



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

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(Ministry of Road Transport and Highways)

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G-5 & 6, Sector-10, Dwarka, New Delhi-110075

No.11041/217/2007-Admn

30.10.2012

**POLICY MATTERS-ADMINISTRATION/FINANCE (97/2012)**

(Decision taken in 119<sup>th</sup> Meeting of Executive Committee held on 19.09.2012)

**Sub: Guidelines for Maintenance and release of Bank Guarantees**

Ref.:

- (i) *Policy Matters : Administration / Finance (12/2002) dated 02.08.2002 regarding maintenance and release of Bank Guarantees.*
- (ii) *Policy Matters : Administration / Finance (46/2003) dated 05.05.2003 regarding guidance for maintenance and release of Bank Guarantees.*

The procedure prescribed for maintenance and release of Bank Guarantees vide circulars cited at reference (i) & (ii) has been reviewed and the revised guidelines are as under:

**I. Release of Bank Guarantees**

**(A) Bids invited by RO/PD**

Authority	Extent of Delegation			
	Bank Guarantees for			
	Mobilization Advance / Retention Money	Bid Security	Performance Security	Other
PD	Full Power as per the provisions of the Contract/ Concession Agreement	Full Power as per the provisions of the Contract/ Concession Agreement for the bids invited by PD	-	-
CGM(T), RO	-	Full Power as per the provisions of the Contract/ Concession Agreement for the bids invited by RO	Full Power as per the provisions of the Contract/ Concession Agreement for bids invited by RO / PD	-
CGM(T), HQ	-	-	-	-
Concerned Member	Full Power in all other cases with the concurrence of Finance Division.			

**(B) Bids invited by NHAI HQ**

Authority	Extent of Delegation			
	Bank Guarantees for			
	Mobilization Advance / Retention Money	Bid Security	Performance Security	Other
PD	Full Power as per the provisions of the Contract / Concession Agreement	-	-	-
CGM(T), RO	-	-	Full Power as per the provisions of the Contract/ Concession Agreement.	-
CGM(T), HQ	-	Full Power as per the provisions of the Contract/ Concession Agreement.	Full Power as per the provisions of the Contract/ Concession Agreement for the works being executed at NHAI HQ.	-
Concerned Member	Full Power in all other cases with the concurrence of Finance Division.			

**II. Custody and Maintenance of Bank Guarantees**

Authority	Maintenance of Bank Guarantees for				Remarks
	Mobilization Advance / Retention Money	Bid Security	Performance Security	Other	
Project Implementation Unit	PIUs.	PIUs for the bids invited by PIU.	PIUs for the bids invited by PIU.	PIUs	It shall be the responsibility of the concerned officer maintaining the BGs to monitor the validity of the BGs (a register shall be maintained for this purpose) and ensure extension of the validity of the BGs in terms of the contract.
Regional Office	-	RO for the bids invited by RO.	RO for the bids invited by RO and NHAI HQ.*	-	
NHAI HQ	-	Concerned General Manager at NHAI HQ for the bids invited by NHAI HQ.	Concerned General Manager at NHAI HQ for the works being executed by NHAI HQ.	Concerned General Manager at NHAI HQ for the works executed by NHAI HQ.	

*\*Performance Security received in NHAI HQ shall be transferred to RO after declaration of appointed date in case of BOT. In all other cases, BG shall be transferred immediately after signing of agreement.*

2. This issues with the approval of Competent Authority.

*V.K. Shama*  
30/12

**(V.K.Shama)**  
**Chief General Manager (Coord./LA)**

To,

**All officers and employees of HQ/ZO/ROs/PIUs/CMUs/Site Offices**