



**SOUTH CENTRAL RAILWAY  
OFFICE OF THE PRINCIPAL CHIEF ENGINEER  
FIFTH FLOOR, RAILNILYAM, SECUNDERABAD-500071.**

W.148/P/(Guidelines)/Vol.II

Date: 27.05.2021

CAO/C, PCSTE, PCEE, PCME, PCCM;  
Sr. DEN/Co-Ords/SC, HYB, BZA, GTL, GNT, NED;  
Dy.CE/EWS/LGD, Sr.DEN/LGDS.

Sub:- System Improvement, guidelines and clarification of Contractor's Experience Certificate in Works Contracts of Works Tenders in SCR- Reg.  
Ref:- This office letter of even No dated 21.03.2018.

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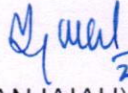
1. Vide this office letter under reference, various Annexures are mentioned to be included in tender documents. Accordingly, a condition is being incorporated in all tender documents that the Experience Certificate shall be in the form of the Annexure(Annexure-E) otherwise, which the tender will be disqualified.
2. However, it is noticed that various Railways are issuing the Certificate in different formats and the tenders are being finalized based on them.
3. In view of this, Annexure-'E' shall not be made part of the tender document and the following clause shall be incorporated in the tender documents for the Experience Certificate in place of the existing one:

*"Tenderer should submit a self attested copy of work experience certificate, signed by an officer not below the rank of JA Grade or bill passing officer in Railways and Bill passing Officer/Executive in-charge of the work in other Government Department/Govt. bodies/Public sectors under taking to establish his eligibility criteria. The certificate should contain the details regarding Name of work; Agreement No and Date; Name of Agency; Agreement value in Rupees (amount in words and figures); Due date and actual date of completion; Value of Final Bill passed (amount in words and figures); Performance of the Contractor; Signature, Name, Designation and Seal of the Issuing Officer, otherwise which the offer will be summarily rejected".*

It is to be ensured that the above details are covered in the experience certificate submitted by the tenderer, otherwise which his bid shall be rejected.

This Railway shall, however, continue to issue the experience certificates in the proforma as is being followed now, and should not be made part of tender document.

This has the approval of PCE.

  
27.05.21  
(N.ANJIAH)

Dy.Chief Engineer/Works

Copy for information/necessary action:

PFA, SDGM, DRMs/SC, HYB, BZA, GTL, GNT & NED,  
Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED,  
CPD/SD, CTE, CBE, CGE, CE/TM, CE/TP, CE/P&D, CE/SD, CE/RSW, CE/BRH, CE/WS&F  
and CWM/CPOH/RYPs, CE/WS & F and CWM/CPOH/RYPs.