



**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

No.IIT/HMC/MESSV/REG-AUT/2024-25/1

Date : 13th June, 2024

NOTICE

The Registration made by the Vendors with the HMC for supply of mess commodities in various Halls of Residence for the academic session January to June,2024 is valid up to 30th June, 2024.

New and the existing vendors may apply afresh for their registration for the Current Academic session (from July, 2024 to December, 2024).

The registration process will be done through online using the link as given below:

<http://www.hmc.iitkgp.ac.in/erp/ctenders/crtVendor>

or

<http://www.hmc.iitkgp.ac.in/web/etender/>

Payment of Rs. 2,000/- (Rupees two thousand only) as Registration Fee to be paid through bank deposit/RTGS/NEFT in favor of "Chairman, Hall Management Centre" on any nationalized Bank payable at Kharagpur. The payment can also be made through GooglePay/PhonePay/PayTM to the Account Number as given below:

Name of the Bank : Punjab National Bank

Name of the Branch : Technology Market, IIT Kharagpur Branch

IFS Code of the Bank : PUNB0387200

Name of the Account : HMC-PNB MOH A/c

Account No. 3872002100000809

On completion of Payment and Application, the documents have to be submitted to the HMC Office. The last date of submission of application with payment proof in the Hall Management Centre is 26th June, 2024 (5:00 PM).

Chairman, HMC

To

Wardens of all the Halls of Residence – for kind display in the Hall Notice Board

Copy to : HMC Notice Board



**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

To
The Coordinating Warden (Mess)
HMC, IIT Kharagpur

Date :

Subject : Application for empanelment as registered vendor of HMC.

Respected Sir,

With reference to your notification dated 13th, June 2024, I do hereby submit the following information for empanelment of my firm as one of the registered vendor of HMC for supply of mess commodities in various Halls of Residence.

1.	Name of Firm	
2.	Postal Address	
3.	Name of the Proprietor	
4.	Mobile Number	
5.	E mail id	
6.	Trade License Number (copy is enclosed)	
7.	GST Registration No. (*) (Copy enclosed)	
8.	PAN Number (copy is enclosed)	
9.	FSSI No. (*) (Copy enclosed)	
10.	Nature of Commodities to be supplied	
11.	RTGS/ NEFT & Date (Copy is enclosed)	
12.	Registration Fee (**)	
13.	Drawn on Bank	
14.	Remarks, if any	

(*) For supply of any item other than unpacked & unbranded fresh vegetable, fruits, milk, meat, fish and egg, GST registration is compulsory.

(**) Registration fee for renewal and new entry both is Rs. 2,000/-.

Declaration / Undertaking: I do hereby confirm that, in case of registration of my firm with the HMC, I shall abide by the rules and regulations of the Hall Management Centre as may be framed from time to time. I do hereby declare that I shall render my services in a decent and hygienic manner. I also confirm that my registered firm under Hall Management Centre was not black-listed during last three years and none of the proprietors of any such black-listed firms are associated with my firm at present.

With regards.

Yours Sincerely

Encl : As stated

(Signature)
Seal / Rubber Stamp of the Firm