



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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NHAI/Policy Guidelines/Experience Certificate to Consulting Firms /2019 No.10.2.17/2019, Dated the 25th February, 2019

(Decision taken on SRD&Q No.NHAI/SRD&Q/114/2018)

Sub: Consideration of experience certificate produced by the Consulting Firms in respect of usage of equipment in the assignment for DPR/IE/AE services.

It has been observed that the experience certificates are being issued to the Consulting Firms deployed for above services by the concerned ROs/PDs without proper verification of the ownership and experience. It has also come to the notice that the credentials are being issued to the Consulting Firms on the basis of supervision of equipment usage, whereas, work actually would have been performed by a third party. It is also a concern that experience certificates are issued by NHAI officials in non-standard format. These kinds of experience certificates are leading to anomalies and creating issues in evaluation of RFPs at various levels.

2 It is to further inform that complaints are being received quite frequently about fraudulent certificates on usage of equipment by the various Consulting Firms highlighting the issues of not having specified equipment, ownership and experience in its actual usage. In this regard, it may be clarified that the experience of the Firm shall be recognized only when the Firm has actually performed the above activities through its own staff directly, to avoid duplicity in claiming of the experience.

3. It is, therefore, required that a standard format as enclosed in **Annex-I** is adopted by all the officers concerned who issue the experience certificate to Consulting Firms after due verification and certification.

4. Further, it is to inform that SRD&Q Division vide letter no. NHAI/TIC/New –Tech/2016 dated 20th August'18 and 9th November'18, followed by several reminders had requested all ROs to provide information on use of technology by the Consulting Firms. However, details have been furnished only for 874 km of use of technology in consultancy assignments on NHAI projects. On the contrary, the experience certificates issued by NHAI officials (PDs) indicate wide spread use of such technologies in various projects carried out by the Consulting Firms. Therefore, there appears to be doubt over the credentials of the firms, who are submitting such certificates and on the Issuing Authority.

5. In view of above, all GMs/ROs/PDs are directed to re-examine the experience certificates issued by NHAI and same shall be considered in evaluation of RFPs only after due verification by the respective Technical Divisions and ROs. In case the credentials are found to be false or fraudulent, the action against the Firm and the Issuing Authority may be taken.

(Continued)

Handwritten signature/initials

6. This issues with the approval of the Competent Authority.



(Sanjeev Sharma)
GM (Coordination)

Copy to:

- (i) All Officers and employee of HQ/ROs/PIU/CMUs/ Site offices.
- (ii) Hindi Officer for translation in Hindi.
- (iii) Library- for hosting the circular library site.

Draft sample of Experience Certificate

Sub: Experience certificate to consultants for use of Technology in consulting assignments for DPR / IE/AE.

- I. Name of the Consulting Firm (with JV & Associates, if any): _____
- II. Start & End of Contract Period: _____
- III. Type of Consultancy Services (DPR/IE/AE): _____
- IV. Details of the Project (Length, Chainage, Lane configuration, etc.): _____
- V. **Types of equipment used:**

Sr. No.	Details of equipment	Period of Use	Length covered	Owned/Hired by the firm	Whether Output reported to HQ (SRD&Q & RIS)	Remarks
1.	Network Survey Vehicle (NSV)					
2.	Mobile Bridge inspection unit (MBIU)					
3.	Falling Weight Deflectometer (FWD)					
4.	Retro-reflectometer					
5.	ATCC					
6.	Lidar					
7.	Any other to be specified					

2. Certified that the equipment used at site by the Consultancy firm is as per the prescribed specifications in RFP documents and SRD&Q and RIS Cell has been updated about usage of above equipment vide letter no. _____.


(Signature of issuing officer with Detail)