procurement has been done from MSEs and in which 2.52% has been procured from the MSEs belongs to SC/ST entrepreneurs.

MSTC is making efforts to encourage participation from MSE vendors (SC/ST).

TENTATIVE LIST OF GOODS/SERVICES WHERE MSEs ARE PARTICIPATING/EXPECTED TO PARTICIPATE IN MSTC

A. GOODS

Sl.No.	Description
1.	Chokes for light fitting/ Bulbs
2.	Executive chairs/ Tables
3.	Fire extinguishers (wall type)
4.	Air conditioners (Split/ window ACs)
5.	Xerox paper sheets
6.	Cartridges' for printers
7.	Punching machines
8.	Calculators
9.	Pens (Dot pens/ Gel pens)
10.	Safety Pins (and other similar products like paper pins, staples pins etc.)
11.	Sanitary Towels
12.	Scissors cutting (ordinary)
13.	Plastic jug/ Glasses
14.	Cello tapes / Sticky notes
15.	Pencils/ White board marker
16.	Trays
17.	Waste paper Basket
18.	Soap liquid
19.	Stapling machine
20.	Steel racks/ shelf
21.	Printers / printers ribbon
22.	UPS Batteries
23.	Personal computer / Laptop
24.	Duster and Room fresheners.

B. SERVICES

Sl.No	DESCRIPTION
1.	Courier Services for Corporate Office
2.	Hiring of Skilled and unskilled manpower
3.	Hiring of Vehicles
4.	Maintenance of IT System & Equipment
5.	Cleaning/ maintenance services
6.	Care taking services for the Guest House at Kolkata
7.	Photo copying and printing services
8.	Air Ticket Booking services
9.	Housekeeping services
10.	Conduction of Recruitment of the company
11.	Supply & installation of Biometric attendance and surveillance system
12.	Group SMS services

LIST OF NODAL OFFICERS FOR VARIOUS REGIONS OF MSTC

Sl.No	Region/Branch	Nodal Officer
1.	Corporate office Kolkata	Smt. V Vasanti, GM (P&A) 225-C, A.J.C Bose Road, Kolkata – 700020 Email: vvasanti@mstcindia.co.in Mobile: 9884117557
2.	NRO, Delhi & Dehradun office	Shri. S K Poddar, Addl.GM (RM) 30/31A Jeevan Vikas Building, 1st Floor, Asaf Ali Road (opp. Hamdard), New Delhi - 110 002 Email: sanjibpoddar@mstcindia.co.in Mobile: 09830156246
3.	WRO, Mumbai & Nagpur office	Shri Surya Kant, ADDL. GM (RM) 607-608 Raheja Centre, Nariman Point, Mumbai - 400 021 Email: suryakant@mstcindia.co.in Mobile: 9974089982
4.	ERO, Kolkata & Patna Office	Shri Vikash Kumar Jaiswal, CM, (RM) 225-F, A.J.C Bose Road, Kolkata - 700 020 Email: vikash@mstcindia.co.in Mobile: 09903042449
5.	SRO, Chennai	Shri A Rajamanickam, ADDL.GM, (RM) ISPAT Bhavan, 3rd Floor, No.5, Kodambakkam High Road, Chennai - 600034 Email: arajamanickam@mstcindia.co.in Mobile: 09666040607
6.	Trivandrum Branch	Smt Lisbeth Harold Dias , SM (BM) First Floor, Forest Central Library Building, Kerala Forest Head Quarters, Vazhuthacaud, Trivandrum 695014 Email: lpaadickan@mstcindia.co.in Mobile: 09820158988

7.	Bangalore Branch	Shri J Damodaran, DGM (BM) 19/5 & 19/6, 3rd Floor, Kareem Tower, Cunningham Road, Bangalore- 560052 Email: jdmodaran@mstcindia.co.in Mobile:9841002253
8.	Hyderabad Branch	Smt R Purushottam, ADDL. GM (BM) MSTC Ltd., No 5-9-13, 7th Floor, Taramandal Complex, Saifabad, Between Sahara Manzil And Samrat Complex, Hyderabad, Telangana 500004 Email: rpurushottam@mstcindia.co.in Mobile:08884406412
9.	Visakhapatnam Branch & Vijayawada Office	Shri G Sopan Shriram, DGM, (BM) 6th Floor "Jeevan Prakash" LIC Building, Jeevitha Bima Road, Visakhapatnam – 530004 Email: sopan@mstcindia.co.in Mobile:9967066934
10.	Vadodara Branch	Smt. Shalini Bhatti DGM, (BM) 21,Kamalanjali Apartment, 2nd Floor, Opp.Tube Company, Old Padra Road,Akota, Vadodara-390 020 Email: snbhatti@mstcindia.co.in Mobile: 09810614117
11.	Bhopal Branch	Shri Yadav Ganesh Arun Kumar, CM (BM) 76-77(R), First Floor, Zone-II, M.P.Nagar, Bhopal-462011, (M.P) Email: ganeshyadav@mstcindia.co.in Mobile: 09869043055
12.	Raipur Branch	Shri Ravi Shekhar, SM (BM) MSTC LIMITED, Hall No 6 & 7, 3rd floor, Udyog Bhawan, Telibandha, Ring Road 1 , Raipur, 492006 Email: rshekhar@mstcindia.co.in Mobile:09662052481
13.	Bhubaneswar Branch	Shri T D M V Satya Sai, SM (BM) 8th FLOOR, IDCO TOWER, JANAPATH ROAD, UNIT-9, BHUBANESWAR -

		751022,ODISHA Email: tsatyasai@mstcindia.co.in Mobile: 09441487624
14.	Jaipur Branch	Shri Sumit Chakraborty, SM (BM) CF/02, First Floor, Nehru place Complex, Tonk road Jaipur. PIN: 302015 Email: sumitc@mstcindia.co.in Mobile: 07043414496
15.	Ranchi Branch	Shri Rabindra Kr. Singh, SM (BM) MSTC LIMITED, BSNL TELIPHONE EXCHANGE, Sec-2, DHURWA, RANCHI- 834004 , JHARKHAND Email: rksingh@mstcindia.co.in Mobile: 8336928548
16.	Chandigarh Branch	Shri Sanjay Banduni CM (BM) MSTC Limited Telephone Exchange Building, 2nd Floor, Sector-5, Panchkula-134109 Email: sbanduni@mstcindia.co.in Mobile: 08080028865
17.	Lucknow Branch	Shri Nitin Anand, M (BM) 2nd Floor, Centre Court Building, Park Road, Hazratganj, Lucknow - 226001 , Uttar Pradesh Email: anandnitin@mstcindia.co.in Moible:09769760074
18.	Guwahati Branch	Shri Prashant Chitranjan, AM (BM) MSTC LIMITED BSNL Exchange Building, Beltola Basistha Road, Wireless Guwahati, ASSAM-781038 Email: pchitranjan@mstcindia.co.in Mobile:08592888286