



ANNUAL PROCUREMENT PLAN AND NODAL OFFICERS FOR MSEs

**MSTC LIMITED
Plot no.CF-18/2, Street No.175,
Action Area 1C, New Town, Kolkata - 700156**

ANNUAL PROCUREMENT PLAN FOR FY 2022-2023

The total eligible annual procurement by MSTC for year 2022-23 is likely to be Rs.10 Cr. And total procurement from MSEs is likely to be Rs. 2.5 Cr.

Further, in FY 2021-22, A total of 19% of procurement has been done from MSEs and in which 1.26% has been procured from the MSEs belongs to SC/ST entrepreneurs.

MSTC is making efforts to encourage participation from MSE vendors

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
13.	AMC for Solar Panels/IBMS System/Fire Fighting system/Various electronic equipment's
14.	Facility management services
15.	Sanitization and Pest Control services

LIST OF NODAL OFFICERS FOR VARIOUS REGIONS OF MSTC

Sl.No	Region/Branch	Nodal Officer
1.	Corporate office Kolkata	Shri Arnab Mahalanabis, Addl.GM (P&A) MSTC Limited, Head Office, Plot no.CF-18/2, Street No.175, Action Area 1C, New Town, Kolkata – 700156 Email: hodpna@mstcindia.in
2.	NRO, Delhi & Dehradun office	Mrs. Shalini Naomi Bhatti, RM (NRO) 30/31A Jeevan Vikas Building, 1st Floor, Asaf Ali Road (opp. Hamdard), New Delhi - 110 002 Email: rnmromstc@mstcindia.in
3.	WRO, Mumbai & Nagpur office	Mr. Brajendra Mohan Prasad, RM (WRO) 607-608 Raheja Centre, Nariman Point, Mumbai - 400 021 Email: rmwromstc@mstcindia.in
4.	ERO, Kolkata & Patna Office	Mr. Saurabh Satyarthi, SM (ERO) MSTC Limited, Head Office, Plot no.CF-18/2, Street No.175, Action Area 1C, New Town, Kolkata – 700156 Email: ssatyarthi@mstcindia.co.in
5.	SRO, Chennai	Mr J Damodaran, RM (SRO) ISPAT Bhavan, 3rd Floor, No.5, Kodambakkam High Road, Chennai – 600034 Email: rmsromstc@mstcindia.in
6.	Trivandrum Branch	Mr V.Ganesa Moorthy, BM (Trivandrum) 1st Floor, BSNL CTO Building, Opp Kerala State Secretariat, Mahathma Gandhi Rd, Statue, Thiruvananthapuram-695001 Email: bmtvcstc@mstcindia.in

7.	Bangalore Branch	Mrs. R Purushottam, BM (Bangalore) 19/5 & 19/6, 3rd Floor, Kareem Tower, Cunningham Road, Bangalore- 560052 Email: bmbirmstc@mstcindia.in
8.	Hyderabad Branch	Mr Umesh Chandra, BM (Hyderabad) MSTC Ltd., No 5-9-13, 7th Floor, Taramandal Complex, Saifabad, Between Sahara Manzil And Samrat Complex, Hyderabad, Telangana 500004 Email: umesh@mstcindia.co.in
9.	Visakhapatnam Branch	Mr Ganesh Niranjan Jayakumar, BM (Vizag) MSTC LIMITED, 4th FLOOR "JEEVAN SAMRIDDHI", D No 42-1-45/1/1, NEW INVESTMENT BUILDING, THIKKANA ROAD, VISHAKAPATNAM, ANDHRA PRADESH - 530004 Email: bmvzgmstc@mstcindia.in
10.	Vadodara Branch	Ms Sanju Pakad, BM (Vadodara) 21,Kamalanjali Apartment, 2nd Floor, Opp.Tube Company, Old Padra Road,Akota, Vadodara-390 020 Email: bmvadmstc@mstcindia.in
11.	Bhopal Branch	Mr Sumit Chakraborty, BM (Bhopal) 1st Floor, Tilhan Sangh Bhawan,1 Arera Hills MPOILFED Building Bhopal-462011 (Madhya Pradesh) Email: bmbplmstc@mstcindia.in
12.	Raipur Branch	Mr Satya Singh, BM (Raipur) MSTC LIMITED, Hall No 6 & 7, 3rd floor, Udyog Bhawan, Telibandha, Ring Road 1 , Raipur, 492006 Email: bmrprmstc@mstcindia.in
13.	Bhubaneswar Branch	Shri T D M V Satya Sai, BM (Bhubaneswar) MSTC Limited, 2nd Floor, IPICOL House-Annexe Building, Bhubaneswar - 751022 ,ODISHA Email: bmbbrmstc@mstcindia.in

14.	Jaipur Branch	Mr Ravi Shekhar, BM (Jaipur) Room No. 114, First Floor, BSNL Building, Lal Kothi, Behind Nagar Nigam, Jaipur, 302015 Email: bmjprmstc@mstcindia.in
15.	Ranchi Branch	Mr Mayur Dimri, BM (Ranchi) MSTC LIMITED, Exploration Building, 4th floor, CMPDI Campus, Gondwana Place, Kanke Road, Ranchi-834 031, Jharkhand Email: bmrncmstc@mstcindia.in
16.	Chandigarh Branch	Mr Nitin Anand, BM (Chandigarh) MSTC Limited Telephone Exchange Building, 2nd Floor, Sector-5, Panchkula-134109 Email: bmcdgmstc@mstcindia.in
17.	Lucknow Branch	Mr Abhishek Kr. Chaudhary, BM (Lucknow) Ground Floor, CWC Regional Office Complex, Vibhuti Khand, Gomti Nagar, Lucknow - 226010, Uttar Pradesh Email: bmlkomstc@mstcindia.in
18.	Guwahati Branch	Mrs R Winifred, BM (Guwahati) MSTC LIMITED BSNL Exchange Building, Beltola Basistha Road, Wireless Guwahati, ASSAM-781038 Email: bmghymstc@mstcindia.in