

## राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान – सीहोर

### National Institute of Mental Health Rehabilitation, Sehore

दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार

Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India

पुराना जिला पंचायत भवन, लूनीया चौराहा, मंडी रोड, सीहोर, मध्य प्रदेश - 466001

Old District Panchayat Bhawan, Luniya Chauraha, Mandi road, Sehore, Madhya Pradesh – 466001

वेबसाइट / Website: <https://nimhr.ac.in>, फोन / Phone: 0756-2223960, ईमेल / Email: [dy.registrar@nimhr.ac.in](mailto:dy.registrar@nimhr.ac.in)

### **OFFLINE (ADVERTISED TENDER)**

#### **Tender schedule for Housekeeping, Admin Supportive Services and Security Services at NIMHR Sehore**

### **C O N T E N T S**

1. Notice inviting Offline -Tenders
2. Declaration of the Tenders
3. Terms and conditions of the Contract
4. Schedule –A Technical Bid
5. Schedule – B Financial Bid
6. Annexure- 1: Format for Joint Statement

Cost of Tender Schedule	Rs.500.00 non-refundable
Last Date for submission of Tender	09.10.2020
Opening of Tenders	13.10.2020
Amount of Earnest Money Deposit (EMD)	Rs.50,000.00 (to be paid as DD to “NIMHR SEHORE” payable at SEHORE)

#### **पत्राचार का पता / Address for correspondence:**

C/o CRC Bhopal, Punarvas Bhawan, Khajurikalan Raod, Piplani, Bhopal – 462 022  
सी आर सी भोपाल, पुनर्वास भवन, खजूरीकलां रोड, पिपलानी, भोपाल – 462 022

# राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान – सीहोर

## ई-निविदा नोटिस

दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार का स्वायत्त शासी संस्थान, राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान सीहोर, पंजीकृत ठेकेदारों/फर्मों/संस्थाओं/कंपनियों से निम्नलिखित कार्यों हेतु निर्धारित प्रपत्र में आफलाइन- निविदा आमंत्रित करता है। निविदा प्रपत्र/दस्तावेज nimhr.ac.in पर दिनांक 08.09.2020 से 06.10.2020 के दौरान डाउनलोड किये जा सकेंगे। आफलाइन- निविदा के माध्यम से निविदा जमा करने की अंतिम तिथि 09.10.2020 है। निविदाएं दिनांक 2020.10.13 को खोली जाएंगी।

क्र.सं.	कार्य का नाम/विवरण	अमानत राशि	निविदा की लागत
1	सफाई / हाऊस्कीपिंग, सहायक (प्रशासनिक कार्य) एवं सुरक्षा सेवाएँ	रु 50,000/-	रु 500/-

ठेकेदार द्वारा निविदा प्रपत्र को पूर्ण रूप से भरकर प्रत्येक पन्ने पर हस्ताक्षर एवं मुद्रा लगाना चाहिए। अधूरे, अहस्ताक्षरित और बिना अमानत राशि की निविदाएँ पूर्ण रूप से अस्वीकृत कर दी जाएंगी। अमानत राशि राष्ट्रीय कृत/अनुसूचित बैंक से जारी रेखांकित बैंक ड्राफ्ट के माध्यम से जो की राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान सीहोर के नाम से सीहोर पर देय हो, भुगतान किया चाहिए या अमानत राशि इस केंद्र के खाता क्रमांक SB A/c. No. 38700195707, भारतीय स्टेट बैंक, मैन ब्रांच, सीहोर टाकीज के पास सीहोर, आईएफएससी कोड SBIN0000477 में जमा कर सकते हैं। अमानत राशि का एनईएफटी/आरटीजीएस के माध्यम से किए गए भुगतान की स्कैन कॉपी की राशि/पावती/स्क्रीनशॉट आफलाइन- निविदा के साथ जमा कराना अनिवार्य है। राष्ट्रीय मानसिक स्वास्थ्य पुनर्वास संस्थान सीहोर के सक्षम प्राधिकारी को सभी या निविदा के किसी भी भाग को बिना किसी कारण के स्वीकार/अस्वीकार/निरस्त/दौबारा बुलाने का अधिकार सुरक्षित होगा।

उप कुलसचिव

कृते निदेशक, रा.मा.स्वा.पु.सं. सीहोर

## National Institute of Mental Health Rehabilitation – Sehore

### TENDER NOTICE

Offline-tenders in the prescribed schedules are invited from the registered contractors / firms for the works given below are to be taken up at NIMHR, Sehore. The Tender schedules will be available for download at nimhr.ac.in during 08.09.2020 to 06.10.2020. The last date for submission of Tender is 09.10.2020. Opening of the Tenders is on 13.10.2020.

S.N.	Name if the work	E. M. D.	Cost of Tender (Non-refundable)
1	<b>HOUSEKEEPING, ADMIN.SUPPORTIVE SERVICES AND SECURITY SERVICES</b>	Rs.50, 000/-	Rs.500/-

1. Tender schedule is available for the reputed Contractors/Firms registered with Central and State Government offices, Autonomous Bodies & PSUs. They should possess valid recent Labor Contract License, Service Tax, EPF, ESI Number and or any other necessary license from the respective authorities as required for the said work contract with documents and proof of latest challans and proof regarding registration, experience in similar institutional works. Firms/ Contractors, who do not fulfill the above conditions, will not be issued the tender schedules.
2. The tender schedules should be fully completed and signed with seal on each page by the contractor. Incomplete tenders, unsigned tenders or tenders without the E.M.D. shall be rejected outright. The E.M.D. shall be in the form of crossed demand draft from any nationalized / scheduled bank drawn in favour of the - **National Institute of Mental Health Rehabilitation Sehore** payable at Sehore on can be paid online in SB A/c No. 38700195707 of State Bank of India, Main Branch, Near Sehore Talkies Sehore, IFSC Code No. SBIN0000477. For payment by RTGS/NEFT, the scan copy of receipt / acknowledgement / screen-shot etc. is to be uploaded along with the tender document. Competent authority reserves the right to accept / reject / recall all or any part of the tenders without assigning any reasons.

**Dy. Registrar  
For Director, NIMHR  
SEHORE**

**DECLARATION OF THE TENDERER**

I/We \_\_\_\_\_ do hereby distinctly and expressly declare and acknowledge that before submission of my/our tender, I/ We carefully followed the instructions in the tender notice and have read the conditions, specifications and the relevant clauses of all the labor statutes.

I/We have made such examinations in the tender documents and specifications etc., and the locations where the said work is to be done and such investigations of the work required to be done and in regard to the security guards required to be furnished as to enable me /us thoroughly to understand the intention of same and the requirements, agreements, stipulations, restrictions containing in the contract and in the said specifications and distinctly agree that I/ We shall not hereafter make any claim for payment up on the Institute based up on or arising out of alleged misunderstandings and misconceptions on my/our part of the said requirements, agreements, stipulations, restrictions and conditions. I/We\_\_\_\_\_ enclose/ have already enclosed firm registration, license and registration certificates of E.P.F., E.S.I., CGISTIN/SGSTIN, License to engage in the business of Private Security Agency from the authorities of Police, SISF etc. and other required certificates under various labor statutes for appraisal to the Institute. I/We enclose authority letter given by my/our Company in my favor the offer for which I am delegated with full powers. I/We also certify that we are engaged in security services and are registered under Security services with license for Security contracts.

SIGNATURE OF THE CONTRACTOR / FIRM

Place:  
Dated :

Name  
Designation  
Mobile No.  
Email

SEAL

## **TERMS AND CONDITIONS**

1. NIMHR - SEHORE invites the advertised tender Two bid system, 1. Technical bid and 2. Financial Bid from the reputed firms registered in Madhya Pradesh and holds valid license to render services as sought in the tender in Sehore.
2. NIMHR - SEHORE reserves the right to accept or reject all or any tenders without assigning any reason thereof. The work may also be divided among two or more contractors if required for expeditious execution of the work.
3. The offer should accompany E.M.D. for an amount of Rs.50,000/- by means of demand draft in favour of “National Institute of Mental Health Rehabilitation” on any nationalized bank which is refundable without interest after finalization of the contract.
4. The successful bidder will have to execute an agreement on a stamp paper of appropriate value at his cost. Successful contractor has to submit a performance security valued to 10% of the total tender value (for two years) before executing agreement.
5. All works as described in the scope of work mentioned from clause 13 to 15 and all sundry allied jobs as entrusted by this Institute is to be carried out as per relevant specifications and instructions issued from time to time.
6. The contract is for supply of labor is for maximum of two years from the date of award of the work inclusive of initial trial period of three months. The contract may be terminated by NIMHR anytime within 2 years of period by giving one month notice to the contractor. The currency of the contract is solely dependent upon the satisfactory performance of the work to be determined in periodic reviews.
7. The Contractor shall engage workers above the age of 18 years only. All manpower shall be provided as per Schedule A.
8. The Contractor should engage only reliable workers to avoid any loss / theft of office material. The Contractor should accept the full responsibility for negligence and redeem fully any loss on account of such negligence, theft etc.
9. There shall be no shortage of labourers on any working day so as to ensure completion of work in terms of quality as well as quantity. Any shortfall in this regard will entail proportionate deduction in wages. Additional manpower required shall be provided from time to time as per requirement of this Institute on specified days.
10. The Contractor shall replace any worker whose performance of the assigned job and / or conduct is complained against, within 24 hours of such complaint. The contractor shall conform strictly to the security instructions of the Institute and he shall ensure compliance by his staff/laborers of the instruction pertaining to the objectives of the Institute.
11. For each complaint of proven unsatisfactory work, the contractor will be fined to the amount equivalent to the defective and or damage/ loss of property of the NIMHR Sehore subject to a minimum of Rs.1000/- on each occasion.
12. The scope of providing Security services through contractor is on contract basis, covering the Institute’s campus at the given address including Man, Machine, Material, equipments and records. The Center’s campus includes the main building, boundary wall, guard hut, trees & upcoming installations in open space covering garden etc. in land of the Institute.
13. Areas to be covered for cleaning can be seen by personal inspection to enable the tenderer for assessment of the work involved.

14. The scope of work will consist of Housekeeping services of the Institute comprising of the building complex, Car/Scooter Parking Shed, Terraces, open drains and sewage lines, over head water tanks, plants, trees, lawns etc. The Admin supportive services shall include data entry, secretarial assistance, registration, clerical, typing, helper, messenger, attender services in the Institute as well as outside as per job requirement from time to time.
15. Housekeeping shall generally include following in addition to incidental related tasks for purpose of cleaning and housekeeping. Daily sweeping and moping with water, detergent and phenyl of entire floor, dado, skirting area of the office complex, staircases and corridors, dusting and cleaning of doors, windows, nameplates, tables, shelves, equipments, fixtures, upholstery, partitions in all rooms of the building, brushing of the carpets and matting, cleaning and disinfections of the toilets with water, detergent, disinfectant as per the instructions, maintenance of trees, plants, grass lawns, disposal of garbage, waste papers, etc. at designated spots, filling of drinking water and cleaning of water coolers. Weekly scrubbing and washing of flooring, glass surfaces, walls and cleaning of the cobwebs etc. Regular filling liquid soaps, cleaning of drainages, blockages in basins, urinals, commodes, squat-plates, sewage lines, inspection chambers for proper functioning, filling of water into Air Coolers when in operation, Spraying of room freshener in Cabins/ rooms.
16. The consumable materials required like liquid soap, disinfectant, detergents, soaps, brushes, brooms, mopping cloth, duster cloth, coir brushes, rubber choke removers, naphthalene balls, insecticides, room fresheners etc. will be supplied by the Institute.
17. All necessary equipments like ladders, stools, machines etc. for cleaning of floor, windows, doors, and electrical fixtures lamp poles etc. at all heights shall be arranged by the Contractor.
18. Required quantity of water and electricity shall be supplied by the Institute at suitable points.
19. Supportive (Administrative) services shall include providing Skilled clerk for typing, inward, outward, registration, reception, telephone message, etc. with minimum qualification of Graduation pass and having working knowledge in typing on computer in English & Hindi with a minimum speed of 40000 KDPH. Highly skilled clerk for data entry, higher clerical jobs, website upkeep, email handling etc. with minimum qualification as Graduate in Computer Sciences with hands on knowledge of office software and website handling. Semiskilled person for providing services as Attendar/Helper for file movements, bank, post-office, photocopying, bill payments, messenger and other sundry works having minimum qualification of 10th pass and having 2 years experience in government office.
20. The security guards likely to be appointed by the successful tenderer must be trained. These guards shall also undergo the tests/training arranged by the CRC authorities or specified by Govt. of MP State Police Authorities, Training institutions, SISF etc.
21. The Contractor shall render watch and ward security services through their security guards round the clock in respect of the Centre's property and premises during the period of the contract. The contractor shall carryout his obligations diligently and to the satisfaction of the Centre and shall ensure that the security guards provided by them would exercise care, caution, reasonable and prudent judgment while discharging their duties.

22. The guards should be between 21-50 years of age and must have studied up to class 10th Class duly trained in security/fire fighting equipments. The guards shall have to perform the duties assigned by the Centre to them and shall work at any place of duty, in an appropriate manner.
23. The guards must be trained in use of First-Aid and Operation of Fire-fighting equipment. Police verification & Character Certification of Guards is a must.
24. The contractor shall ensure that always trained, competent, healthy, well mannered and well dressed guards to be deployed. The contractor shall provide them with necessary equipment like hand sticks, torch lights, whistles, registers and uniforms etc. The contractor shall further make available/place at the disposal, the additional contingent of guards as and when required by the Centre. The contractor shall be liable to pay wages to its security guards as per the Minimum Wages Act as applicable to Central Government prescribed by the appropriate authority and shall discharge all its obligations under various statutes including providing a day off for weekly rest / public holiday to the security guards. It is also an obligation on the part of the contractor that no security guard is posted beyond 08 (eight ) hours duty on any day and in the event of continuing any guard, beyond 08 hours, over time payable shall be as per the relevant statutory provision.
25. The Security guards provided shall be employees of the Contractor and not of this Centre. The Contractor shall follow prescribed procedure of giving notice to security guards during their removal or transfer or on completion of the contract as per the labor laws.
26. The Contractor shall ensure that no member of the security force provided by him will be a member of a trade union of the employees of the Centre.
27. The Contractor shall be responsible for replacement of any member of the security force whose work or conduct is found unsatisfactory by the Centre or falling sick, proceeding on leave, or otherwise absent at no additional cost of the Centre.
28. The Contractor shall ensure that the security force provided by him should comply with the directions and instructions, which may be issued by the representative of the CRC Bhopal from time to time.
29. The amount payable to the contractor under the proposed agreement will be based on the rates prescribed under the Minimum Wages Act of Central Government, EP.F. Act, E.S.I. Act, GST Act. from time to time along with the Service charges / contractor profit / Commission for the Contractor.
30. The contractors must quote the rate of wages as prescribed under Minimum Wages Act of Central Government, Ministry of Labour & Employment under respective classification of region / city for 30 days however, the salary will be calculated as per number of days in the month e.g., for January 31 days, for June 30 days and so on.
31. The rate(s) must be quoted in round figure, wherever asked in schedule A. The amount should be adjusted to the nearer value of rupees.
32. **Service charges / contractor profit must be realistic for to provide services without indulging in any kind of malpractice.**
33. **Service charges / contractor profit must be quoted in terms of percentage (%) on wages, excluding E.P.F., E.S.I. & G.S.T. etc. For quoting NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**
34. The percentage (%) of service charges of the Contractor will remain the same during the currency of contract which will be accepted at the time of the contract. The wages and

number of manpower may revise from time to time. The competitiveness of the offer will be confined only to the agency charges and the proven successful track record of the firm.

35. **As per 194 C of income Tax, this office will deducted TDS @ 1% in case of an individual or a Hindu undivided family or @ 2% other than an individual or a Hindu undivided family.**
36. The Contractor will not be entitled for increase in the agency charges (percentage) on the ground of revision of wages as per the Minimum Wages Act of Central Government. In other words, the percentage (%) of service charges of the Contractor will remain the same during the currency of contract which will be accepted at the time of the contract. Therefore, the competitiveness of the offer will be confined only to the agency charges (Service charges / contractor profit) and the proven successful track record of the firm.
37. In case of tie, the preference will be given to the local firm, longer work experience, and higher turnover as reflected in the documentary evidences submitted along with tender.
38. An agreement will be executed for a period of Maximum of **TWO years** with the provision to extend the same for a further period on the same rates, terms and conditions, which include the trial period of three months provided the performance of work is satisfactory and at the sole discretion of the Director, NIMHR-Sehore.
39. The contractor shall furnish a Performance Security of 10% of the value of the work order in the form of Demand Draft in favor of Director, NIMHR-Sehore by any nationalized bank enforceable at Sehore. Performance Security will be released only after service provider clears all the dues towards the NIMHR Sehore and submit “No Due” certificate from their employees. The Performance Security shall be forfeited in case of non-fulfilment of the terms & conditions of the contract and or for compensating any loss suffered due to any employee deployed by the service provider.
40. The salary to all staff shall be paid by the contractor by bank transfer through any schedule bank in 1<sup>st</sup> week of consecutive month and a copy of acquaintance rolls indicating the deposit amount in the respective bank accounts by bank transfer and shall submit the proof along with the bills within 10<sup>th</sup> day of the consecutive month.
41. Contractor may collect the Biometric Attendance (soft copy) from the office during first three working days, if it is implemented.
42. The contractor and their staff must submit “Joint Statement/Declaration” (as per the attached format every month) along with the bill with physical presence of the staff.
43. After clearance of bill by NIMHR Sehore, service provider may contact this office for clarification regarding deductions (if any) and the same may be adjusted in consecutive bill.
44. The required number of categories of manpower may vary. The number of manpower in each category also may be reduced or increased according to the requirement.
45. The service provider is required to fulfill the manpower requirement within 15 days from the date of raising demand. An amount of Rs.2000/- per month will be deducted as penalty from the bill, if service provider delays the deployment of manpower. NIMHR Sehore is free to terminate the agreement after three consecutive penalties against each demand.
46. In the event of the contractor’s failure to comply with all or any of the provisions or breach of the contract, the Institute shall have the right to proceed against the Contractor for damages which not only forfeiture of deposit and imposition of penalties but also termination of contract.



47. The jurisdiction of the contract shall be the Sehore City only with the provision of Arbitration clause.

#### DECLARATION

I hereby declare that after having carefully studied the above terms and conditions of the tender and having very well understood the implications thereof, I have accepted the same and offered my quotation as per schedule.

SIGNATURE OF THE CONTRACTOR / FIRM

WITH SEAL

## **SCHEDULE-A – Technical Bid (Cover 1)**

**Name of work:** Housekeeping, Admin supportive and Security Services

**Description of work:** The services shall include providing:

- a) **Skilled:** 01 (Clerk) for typing, inward, outward, office work, telephone, etc. with minimum qualification of Graduation pass and having working knowledge in typing on computer in Hindi with a minimum speed of 40000 KDPH
- b) **Semi-skilled:** 01 (Office attendant) – To provide services in campus for file movements, photocopying, guiding beneficiaries, helping in registration, etc. and outside messenger work including bank, post office, bill payments, providing information brochures / pamphlets to public, and other sundry works. The person shall have minimum qualification of 10th pass and having 2 years experience in government office.
- c) **Unskilled:** 01 (Cleaning staff – Half day) - Daily sweeping and moping with water, detergent and phenyl of entire floor, dado, skirting area of the office complex, staircases and corridors, dusting and cleaning of doors, windows, nameplates, tables, shelves, equipments, fixtures, upholstery, partitions in all rooms of the building, brushing of the carpets and matting, cleaning and disinfections of the toilets with water, detergent, disinfectant as per the instructions, maintenance of trees, plants, grass lawns, disposal of garbage, waste papers, etc. at designated spots, cleaning and filling of drinking water and evaporative coolers. Weekly scrubbing and washing of flooring, glass surfaces, walls and cleaning of the cobwebs etc. Regular filling liquid soaps, cleaning of drainages, blockages in basins, urinals, commodes, squat-plates, sewage lines, inspection chambers for proper functioning, spraying of sanitizer. All material will be provided by the Institute.
- d) **Watch & Ward:** 03 (Security Guards) – To provide security services 24X7 at the temporary premises of National Institute of Mental Health Rehabilitation, Sehore, Old Zila Panchayat Bhavan, Mandi Road, Near Luniya Chouraha, Sehore 466001 consisting of Gate, Boundry wall, Buildings, guard hut, parking, material and logistics kept in the open space and inside rooms, play ground, gardens, horticulture, street lighting, generator and water pump set operations, first aid, fire fighting assistance etc. as per the scope and specifications and to carry out any other instructions whether written or oral given by the representative of the Institute from time to time. Guard shall maintain complete record (Incoming and Outgoing) of movements through main gate, guarding movement of material and persons entering/exiting, supervise & guide parking of general & modified vehicles in & around campus, operating tube-well and its equipment, upkeep of biometric attendance device, physically assist divyangjan to locate and reach the place.

**Format to be filled by the bidder**

Name of the Bidder			
Name of the person authorized to submit the bid	(Enclose authorization certificate)		
Whether blacklisted or not	(Enclose certificate)		
Registration of Firm	(Enclose self certified copy)		
PAN	(Enclose self certified copy)		
GST Registration	(Enclose self certified copy)		
EPF Registration	(Enclose self certified copy)		
ESIC Registration	(Enclose self certified copy)		
Local Registration of firm (Registration in Bhopal and Sehore)	(Enclose self certified copy)		
Valid labor license to provide similar manpower in similar organizations	(Enclose self certified copy)		
Valid license to provide security services in Sehore or All M.P	(Enclose self certified copy)		
List of similar manpower available: 1. Skilled 2. Semi-skilled 3. Unskilled 4. Security guards	(Enclose self certified copy)		
Annual turn over 2019-20 2018-19 2017-18	(Enclose certificate provide by CA)		
<b>Details of work experience</b>			
<b>Sr. No.</b>	<b>Particular</b>	<b>No. of years of experience (Enclose First Work order and Last Work order)</b>	<b>No. of Work order completed / in-hand (Enclose the copies of work order only)</b>
1	Cleaning & housekeeping services to provide Attender		
2	Supportive / Admin Services to provide Clerk		
3	Security services to provide watch & ward		
<b>NOTE: Please do not attach any document other than prescribed above.</b>			

**SIGNATURE OF THE CONTRACTOR / FIRM WITH SEAL**

**Schedule – B – Financial Bid (Cover 2)**

(All amounts in Indian National Rupees)

<b>Particulars</b>	<b>Skilled</b>	<b>Semi-skilled</b>	<b>Unskilled</b>
Daily wages	593.00	492.00	420.00
Monthly wages (30 days)	17790.00	14760.00	12600.00
EPF (@13% on monthly wages upto Rs.15000 per month max)	1950.00	1918.80	16.38
ESIC (@3.25% on monthly wages)	578.18	479.70	409.50
Monthly financial implications	20318.18	17158.5	13025.88
Total (A)			50502.56

<b>Particulars</b>	<b>Security guard</b>	<b>3 persons on 8 hourly shift</b>	<b>EPF (@13% on monthly wages upto Rs.15000 per month max)</b>	<b>ESIC (@3.25% on monthly wages)</b>
Daily wages	593.00	1779.00		
Monthly wages (26 days)	15418.00	46254.00	5850.00	1503.26
Wages for weekly off (1/6)	2569.67	7709.00	1002.17	250.54
Wages for public holidays (14/365)	691.83	2075.50	269.82	67.45
Total (B)				64981.74

Monthly Wages	<b>SERVICE CHARGES : TO BE QUOTED BY THE BIDDER (refer terms &amp; conditions mentioned from 29 to 39)</b>		Grand total (1+3)
	Percentage on Monthly wages (Round figure)	Converted to Rupees (Round figure)	
(1)	(2)	(3)	(5)
115484.00	To be filled by the bidder		

SIGNATURE OF THE CONTRACTOR / FIRM WITH SEAL

**Annexure- 1**

**Format for Joint Statement**

<b>Joint Statement by the Outsourced staff &amp; Manpower Contractor</b> <b>(Month: _____)</b>
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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

It is declared and submitted that the salary of the following staff (as mentioned below) has been disbursed in their respective bank accounts on \_\_\_\_\_ (date):

	Name	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

**For Contractor/Manpower providing agency**

It is declared and submitted that the above salary has been received by us in our respective bank accounts on \_\_\_\_\_ (date). No dispute / issue is due for resolving between me/us and Contractor/Manpower providing agency.

Sr. No.	Name of the staff	Contact Number	Signature
1			
2			
3			
4			
5			
6			
7			

(For office use only)

The above joint statement is submitted “physically” by the outsourced staff and contractor on \_\_\_\_\_ (date) in the presence of following officers of NIMHR

Representative of Contractor

Representative of NIMHR

Countersigned by  
Dy. Registrar