



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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NHAI /Policy Guidelines /Standard Documents /2025

Policy Circular No. 11.75/2025 dated 12th September, 2025

{Decision taken on e-Office File No. NHAI/BM/HAM/RFP/2021 (Comp. No. 111752)}

Sub: Clarification/ SOP regarding Experience Certificates of Similar Completed Works- in continuation of NHAI Policy Circular No. 11.68/2025 dated 06.08.2025 - reg.

NHAI issued Policy Circular No. 11.68/2025 dated 06.08.2025 on the subject "Modification in Qualification Criteria for HAM Projects." In continuation thereof the following Clarification/ SOP is issued regarding Experience Certificates [Annexure-VII 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 06.08.2025 shall be issued by the concerned GM (T), NHAI HQ.
- (ii) Certificates already issued by NHAI prior to 06.08.2025 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 06.08.2025 may be submitted by bidders in the prescribed format along with copy of issued Certificate (Annexure-VII, 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 06.08.2025 shall be strictly in the prescribed format.


Contd...2/-

1.3 Procedure for obtaining Experience Certificate of NHAI Projects after 06.08.2025:

- (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 e-mail.

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 HAM 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), entered Concession Agreement with M/s. [Name of Concessionaire/SPV] as the Concessionaire for execution of the project titled "[Name of work]" awarded under HAM mode as per the terms of the Concession Agreement dated[DD/MM/YYYY].

2. The details of the project & Concessionaire 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 Concessionaire/SPV	M/s [Name of the Concessionaire/SPV]
Date of issuance of LoA	[DD/MM/YYYY]
Date of Concession Agreement	[DD/MM/YYYY]
Appointed Date	[DD/MM/YYYY]
Scheduled Completion Date	[DD/MM/YYYY]
Extended date of completion(if any)	[DD/MM/YYYY]
Actual date of completion	[DD/MM/YYYY]
Construction Period	[] Months
Operation & Maintenance Period	[] Years
Bid Project Cost (excluding GST)	Rs. [] Cr.
Revised BPC (adjusting Reduction in Scope, if any)(excluding GST)	Rs. [] Cr.

3. EPC Contractor Engagement

The Concessionaire M/s. [Name of Concessionaire] engaged M/s. [Name of EPC Contractor] as their EPC Contractor for execution of the works and provided a copy of its executed agreement between Concessionaire and EPC Contractor dated [DD/MM/YYYY] to the Authority.

4. Execution Details (By the Concessionaire) (excluding GST)

- i. **Work Executed by Concessionaire:**
 - a. Original Work: Rs. [] Crores
 - b. Reduction in Scope (if any): Rs. [] Crores
 - c. Change in Law Adjustments: Rs. [] Crores
- ii. **Revised BPC: Rs. [] Crores**

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

Financial Year	Total Work Executed (Rs.)	Payment Received by Concessionaire (Rs.)
[Year]		
[Year]		
[Year]		

6. Major Quantities of the works executed by the Concessionaire:

Sr. No.	Item Name	Unit	Quantity Executed
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 (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)	Nos./RMT /CUM	
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)		

Sr. No.	Item Name	Unit	Quantity Executed
13	[Other Items]		

This certificate is being issued upon the request of M/s.[Name of Concessionaire] for their reference and future use.

Authorised Signatory of the Authority
(Signature with Seal)

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

Note: Strike out whichever is not applicable

