

संघ राज्य प्रशासन, लद्दाख

वित्त विभाग



सत्यमेव जयते

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

FINANCE DEPARTMENT

F. No. G-32011/2/2026 (E 47271)/1930-43

ई-मेल/email:director-at@ladakh.gov.in

यूटी सचिवालय, लेह/UT Secretariat, Leh,

Dated: 18.08.2026

Subject: Prescription of qualification and evaluation criteria in procurement of consultancy services – circulation of Department of Expenditure Advisory dated 22.07.2026 – regarding.

Order No. 455-F of 2026

Dated: 18.08.2026

The Department of Expenditure, vide Office Memorandum F.No.1/3/2026-PPD dated 22.07.2026 (enclosed), has circulated for compliance an advisory stating that a sample study of consultancy tenders floated on GeM over the last three financial years shows that the indicative values given in the Manual on Procurement on Consultancy Services, 2005 – relating to minimum average annual turnover of 200% of the assignment value, 7 years' experience, 7 assignments of which 2 similar, and weightage of 70:30 between experience and financial capability at shortlisting (para 7.3.3); and, at RFP stage, 5–10% for the firm's own experience as against 30–60% for key staff (para 8.4.2) – are in practice being exceeded.

Furthermore, para 3 of the OM separately advises that where minimum staff strength on the payroll is prescribed as an eligibility criterion, it should be commensurate with the manpower actually required, as disproportionately high requirements may unnecessarily restrict competition.

All Departments shall accordingly ensure, while framing eligibility and qualification criteria for consultancy procurement, including tenders floated on GeM, that –

1. the turnover requirement ordinarily does not exceed 200% of the estimated value of the assignment; any higher figure is supported by justification recorded in writing and approved by the Administrative Secretary;
2. the qualification and experience of key experts are not made part of the shortlisting/EoI criteria but are evaluated at the RfP stage, with weightages kept within the ranges of Table 4 of the Manual so that the firm's experience does not overshadow the key personnel;
3. minimum staff strength on the payroll, if prescribed, is supported by a manpower computation placed on record before floating the tender;
4. simplified pass/fail benchmarks are preferred in EoI in ordinary cases; the shortlist comprises not less than three and not more than eight consultants; and relaxation of up to 20% is extended to start-ups.

The OM quoted above is circulated to all concerned for compliance. Any deviation from the above shall be with the prior concurrence of the Finance Department. This Order takes effect prospectively and shall not apply to tenders already floated as on the date of issue.

Encl.: As above.

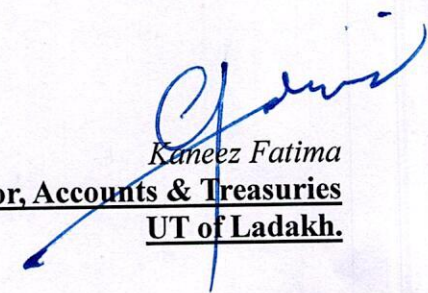
Sd/-

Tsewang Tharchin, IA&AS

Commissioner/Secretary, Finance Department,
UT of Ladakh

Copy to:

- ✓1. All Administrative Secretaries, UT of Ladakh.
- ✓2. Director General of Police, PHQ, UT of Ladakh.
- ✓3. All Managing Directors / Chief Executives of Boards, Corporations and Autonomous Bodies.
- ✓4. Deputy Commissioner/CEO, LAHDC Leh/Kargil.
- ✓5. All Heads of Departments, UT of Ladakh.
- ✓6. Deputy Commissioners, Sham/Nubra/Changthang/Zaskar/Drass.
- ✓7. Director, Accounts & Treasuries, UT of Ladakh.
- ✓8. All Joint Directors, Finance Department, UT of Ladakh.
- ✓9. All Chief Accounts Officers/Accounts Officers assigned to the Administrative Departments.
- ✓10. All Chief Accounts Officers/Accounts Officers posted at the Directorate/Head of Department level, for compliance.
- ✓11. Technical Director, NIC, Ladakh, for uploading on the Department's website.
- ✓12. OSD to Chief Secretary & Administrative Secretary, Finance Department, UT of Ladakh.
- ✓13. Private Secretary to Commissioner/Secretary, Finance Department, UT of Ladakh.
- ✓14. Office Order file (E 47271)


Kaneez Fatima
Director, Accounts & Treasuries
UT of Ladakh.