

**FOR CHANGE OF CONSTITUTION, LIST OF
DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED**

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. 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.
3. 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 I&F.C./ 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/CPWD/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 dismissed/removed/retired Govt. servant within 2 years.
- vii) Whether he has any relative working in I &F.C., 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 item 18 of enlistment application form 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) Fresh Bankers' 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 department for having noted the change.