



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

No.IIT/HMC/MESSV/REG-SPR/2021-22

Date : 20th December, 2021

**NOTICE**

The Registration made by the Vendors with the HMC for supply of mess commodities in various Halls of Residence was valid up to 30th June, 2022.

As such the new vendors may apply for renewal of their registration for the Current Academic (from January, 2022 to June, 2022) on payment of fees for Rs. 2,000/- (Rupees two thousand only) to be paid through bank deposit/RTGS/NEFT in favor of "Chairman, Hall Management Centre" on any nationalized Bank payable at Kharagpur along with the Application Form on the prescribed format available in the Hall Management Centre.

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

For fresh registration, the interested vendors may apply on the prescribed format available in the Hall Management Centre along with the fee for Rs. 2,000/- (Rupees two thousand only) to be paid through bank deposit/RTGS/NEFT in favor of "Chairman, Hall Management Centre" on any nationalized Bank payable at Kharagpur along with the Application Form on the prescribed format available in the Hall Management Centre.

The last date of submission of application with payment proof in the Hall Management Centre for both renewal and fresh registration is 24th December, 2021 (5:00 PM).

*Punthia Sarkar*

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 20th, December 2021, 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.	Name of the contact person	
6.	Mobile Number	
7.	Trade License Number (copy is enclosed)	
8.	PAN Number (copy is enclosed)	
9.	GST Registration No. (*) (Copy enclosed)	
9.	Nature of Commodities to be supplied	
10	RTGS/ NEFT & Date (Copy is enclosed)	
11	Registration Fee (**)	
12.	Drawn on Bank	
13.	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