

No. : 5-1(429)/2017-PD

23.04.2024

Dated \_\_\_\_\_

**From:** Joint Secretary (Admn.)

**To :** The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

**Sub.:** Minimum Floor price for minimum wage based manpower Outsourcing Service – clarification reg.

**Sir/ Madam,**

I am directed to refer CSIR letter of even number dated 14.08.2023 on the above subject matter and to state that a reference has been received from a Lab seeking approval for award of the tender to the lowest bidder (L1) where the service charges quoted is more than 3.85%.

2. In this regard, the matter has been examined in consultation with IFD, CSIR and it is clarified that the instructions issued vide DoE OM No. 6/1/2023-PPD dated 06.01.2023 have only provided prescribing minimum service range from 3.85% to 7% in the tender document and there is no bar in these instructions on the award of the tender to the lowest bidder if he has quoted service charges more than the service charges prescribed as minimum service charges.

4. Therefore, the approval of CSIR-HQs as stipulated in letter dated 14.08.2023, is required only in cases where the 'minimum service charge' in the tender documents is being fixed more than the prescribed 3.85%.

4. You are, therefore, requested to kindly bring the above clarification to the notice of all the concerned for information and necessary action.

Yours faithfully,



(M. Arun Manikanda Bharathi)  
Under Secretary (PD)

Encl.: As above

Copy To:

- 1) CSIR Website
- 2) Office copy



सा०/No. : 5-1(429)/2017-PD

दिनांक/Dated: 14.08.2023

**प्रेषक :** संयुक्त सचिव (प्रशासन)  
**From :** Joint Secretary (Admn.)

**सेवा में :** सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
**To :** The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

**विषय / Sub : Minimum Floor price for minimum wage based Manpower Outsourcing Service – reg.**

**महोदया/Madam / महोदय/Sir,**

मुझे, उपरोक्त विषय पर भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 23.06.2023 के कार्यालय ज्ञापन सं 6/1/2023-PPD को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अद्योषित करने का निदेश हुआ है। हालांकि, 3.85% से अधिक न्यूनतम सेवा शुल्क तय करने के किसी भी प्रस्ताव के लिए सीएसआईआर मुख्यालय की मंजूरी की आवश्यकता होगी।

I am directed to forward herewith the Government of India, Ministry of Finance, Department of Expenditure, Office Memorandum No. 6/1/2023-PPD dated 23.06.2023 on the above mentioned subject for your information, guidance and compliance. However, any proposal of fixing minimum service charges beyond 3.85% will require approval of CSIR HQs.

भवदीय/Yours faithfully,

Digitally signed by ARUN  
MANIKANDA BHARATHI M

अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.

No.F.6/1/2023-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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169-B, North Block, New Delhi,  
23.06.2023

**OFFICE MEMORANDUM**

**Subject:- Minimum Floor price for minimum wage based Manpower Outsourcing Service – reg.**

This office OM No. 6/1/2023-PPD dated 06.01.2023 on the subject referred above is being forwarded for kind information and necessary action. The same may be kept in view while issuing new tenders for outsourcing of manpower.

*Sanjay*  
23.6.23

(Sanjay Aggarwal)  
Advisor(Procurement Policy)  
Tel.24621304  
email: sanjay.aggarwal68@nic.in

To

Secretaries of all Ministries/ Departments.

No.F.6/1/2023-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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264 C, North Block, New Delhi.  
Dated the 6<sup>th</sup> January, 2023.

**OFFICE MEMORANDUM**

**Subject: Proposal on Minimum Floor price for minimum wage based Manpower Outsourcing Service.**

The undersigned is directed to refer to Government e-Marketplace (GeM) OM No. 9/JS&ACEO/2022 dated 22.12.2022 regarding the subject cited above and to say as under:

- a. The minimum service charges in the procurement of Manpower Outsourcing Service may be fixed as 3.85% (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM.
  - b. The procuring entities can also fix the service charge above 3.85% with proper justification on file, wherever required. However, such charges should not exceed 7% (including transaction charges) in any case.
  - c. Least Cost System (LCS) may be considered for procurement, wherever appropriate, especially in high value cases.
2. This issues with the approval of Finance Secretary.

*W*  
*6/1/23*  
(Kanwalpreet)  
Director (PPD)  
Tel.No. 2309 3811  
email: kanwal.irss@gov.in

To

Shri Prashant Kumar Singh,  
Chief Executive Officer,  
Government e-Marketplace,  
2<sup>nd</sup> Floor, Jeevan Bharati Building,  
Janpath, New Delhi.  
e-mail: ceo-gem@gov.in