

Hall Management Center

eTendering Portal

Instructions Manual

Click/Type URL in the browser: <http://www.hmc.iitkgp.ac.in/web/etender/>

or

Click/Type URL in the browser: <http://www.hmc.iitkgp.ac.in/>

Select **eTender** Link

Click on
Login button

Wednesday, May 04, 2022

IIT Kharagpur | Institute ERP | Institute Webmail

Hall Management Centre

IIT Kharagpur

Home eTender

ETender

Welcome to the eTendering Portal.

Registered vendors are requested to use this page to learn how to upload and use the eTendering Portal (**currently for Hands-on Traning purpose**)

Tender Description	Open Date	Close Date	Days Remaining
HMC/ET/May/22/MC	27-Apr-2022 6:00 PM	05-May-2022 11:59 PM	1 Days 21:33:30 Hours

[Login to eTendering Portal](#)

Please see the video tutorials to get more information on how to use the portal.

QUICK-LINKS

- > [Emergency Contacts](#)
- > [Beware of Fake Job Offers](#)
- > [Application Portal](#)
- > [Online Complaints](#)
- > [Life Certificate Form for Pensioners](#)
- > [PRMS- Administrative Circular](#)
- > [hmcERP \(Direct Login\)](#)
- > [eTender](#)

The landing page for eTendering Portal will be presented. Please follow the instructions as given in the diagram.

The screenshot shows a web browser window with the URL `hmc.iitkgp.ac.in/erp//ctenders/login`. The page header includes the Hall Management Center logo and the text "hmcERP v1.0". Below the header, there are navigation links for "HMC Official Website", "HMC eTendering Portal (Mess Commodities)", and a "Re-Login" button. The main content area features a large heading "Welcome eTendering Portal" and a sub-heading "Login for Registered Vendors Only".

The login form contains the following elements:

- A text input field for "Enter Registered EmailID / Mobile" with the value "9474756471".
- A captcha image showing the letters "UVA" over a fingerprint pattern.
- Two buttons: "Verify with (Email OTP)" and "Verify with (Mobile OTP)".

Three numbered instructions are overlaid on the page:

1. Type your registered Mobile No
2. Type Captcha (as you see)
3. Click verify with Mobile

If your mobile number is registered with us, you will get an OTP. This OTP will be used for all purposes until your logout . Please keep the mobile with you until you logout of the portal

Google News | eTender Terms and Conditions | eTender-Terms-and-Cond.docx | HMC Portal

Not secure | hmc.iitkgp.ac.in/erp/ctenders

Hall Management Center
hmcERP v1.0

HMC Official Website | HMC eTendering Portal (Mess Commodities)

Welcome eTendering Portal

Login for **Registered Vendors Only**

Enter Registered EmailID / Mobile
(Contact HMC office if you do not have it)

9474756471

Captcha: Type TEXT as shown in image

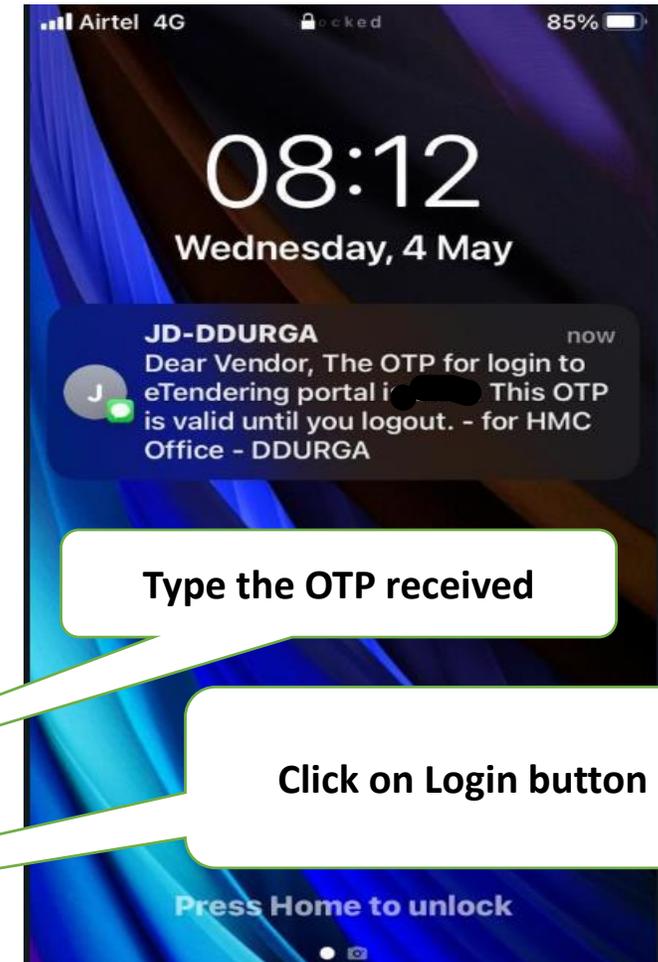
ba8

Registered Vendor (Welcome)
Name : D DURGA PRASAD (HMC/V/99)
Address : SELF, KHARAGPUR
An OTP has been sent to your Mobile1 : 947****471

Enter OTP Received in your EmailID/Mobile** :

Check your registered EmailID/Mobile
Contact HMC office for assistance

Login Retry



Type the OTP received

Click on Login button

Login Dash Board

Dashboard

This dash board will appear only for registered vendors.

It is divided into the following:

a) Information Section

b) Items Add/Editing Section

c) Items display section

d) Payment sections

e) Lock and print Section

Hall Management Center
hmcERP v1.0

HMC eTendering Portal (Mess Commodities) D DURGA PRASAD | Logout

Welcome, **D DURGA PRASAD**
Address: SELF , KHARAGPUR
Email: ddprasad@gmail.com / Mobiles: 9474756471 and 9932719824

Select one of the **Active Tenders**
(On-Going) HMC/ET/May/22/MC

Item-Description	Item-Unit	Item-Price (per One/Single Unit)	Item-Remarks	Login-OTP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

!! Data Entry messages will appear here !!

Quoted Items with prices

Show entries Search:

Description

No Items

Description

Showing 1 to 1 of 1 entries Previous Next

Bank Name : Punjab National Bank Branch Name : Technology Market, IIT Kharagpur Branch
Account Name : **HMC-PNB MOH A/c** Account No : **3872002100000809** (IFS Code : **PUNB0387200**)
After bank payment, the details has to be entered below, the receipt must be attached with the tender copy. It will be saved automatically and can be seen in the preview.

UTR/TXN No: TXN Date: Cat Num: Amount: Remarks:

Number of Categories Selected : 0
Amount of Tender Fee to be paid to HMC Office : 0

Adding Items

Item-Description	Item-Unit	Item-Price (per One/Single Unit)	Item-Remarks	Login-OTP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

!! Data Entry messages will appear here !!

Type the item name. All items matching would appear as drop down. Select the items you want to quote.

Type the item price. Enter only numeric value. Value entered in INR only.
Correct Examples: 45.5 or 45.
In-correct : ~~Rs.45.5~~ or ~~45.5.0~~
INR

OTP received at the Login is required to make any changes. Same OTP is used until you logout. Keep it in handy.

For more details: Please follow the video demonstration

Adding/Editing Items

This screen shows with few items being added to the Tender.

The **EDIT** button is used to modify the item. Mainly use it for changing the Price.

The **REMOVE** button is used to delete/remove the item.

Login OTP is required here as well..



Hall Management Center
hmcERP v1.0

HMC eTendering Portal (Mess Commodities) D DURGA PRASAD | Logout

Welcome, D DURGA PRASAD
Address: SELF , KHARAGPUR
Email: ddprasad@gmail.com / Mobiles: 9474756471 and 9932719824

Select one of the Active Tenders
(On-Going) HMC/ET/May/22/MC

Item-Description	Item-Unit	Item-Price (per One/Single Unit)	Item-Remarks	Login-OTP
F04: Bread - Sugar & Spice	KG	122	

!! Success!! Inserted Record !!

Quoted Items with prices

Show entries Search:

Actions	TENDER_ID	ITEM_DESC	ITEM_CATG	ITEM_UNIT	ITEM_PRICE	ITEM_REMARKS	UPD_ON
Edit Remove	ET-HMC-Y22	A11: Boil Rice Banshakathi	A	S0c=	MzQ=		2022-05-17 21:10:05
Edit Remove	ET-HMC-Y22	B06: Dal Bodi	B	S0c=	NTY=		2022-05-17 21:10:30

Showing 1 to 2 of 2 entries Previous Next

Bank Name : Punjab National Bank Branch Name : Technology Market, IIT Kharagpur Branch
Account Name : HMC-PNB MOH A/c Account No : 3872002100000809 (IFS Code : PUNB0387200)
After bank payment, the details has to be entered below, the receipt must be attached with the tender copy. It will be saved automatically and can be seen in the preview.

UTR/TXN No:	TXN Date:	Cat Num:	Amount:	Remarks:
<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="300"/>	<input type="text"/>

Bank Name : Punjab National Bank Branch Name : Technology Market, IIT Kharagpur Branch

Account Name : HMC-PNB MOH A/c Account No : 3872002100000809 (IFS Code : PUNB0387200)

After bank payment, the details has to be entered below, the receipt must be attached with the tender copy. It will be saved automatically and can be seen in the preview.

UTR/TXN No:

TXN Date:

Cat Num:

Amount:

Remarks:

Number of Categories Selected : 2

Amount of Tender Fee to be paid to HMC Office : 300

 Freeze/Lock

 Print Tender Copy

Tender/Category Fees: The amount suggested here should be paid by the Vendor to the bank details mentioned above.

The payment mode can be

- Offline (visit to bank) or
- Online Apps like PhonePe, GooglePay, BHIM etc

The payment details should be entered, properly so the HMC can cross check / locate the payment properly.

Once the entry is complete, the tender should be locked so as to stop/prevent further entry.

For printing the Locked Tender, Click this button. PDF will be generated.



HALL MANAGEMENT CENTER
Indian Institute of Technology Kharagpur

E-TENDER APPLICATION FORM
(ID : ET-HMC-Y22)



Tender ID : ET-HMC-Y22 (HMC/ET/May/22/MC)
Tender Dates : 11-05-2022 18:00: PM to 18-05-2022 18:09: PM
Tender Applicant : (HMC/V/99) D DURGA PRASAD
Address of Applicant : SELF, KHARAGPUR
GST : NONE
Supply Items : ddprasad@cse.iitkgp.ac.in
Contact of Applicant : 9474756471, 9932719824, ddprasad@gmail.com

Terms and Conditions for Tendered Mess Commodities

- Xerox copy of the tender application form will NOT be entertained.
- Vendors participating in the tendering process for supply of commodities like Rice and Dal are requested to go through the samples available in the HMC for quoting the rate for the said items.
- The rate of the mess commodities quoted will be valid for the whole month for which tender is invited. If any vendor after being the lowest bidder for any of the mess commodities, does not supply the respective item ordered for, the vendor may be BANNED for a period up to ONE YEAR. The decision of HMC will be final and binding in this regard.
- The permissible limit of quoted price for the mess commodities is within $\pm 10\%$ of the bulk purchase rate or retail rate at local markets (Gol Bazar, Gate Bazar, nearest Sufal Bangla, etc.) during the quotation period. If the quoted price found higher than the permissible limit during the quotation period, the payment will be made at the bulk purchase or local retail rate, whichever is the lowest. The decision of HMC will be final and binding in this regard.
- Any vendor found to have supplied poor quality materials in any Halls of Residence, will be BANNED FOR INDEFINITE PERIOD.
- The online tender submission portal will remain open during 10th to 22nd day of the month whenever the tender application is invited and the last date of submission of the online tender is 22nd day of the month. The last date for submission of the original printed copy of the tender application with signature in sealed envelope is 25th day of the month up to 5.00 pm in the Hall Management Centre.

Date :
Place:

D DURGA PRASAD
Seal & Sign



HALL MANAGEMENT CENTER
Indian Institute of Technology Kharagpur

E-TENDER APPLICATION FORM
(ID : ET-HMC-Y22)



Tender ID : ET-HMC-Y22 (HMC/ET/May/22/MC)
Tender Dates : 11-05-2022 18:00: PM to 18-05-2022 18:09: PM
Tender Applicant : (HMC/V/99) D DURGA PRASAD

List of Items Quoted

SL.NO	CATG	ITEMNO	DESCRIPTION	UNIT	Unit PRICE
1	A	1011/A11	Boil Rice Banshakathi	KG	34
2	B	1094/B06	Dal Bodi	KG	56

Details of Tender Fees (Rs.300/- for 2 Categories) remitted.

SL.NO	TxnNo /ChequeNo/DraftNo	Date	Amount	Remarks
1			300	

The final
Tender Copy.
Should be
deposited in the
Tender Box at
HMC Office.

Date :
Place:

D DURGA PRASAD
Seal & Sign

For further details please refer to Video Tutorials given in the website

Thank You