

ANNEXURE - VI (Refer Rule 14)

**FOR CHANGE IN CONSTITUTION - LIST OF DOCUMENTS/INFORMATION
REQUIRED TO BE SUBMITTED:**

A. DOCUMENTS TO BE SUBMITTED

- (i) Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
- (ii) An undertaking sworn in before a 1st class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
- (iii) Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

**B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH
WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP.**

- (i) Whether he is enlisted with CPWD/MES/Railway/P&T/State PWD.
- (ii) Whether he is a dismissed Govt. servant.
- (iii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Rly. /P&T/State PWD.
- (iv) Whether he is member of Indian Parliament or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. servant within one year.
- (vii) Whether he has any relative working in PWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition, Certificate as required under Enlistment application form (Annexure-I) from new partners be given.

**C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN
PRINCIPLE BY THE COMPETENT AUTHORITY**

- (i) Copy of the partnership deed duly attested by the Notary Public.
- (ii) Certificate from banker of the contractor indicating new constitution.
- (iii) Form A, B & C or equivalent as the case may be.
- (iv) Acknowledgement from the Income Tax/ Sales Tax department for having noted the change.