



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

No.IIT/HMC/MESS/V/REG-/2018-19  
Date : 18th June, 2018

**NOTICE**

The Registration made by the Vendors with the HMC for supply of mess commodities in various Halls of Residence was valid up to 30<sup>th</sup> April, 2018.

As such the existing vendors may apply for renewal of their registration for the next semester (July, 2018 to November, 2018) on payment of fees for Rs. 2,000/- (Rupees two thousand only) to be paid by Demand Draft **ONLY** 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.

For fresh registration, the interested vendors may apply on the prescribed format available in the Hall Management Centre along with the fee for Rs. 2,500/- (Rupees two thousand five hundred only) to be paid by Demand Draft in favor of "Chairman, Hall Management Centre" on any nationalized Bank payable at Kharagpur.

The last date of submission of application in the Hall Management Centre for both renewal and fresh registration is 29th June, 2018 (5:00 PM).

*Kishu Grewal*  
Co-ordinating Warden (Mess-I) 18/6/18

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**

Date :

To  
The Coordinating Warden (Mess)  
HMC, IIT Kharagpur

**Subject : Application for empanelment as registered vendor of HMC.**

Respected Sir,

With reference to your notification dated 18th, June 2018, 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	DD No. & Date	
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 is Rs. 2,000/- and for new entry Rs. 2,500/-

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

( Signature )

Seal / Rubber Stamp of the Firm

Encl : As stated