

**PROCEDURE FOR ISSUANCE OF PERFORMANCE/ EXPERIENCE CERTIFICATE
FROM BHEL**

1. The performance/ experience certificates will be issued based on written request received from the supplier/ contractor or any other organization accompanied with documentary evidence in support of the requirement of such certificate.
2. HR department would be responsible for issuing the performance/ experience certificates for works contract and service contracts in unit and regions.
3. An executive not below the rank of DGM, authorized by head (not below the rank of GM) of concerned department, would be competent authority to issue such certificates.
4. The certificate will be issued as per attached sample. Any change/ deviation in the said certificate i.e addition/ deletion of information in the attached sample format can be done with the approval of GM of concerned issuing department.
5. Issuing department shall examine the request to ascertain the need for issuance of such certificate. After establishing the need a detailed report regarding performance of the supplier/ contractor, scope of work/ supply executed/ supplied by the supplier/ contractor would be sought from concerned product group/ site/ works department of the unit/ region.
6. Sample format for performance/ experience certificates is attached with this annexure.

SUPPLIER PERFORMANCE/ EXPERIENCE CERTIFICATE

Ref.

Date:

To,

Name of the organization which requires the certificate

This is to certify that M/s, having its registered office at, has supplied/ executed following item/ works:

Sl.No.	Description of item/ materials supplied or work executed	Scope	Period of work executed/ supply	Executed supply value	Performance (satisfactory/ unsatisfactory)	Remarks, if any

(List of items supplied or works executed in last 3 years may be given. List of earlier supplies/ works may be considered if request for the certificate mentions so)

This is to certify that M/s, is a register/ not-registered supplier/ contractor with *Name of BHEL Unit*.

This certificate is issued at the request of M/s, vide ref..... dated..... for the purpose of

Signature of Competent Authority