



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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दूरभाष/Phone : 91-11-25074100 / 25074200



NHAI/ Policy Guidelines/ Standard Documents/ 2025

Policy Circular No.11.74/2025 dated 04th September, 2025

{Decision taken on E-Office File No. COORD-17/10/2025-COORD Division (Comp. No. 282253)}

Sub: Clarification/ SOP regarding Experience Certificates of Similar Completed Works- in continuation of NHAI Policy Circular No. 11.70/2025 dated 08.08.2025 -reg.

NHAI issued Policy Circular No. 11.70/2025 dated 08.08.2025 on the subject "Modification in Qualification Criteria for EPC Projects." In continuation thereof, the following Clarification/ SOP is issued regarding Experience Certificates [Annexure-IX of Appendix-1A (Copy Enclosed)] for similar completed works:

1.1 Clarification in respect of Projects executed by NHAI:

- (i) Experience Certificates for NHAI-executed Projects where issuance is pending on or after 08.08.2025 shall be issued by the concerned GM (T), NHAI HQ.
- (ii) Certificates already issued by NHAI prior to 08.08.2025 may also be submitted by bidders in the prescribed format along with copy of issued Certificate, provided the bidder is satisfied that the work qualifies as similar completed work.
- (iii) The concerned Technical Division at HQ which has received the bid shall verify the details from the respective Project Director (PD) regarding the major components of the claimed similar completed work.
- (iv) PD shall provide a signed PDF response within three days.
- (v) In case of repeated verifications by different Technical Divisions, PD may indicate details of previous verifications already carried out. If the major components match with the components of the bid under consideration, the Technical Division may rely on such previous verification.

1.2 Clarification in respect of Projects executed by other Departments/ Concessionaires/ SPVs (Issuing Entity):

- (i) Certificates issued by such entities prior to 08.08.2025 may be submitted by bidders in the prescribed format alongwith copy of issued Certificate (Annexure-IX of Appendix-1A) duly certifying that the information furnished in the format is true & correct in all respects. Any incorrect information/ misrepresentation by the bidder shall be construed as fraud & corrupt practices and action shall be taken by the Authority as per provisions of Cl. 4.1 & 4.2 of RFP.
- (ii) Experience Certificates on or after 08.08.2025 shall be strictly in the prescribed format only.

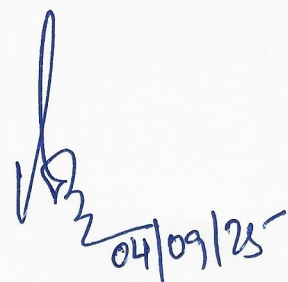
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1.3 Procedure for obtaining Experience Certificate of NHAI Projects after 08.08.2025:

- (i) The Bidder/Contractor shall send an e-mail with the draft Certificate to the concerned GM (T) of the Project Division at HQ (not bid-inviting Division).
- (ii) GM (T) shall obtain verification via e-mail from the Authorised Representative (HQ of Consulting Firm) of AE/IE through PD.
- (iii) AE/IE and PD shall verify/confirm the details and provide a signed PDF response within three days by e-mail to GM (T).
- (iv) GM (T) shall issue the signed Experience Certificate (scanned PDF) within Five days of receipt of the bidder/contractor's request email.

2. This issue with the approval of Competent Authority.

Encl.: As stated above.



(CS. Sanjay Kumar Patel)
I/c Chief General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

Copy to:

1. Hindi Division for translation in Hindi.
2. Library for hosting the circular on library site.
3. Web Admin for circulation.

Draft Format of Experience Certificate for EPC Projects*(To be issued on the Letterhead of NHAI)*

NHAI/PIU/..../2025/....

Date:

EXPERIENCE CERTIFICATE**(TO WHOMSOEVER IT MAY CONCERN)**

This is to certify that the Authority (Name), engaged M/s. [Name of EPC Contractor] as the EPC Contractor for execution of the project titled "[Name of work]" awarded under Engineering, Procurement & Construction (EPC) mode.

2. The details of the project & contractor are as under:

Name of the Project	[Full Name of the Project]
Client	National Highways Authority of India, G5&6, Sector-10, Dwarka, New Delhi- 110075
Name of EPC Contractor	M/s [Name of the Contractor]
Name & Share of the Lead Member & Other Member, in case of JV	(i) Lead Member- M/s Ltd., Share []% of Contract Value (ii) Other Member- M/s Ltd., Share []% of Contract Value
Date of issuance of LoA	[DD/MM/YYYY]
Date of Contract Agreement	[DD/MM/YYYY]
Date of commencement of work	[DD/MM/YYYY]
Original date of completion	[DD/MM/YYYY]
Extended date of completion(if any)	[DD/MM/YYYY]
Actual date of completion	[DD/MM/YYYY]
Contract Value(Original) excluding GST	Rs.[] Cr.
Revised Contract Value(including Change of Scope, if any) excluding GST	Rs.[] Cr.

3. **Subcontractor Engagement**

The EPC Contractor M/s. [Name of Main Contractor] engaged M/s. [Name of Subcontractor] as a subcontractor for execution of [] % of the Contract Value mainly for the following works:

[List of activities subcontracted - e.g., Earthwork, GSB, WMM, DBM, Structure, etc.]

The subcontracting was carried out in accordance with the terms and conditions of the contract and with the prior approval of NHAI, as per Article 4.2 of the EPC Agreement. However, the responsibility for overall execution, quality, progress, and completion of the project remained solely with the EPC Contractor, M/s. [Name of Main Contractor].



4. Execution Details (By the EPC Contractor) (excluding GST)

- i. Work Executed by EPC Contractor (including subcontracted portions):
- Original Work: Rs. [] Crores
 - Change of Scope (if any): Rs. [] Crores
 - Change in Law Adjustments: Rs. [] Crores
- ii. Total Revised Contract Value: Rs. [] Crores
- iii. Value of Work Subcontracted: Rs. [] Crores

5. Year-wise Work Executed and Payments (excluding GST)

Financial Year	Total Work Executed (Rs.)	Payment Received by EPC Contractor (Rs.)	Payment Received by Sub-contractor (Rs.)
[Year]			
[Year]			
[Year]			

6. Major Quantities of the works executed by the EPC Contractor & Sub-Contractor:

Sr. No.	Item Name	Unit	Quantity Executed by EPC Contractor	Quantity Executed by Sub-Contractor
1	Earthwork	CUM		
2	Granular Sub-Base Course (GSB)/CTSB	CUM		
3	Granular Base Course (WMM/ Aggregate Interlayer)	CUM		
4	Bituminous Base Course(DBM)/CTB	MT		
5	Wearing Course- SMA/BC	MT		
6	Dry Lean Concrete(DLC)	CUM		
7	Pavement Quality Concrete(PQC)	CUM		
8	Reinforced Soil walls	Sqm		
9	Slope Protection works (a) Breast Wall Construction (b) Retaining Wall construction (c) Gabion Wall Construction (d) Shotcrete	CUM/Sqm		
10	Structural Works (i) Construction of new Minor Bridges(Span/Number) (ii) Construction of New Underpasses/Overpasses(Size/Number) (iii) Construction of New Major Bridges (Total Length with span arrangement; Type of Foundation; Bearings; Superstructure) (iv) Construction of New ROB/RUB	Nos./RMT /CUM		

Sr. No.	Item Name	Unit	Quantity Executed by EPC Contractor	Quantity Executed by Sub-Contractor
	(Total Length with span arrangement; Type of Foundation; Bearings; Superstructure) (v) Construction of New Elevated Sections/Flyovers/Grade Separators (Total Length with span arrangement; Type of Foundation; Bearings; Superstructure)			
11	Specialised works in structures (i) Foundations (Well-Dia/Minimum and maximum Depth/Number; Pile-Dia/ Minimum and maximum Depth/Number) (ii) Superstructure(Total Length with span arrangement/Type/Number)			
12	Tunnels(Dia/Length/Method)			
13	[Other Items]			

This certificate is being issued upon the request of M/s.[Name of EPC Contractor] for their reference and future use. It is further clarified that NHAI entered into a contractual agreement only with the EPC Contractor, and not with any sub-contractor.

Authorised Signatory of the Authority
(Signature with Seal)

Name:.....
Designation:.....

Note: Strike out whichever is not applicable