



SOUTH WESTERN RAILWAY

Divisional Office  
Law Branch  
Hubli

No. H/L.148/LO/2024

Date: 17 /04/2024

All Branch Officers,

CPM/GS

**Sub :- Streamlining of Legal vetting in tender cases.**

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- (1) The check list of documents submitted by the tenderers for legal vetting, according to the nature of the entity, is enclosed as **Annexure A**.
- (2) The "Ratification Clause" is to be incorporated by the tenderer in GPA. PI incorporate suitable condition in tender, as per **Annexure B**.

Cases should be sent for legal opinion only in cases of doubt/ discrepancy. If so, the tenderer's documents may be submitted as per above check list.

Further, GPA ratification clause to be suitably incorporated in tender conditions/check list.

This has the approval of ADRM/G and this procedure shall come into immediate effect.

(S. Sreedhar)  
Sr. Law Officer/ UBL

Copy to:

1. DRM for kind information
2. ADRM/G & ADRM/OP for kind information

JE/E/1009

for n.a

18/04/2024

**Documents to be checked:**

**(I) PARTNERSHIP FIRM:**

- PAN Card
- GST Certificate
- Power of attorney for signing the tender documents, agreements, measurement books on behalf of the partnership firm.
- Annexure-V and V(A)
- SUBCONTRACT AGREEMENT (if any)

**(II) PROPRIETORSHIP FIRM:**

- Same as in *Partnership* above.
- Change of address of the Firm shall be confirmed by the auditor of the Company.

**(III) PRIVATE LIMITED COMPANY:**

- PAN details
- GST details
- Power of attorney of the Company
- MOA & AOA, CERTIFICATE OF INCORPORATION
- Board Resolution
- Annexure - V
- SUBCONTRACT AGREEMENT

**(III) JV Firm:**

- JV Agreement
- PAN Card of Lead member
- GST certificate of Lead member
- MOA & AOA, CERTIFICATE OF INCORPORATION of Lead member
- Power of attorney backed by the board resolution.
- Annexure- V & V(A)
- MOA & AOA, CERTIFICATE OF INCORPORATION of other members
- Power of attorney of other members.
- Annexure - V & V (A) of other members.

**Annexure - B**

**Following Ratification Clause to be incorporated in the GPA (without which GPA shall be considered legally invalid)**

*"AND I do hereby for myself, my heirs, executors, administrators of acts done and legal representatives ratify and confirm and agree to ratify and by attorney confirm all and whatsoever my said attorney or his substitute or substitutes shall lawfully do or cause to be done by virtue of these presents".*

