DELHI JAL BOARD
(GOVT OF NCT OF DELHI)
VIGILANCE DEPARTMENT
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI-110005

No: DJB/VIG./3/2026/ 27278 Dated: 5/8/26

Advisory

Subject: Advisory regarding verification of experience certificates and credential documents submitted by bidders during tender evaluation.

It has been observed during examination of a CTE observation relating to the evaluation of bids that, in one case, the authenticity of an experience certificate submitted by a bidder in support of work executed outside India was verified only after the award of work, i.e., during the CAPEX execution stage. Although the document was subsequently authenticated through the concerned Embassy during execution of the contract, such verification, wherever considered necessary, ought to have been completed at the stage of technical evaluation itself, prior to award of the work.

Verification of experience certificates or other credential documents after award of the work defeats the very purpose of such verification, as it does not assist in determining the eligibility of the bidder during the tender evaluation process. Such practice undermines due diligence, transparency, fairness and the integrity of the procurement process.

Accordingly, concerned officers/officials are advised to ensure the following in future tender/procurement cases:

1. The authenticity of experience certificates and other credential documents submitted by bidders, wherever considered necessary, particularly in respect of foreign/offshore projects, shall be verified through the issuing authority or any other appropriate authority before completion of the technical evaluation and award of the work.
2. Where any document appears ambiguous, incomplete, altered, inconsistent or otherwise requires confirmation, the same shall not be relied upon unless its authenticity has been duly established through an appropriate verification mechanism.
3. The bid evaluation records shall clearly demonstrate that adequate due diligence has been exercised while assessing the eligibility, experience and credentials of bidders, so as to ensure transparency, fairness and strict compliance with the tender conditions.

The Technical Heads shall ensure strict compliance with the above instructions in all future procurement/tender cases so as to avoid procedural lapses and uphold the integrity, transparency and fairness of the tender evaluation process.

Dy. Director (IT)
Delhi Jal Board, GNCTD

sd/-
(Dr. Aman Gupta, IAS)
Chief Vigilance Officer

CE(N)WS/CE(N)Dr. Dy. No. 1430 dt 13/8/26

Office of the S.E. (IT)
Delhi Jal Board
D. No. 151
D... 10/08/26

Member (A) / Dir(IT) / S.E.(IT)

D.D.(IT)/Ms. Shalu
for wide publicity.

Dy. No. 2945
Date 07/08/26

Proposal uploaded on DJB website and 14/8/2026

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Chief Vigilance Officer