

BROCHURE

SELECTION OF DEALERS

FOR

REGULAR & RURAL RETAIL OUTLETS



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**GUIDELINES ON SELECTION OF DEALERS FOR REGULAR & RURAL RETAIL OUTLETS
THROUGH DRAW OF LOTS/BIDDING PROCESS**

INTRODUCTION

The salient features of the selection guidelines are:

- (i) All applicants meeting the eligibility criteria will qualify for further selection process.
- (ii) Transparent on-line process for application and draw of lots / bid opening.
- (iii) Different selection process for Corporation Owned Dealer Operated outlets, Dealer Owned Dealer Operated outlets and Corporation Owned Dealer Operated outlets under Corpus Fund Scheme.
- (iv) Multiple Dealership Norm (MDN) has been relaxed for “B”/”DC” site ROs.
- (v) Existing unviable SKO dealers of OMCs will be eligible to apply.

1. IDENTIFICATION OF LOCATIONS

Locations for setting up Retail Outlets are identified by the respective oil company based on commercial / minimum volume considerations. Accordingly, Regular and Rural outlets are set up by Oil Marketing Companies (OMC) as under:-

- i) Regular ROs: Locations on Highways (National Highways/State Highways etc.) & Urban /Semi-urban areas (Within Municipal Limits of a town) .
- ii) Rural ROs: Locations in rural areas but not on Highways (NH/SH etc.) and outside Municipal Limits of a town

2. RESERVATION

A. The Percentage of reservation for various categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under: -

Category	SC/ST	OBC	Open	Total
<u>Combined Category 1 (CC1)</u> Comprising of :- (i) Defence Personnel & (ii) Para Military Personnel/Central/State Govt. and Central/State PSU employees	2	2	4	8
<u>Combined Category 2 (CC2)</u> Comprising of :- (i) Outstanding Sports Persons (OSP) & (ii) Freedom Fighters (FF)	0	0	1	1
Physically Handicapped (PH)	1	1	1	3
SC/ST	19.50			19.50
OBC		24		24
Open			44.50	44.50
Total	22.50	27	50.50	100

- B. Reservations in states of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram would continue to be as under as approved by MOP & NG earlier: -

State	Percentage of Regular & Rural RO Dealerships to be awarded to ST category	Balance % to be awarded to 'Open' category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

3. Type of Retail Outlet Sites

The type of sites will be decided by the Oil Companies and the same would be:-

S.N.	Type of Site	Status of Land & Facilities
i.	Locations under Corpus Fund Scheme (CFS sites)	The offered land would be taken on lease/purchased and fully developed as Corporation owned site.
ii.	Other Corporation Owned Sites ("CC"/ "A" sites)	The offered land would be taken on lease/purchased and fully developed as Corporation owned site.
iii.	Dealer Owned sites ("DC" / "B" sites)	The offered land and the super structure will be developed by the dealer. Pump, tank, automation, signages, etc. will be provided by the Corporation.

Note: Offered land can either be taken from the applicant or the owner of the land directly.

All locations rostered as SC/ST category will be developed as per (i) above.

4. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS – PROPRIETORSHIP / PARTNERSHIP

Common Eligibility Criteria for all Categories applying as Individual (as on date of application unless mentioned otherwise)

- (i) **Citizenship** : Indian Citizen.
- (ii) **Residential status**: Resident of India (as per Income tax rules¹).
- (iii) **Age**: Not less than 21 years and not more than 60 years except for Freedom Fighter under CC2 category.

Proof of age should be supported by copy of 10th Standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for age / Identity card issued by Election Commission.

(iv) **Educational qualification:**

Passed Minimum 10th (examination conducted by a Board/School).

Certificate issued by Armed Forces as equivalent to 10th Class pass in accordance with Ministry of Personnel, Public Grievances and Pensions (Dept. of Personnel and Training) notification No. 15012/8/82-Estt (D) dated 12.02.1986 will also be considered.

¹ If an individual stayed in India for 182 days or more in the previous Financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days he is a non-resident.

For educational qualification from overseas universities / boards, equivalent certificate issued by competent authority / State Government / Government of India should be submitted by the applicants.

Minimum Educational qualification is not applicable to Freedom Fighters under CC2 category.

(v) Land (Applicable to all categories):

The applicants would be classified into three groups as mentioned below based on the land offered or land not offered by them in the application form:-

Group 1: Applicants having suitable piece of land in the advertised location/area either by way of ownership / long term lease for a period of minimum 19 years 11 months or as advertised by the OMC.

Group 2: Applicants having Firm Offer for a suitable piece of land for purchase or long term lease for a period of minimum 19 years 11 months or as advertised by the OMC.

Group 3: Applicants who have not offered land in the application.

Applications under Group 3 would be processed/advised to offer land only in case no eligible applicant is found or no applicant get selected under Group 1 & 2.

In case land offered by all the applicants under Group 1 & Group 2 is found not suitable/not meeting requirements, then these applicant/s under Group 1 & Group 2 along with applicants under Group 3 (who did not offer land along with application) would be advised by the OMCs to provide suitable land in the advertised location / stretch, within a period of 3 months from the date of issuance of intimation letter to them through SMS/e-mail. In case the applicant fails to provide suitable land within the prescribed period or the land provided is found not meeting the laid down criteria, the application would be rejected.

The other conditions with respect to offering of land are as under:-

- a) The land should be available with the applicant as on the date of application and should have minimum lease of 19 years and 11 months (as advertised by respective oil company) from the date or after the date of advertisement but not later than the date of application.
- b) If the offered land is on Long term lease, then the Lease agreement should have a provision to sub-lease the land wherever the locations are advertised under Corpus Fund Scheme (CFS), Other Corporation Owned Sites ("A"/ "CC" sites).

In case it is observed that the lease agreement for the land offered by the selected applicant does not have a provision to sub-lease the land, in such cases the selected applicant would be provided 21 days' time from the date of intimation through SMS/e-mail to make suitable amendment / addendum to the lease agreement and submit the same to the concerned OMC.

- c) For Dealer owned sites ("B"/"DC" sites), the applicant should ensure that the land arranged by the applicant is either registered in the applicant's name or leased in favour of the applicant for a minimum period of 19 years and 11 months (as advertised by respective oil company), before issuance of LOA as per the conditions of LOI.

- d) The applicant(s) under Group-1 should have documents to establish ownership of land offered for the Dealership **as on date of application**, such as:-
- Khasra / Khatauni or any equivalent revenue document or certificate from revenue official confirming status of the ownership of the land
 - Registered Sale deed/Registered Gift deed.
 - Registered Lease deed for a minimum period of 19 years and 11 months (as advertised by respective oil company) .
 - Any other type of ownership / transfer deed document
 - Lease agreement or firm allotment letter issued by Government / Semi Government bodies
- e) The land owned by the family member(s) will also be considered as belonging to the applicant (Group-1) subject to producing the consent letter in the form of affidavit **(Appendix III A)** from the concerned family member(s).

For this purpose family members would comprise of:-

- (i) Self
 - (ii) Spouse
 - (iii) Father/Mother including Step Father/Step Mother
 - (iv) Brother/Sister/Step Brother/Step Sister
 - (v) Son/Daughter/Step Son/Step Daughter
 - (vi) Son-in-law / Daughter-in-law
 - (vii) Parents-in-law
 - (viii) Grand Parents (both maternal & paternal)
- f) For Group 2 applicants, the “firm offer” of land will include land offer from third party based on Agreement to purchase/long term lease (as per terms and conditions of the OMCs). Offer letter should be in the form of an Affidavit **(Appendix III A)** along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.
- g) In case offer letter is from Power of Attorney holder (Registered), Offer letter should be in the form of an Affidavit along with copy of POA and along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.
- h) The eligibility of applicant with regard to the Land (Group 1 or Group 2) will be decided by Oil Company with reference to a confirmatory letter from an advocate **(Appendix III B)** to be arranged by the applicant.
- i) In case the applicant or family member(s) own the land jointly with third person, the consent letter in the form of an Affidavit **(Appendix III A)** or Power Of Attorney (Registered) clearly authorizing the applicant for such use of land from third person is also required.
- j) Various situations of ownership for defining owned / firm offer are as under:-

S. No	Situation of ownership	Share of applicant in land	Additional documents required	Evaluation as
GROUP 1				
1	Self	Full	Nil	Owned

2	Self with members of family or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family - Appendix III A	Owned
3	<ul style="list-style-type: none"> • Self with other owners • Family members with other owner(s) • Self with family members & other owners 	Part Nil Part	If the share of the applicant and/or family members is more than or equal to land required by the company. Consent letter on stamp paper or an affidavit or Power of Attorney from all Co-owners(s) should be provided – Appendix- III A.	Owned
4	Land owned by Government/ Semi-Government bodies	Full	Allotment Letter from the Government/ Semi-Government bodies in the name of Self with specific mention for use of petrol pump.	Owned
GROUP 2				
5	Land owned by third party in part or full	Part/Nil	Consent letter in the form of affidavit / Power of Attorney from other owner(s) - Appendix III A	Firm Offer

- k) Each applicant will have to declare, in the application form, the category under which offered land falls. Supporting the above, confirmatory letter from an advocate (**Appendix III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2), **as on date of application**, is also to be furnished as and when advised. The Group under which the applicant's land falls, would be determined based on the declaration given in the application and confirmatory letter from the advocate regarding the same.
- l) It should be the responsibility of the applicant to ensure that as on date of application:-
- i. Offered land is of required dimension and abutting the Road boundary, after leaving Right of Way (ROW) line of the road.
 - ii. The offered land is also not notified for acquisition.
 - iii. Land owner is in Possession of the land from the beginning / edge of ROW line.
 - iv. There is no other land including Govt. land between ROW and offered plot.

Note : In case it is found at later stage that the offered plot is not meeting any of the above conditions then in such case the offered land would be rejected and candidate will be given opportunity along with applicants under Group 3 by intimation through SMS/e-mail.

- m) Verification of the supporting documents submitted by the selected candidate, post selection, will be carried out at the time of Scrutiny / Field Verification of Credentials (FVC).

Note 1:

- a. "Own" means having ownership by way of Registered Sale deed, Registered Gift deed, etc. or title of the property or registered long lease (as per individual OMC norms) in the name of applicant / family member/s as defined in 4 (v)-e above.
- b. If an applicant offers more than one land then, a confirmation in writing will be obtained by Land Evaluation Committee (LEC) from the applicant with regard to the plot of land to be considered for evaluation.
- c. The same piece of land cannot be offered by more than one applicant for a particular RO location against an advertisement. In case more than one application is received offering the same piece of land all such applications would be rejected and allotment, if made, would be liable for cancellation.
- d. The selected candidate has to make available the offered land duly developed up to the road level by cutting/filling (as applicable), with good earth/ murrum, layer-wise compacted as per standard engineering practices to the satisfaction of the concerned OMC. The selected candidate is also required to provide retaining wall and compound wall of min. height 1.5 meters, designed as per site conditions as per approval of OMC.
- e. There is no commitment by the Oil Company for taking the offered land from the applicant. If an applicant, after selection, is unable to provide the land indicated in the application within a period of 2 months (for Group 1) and 4 months (for Group 2) from the date of Letter of Intent (LOI), Oil Company will have the right to cancel / withdraw the LOI issued in favour of the selected candidate for allotment of dealership.

Note 2

In case of locations where the applicant has not offered the land in the application (**Group 3**) or if the offered land of all applicants **under Group 1 & Group 2** got rejected due to not meeting the laid down criteria, then all such applicants shall be given an opportunity to offer land or alternate land (as the case may be) in the advertised location/stretch provided the applicant meet all other eligibility criteria.

A communication through SMS/e-mail would be sent to these applicants to offer land/ alternate land within a period of 3 months from the date of offer letter.

On receipt of advice to offer land from OMCs the applicant should submit land offer online and indicate the category under which the land falls (Group 1 or Group 2) on the basis of the confirmatory letter from an advocate (**Appendix III B**). Upon selection, the selected candidate would be required to submit all the relevant documents pertaining to the land offered along with consent letter in the form of affidavit (**Appendix III A**) and/or Power of Attorney (Registered), if applicable, along with confirmatory letter from an advocate (**Appendix III B**).

The applicants would be classified into two groups i.e. Group 1 & Group 2 based on the land offered by them.

In case the applicant(s) fail to offer alternate land within the specified period, the offer would be withdrawn and application rejected under intimation to the applicant(s) through SMS/e-mail.

Only one opportunity would be given to the applicant, either for offering land (if applicant has not offered any land along with application form) or for offering alternate land (if the land offered by the applicant is found to be not meeting the laid down criteria during Scrutiny/land evaluation/ rejection of land after selection, for applicants who have offered land along with the application).

Note 3 : Opportunity to offer alternate land after FVC/issuance of LOI

There may be a situation, where the land offered by the candidate in the application (including land/alternate land offered by Group 3/Group 1 & Group 2 applicants) meets all the specifications as laid down in the advertisement and on the basis of which LOI has been issued or proposed to be issued and the LOI holder or the selected candidate to whom LOI is proposed to be issued would like to offer an alternate land, due to whatsoever reason, such land may be considered by OMC subject to the alternate land meeting all specifications and is within the advertised location/stretch.

In case applicant is selected and LOI has not been issued then on receipt of application from the selected candidate offering alternate land, Land evaluation of the alternate land will be done and if the land is found suitable, then LOI will be issued mentioning the change in offered land.

In case alternate land is offered after issuance of LOI, a letter would be issued indicating acceptance of the alternate land offered, after Land evaluation (on land being found suitable) and this would be treated as addendum to LOI.

In case the alternate land offered by the selected candidate/LOI holder is accepted by the OMC and LOI/addendum to LOI is issued to the candidate, the alternate land accepted by OMC would be treated as final and no further changes shall be accepted (including the original site offered).

In case the alternate land offered by the selected candidate is found not meeting the laid down criteria, the selected candidate would be intimated on the same (through LOI) and LOI would be issued to the selected candidate referring to the originally offered land.

In case the alternate land offered by the LOI holder is found not meeting the laid down criteria, the LOI holder would be intimated on the same through addendum to LOI. In such case, the time period to make available the land (original site offered along with the application) would remain valid as mentioned in the LOI from the date of issuance of letter (addendum to LOI) intimating rejection of alternate land.

This opportunity would be available to the LOI holder up to 90 days from the issuance of LOI.

The above mentioned opportunity can be availed by the selected candidate (after clearing FVC) / LOI holder only once.

Note 4 :

- i. In case the selected candidate (after clearing FVC) avails the opportunity to offer alternate land before issuance of LOI, the opportunity will not be available to the candidate post issuance of LOI.
- ii. One time opportunity to offer alternate land also will be available in case of failure of rental negotiation. However, in this case, LOI holder can offer alternate land within 90 days of failed negotiation. Further, this opportunity will not be available to the LOI

holder in case he/she has availed the opportunity before issuance of LOI/post issuance of LOI.

- iii. Opportunity for offering alternate land after selection (post FVC) / issuance of LOI would also be given to those applicants who may have availed such an opportunity earlier (Prior to FVC).
- iv. In case after selection, if it is observed that the offered land is co-owned by multiple persons and the selected candidate did not provide consent of all the co-owners, the selected candidate would be given 21 days' time to get consent of all the co-owners for the offered land failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.
- v. In case after selection, if it is observed that the offered land does not contain sub-lease as required by OMC (for CFS / CC sites) the selected candidate would be given 21 days' time to make suitable amendment / addendum to the lease agreement failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.

(vi) Specific Eligibility Criteria for applying in different reserved categories is as under:

a) Scheduled Caste/ Scheduled Tribe Category (SC/ST):

The candidates belonging to Scheduled Castes/ Scheduled Tribes (SC/ST) recognized under the Constitution of India will be eligible. The applicants will be required to submit a copy of the certificate issued by the competent authority, notified by Govt. of India, certifying that the candidate belongs to Schedule Caste / Schedule Tribe as per **Appendix – VI**.

Note : Wherever applicable, the applicants would be required to submit Caste validity certificate.

b) Other Backward Classes (OBC)

The candidates belonging to Other Backward Classes recognised as OBC by Government of India (Central Government) under the Constitution of India and / or recognized by the concerned State as OBC in which the location has been advertised will be eligible.

The candidates will be required to submit as and when advised by Oil Company, a certificate issued by the competent authority notified by the Government of India and/or by the concerned State in which the location has been advertised certifying that the candidate belongs to Other Backward Classes recognized as OBC by a Resolution/Gazette Notification issued by GOI (Central Government)/State Government. Along with the OBC certificate (**Appendix – VII A**), the candidate also has to submit an undertaking (**Appendix – VII B**) that he/she belongs to the OBC category and fulfils the non-creamy layer status. The date of undertaking (**Appendix VII B**) will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The undertaking should be of any date after the date of advertisement.

c) Defence Personnel (DEF)

Defence Personnel means personnel of armed forces (viz. Army, Navy, Air Force) and will cover:

- (i) Widows/dependents of those members of Armed Forces who died in war or in harness due to attributable causes
- (ii) Ex-service men who are war disabled / disabled in peace due to attributable causes
- (iii) Able bodied Ex-service men

Candidate applying under this Category covered under (i) & (ii) above would be required to submit as and when advised by Oil Company, the Eligibility Certificate in original, issued from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the RO Dealership for which he/she has applied. Certificate of eligibility issued for one RO Dealership is not valid for another RO Dealership and therefore a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement.

Candidate applying under this Category covered under (iii) above should submit copy of Discharge Order or Pension order.

d) Government (including PMP) and Public Sector Personnel

The personnel serving in different Departments of Central/State Governments and Public Sector undertakings of Central/State Government who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/ dependants will be eligible under this category.

Applicants under this category would be required to submit as and when advised by Oil Company, a copy of relevant certificate from the concerned Organisation/Govt Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government – **Appendix VIII.**

e) Physically Handicapped Category (PH):

- i. Applicants under this category should fulfil criteria covered under the target group as defined under Section 2(t) of The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 (also referred to as PwD Act, 1995) and obtain a disability certificate from competent authority as prescribed in the Notification dated 30.12.2009 issued by Ministry of Social Justice and Empowerment.
- ii. Deaf, Dumb and Blind persons with minimum degree of 40% disability. Applicants under this category would be required to submit a certificate (as per the standard format given in the application) issued by a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No.154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and Procedure for certification.

The applicants will be required to submit a copy of the certificate (**Appendix IX-A or IX-B or IX-C as applicable**) as and when advised by Oil Company.

f) Outstanding Sports Persons (OSP):

The following persons will be eligible:

- Arjuna Awardees / Khel Ratna Awardees.
- Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions.

- First position holders of recognized National Championships held for senior level (men & women)

Candidate applying under this category would be required to submit as when advised by the Oil Company a certificate from the Recognised National Federation Organising National Championships (as recognised by Department of Youth Affairs and Sports, Govt of India) or from the Dept of Youth Affairs and Sports, Govt of India.

g) Freedom Fighter (FF) :

The applicant would be required to submit as when advised by the Oil Company a certificate or Tamrapatra or an attested copy of the Pension order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, GOI of their having been Freedom Fighters.

(vii) Specific Requirement of applicants applying under Partnership:

In case of partnership, each partner should individually meet the eligibility criteria for applying as an individual. However, the land owned by partner(s) will be treated as owned by the proposed firm as a whole for the purpose of eligibility.

Each partner should submit separate application form along with separate non-refundable application fee. However, the applications should be clubbed together (online). They also would be required to submit a copy of the proposed partnership deed.

(viii) Specific Eligibility Criteria for existing SKO Dealers of OMCs:

Existing SKO dealers of OMCs (individual & partnership firms only) who are eligible under categories as specified above can apply for RO dealership on fulfilling the following conditions:

- Existing SKO dealers of OMCs having an average allocation of less than 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement will be eligible to apply. The applicants have to submit the proof of such allocation from allocating authority of the State Govt./Divisional/Territory/Regional Office of the PSU Oil Marketing Company, as the case may be, as and when advised by the OMC. Multiple Dealership/Distributorship norms will not be applicable for such applicants.
- In case of allotment, the SKO dealer will have to surrender their SKO Dealership prior to issuance of letter of appointment for RO dealership. To be eligible to apply for RO dealership, the SKO dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/Dealership Agreement, Kerosene Control Order or ESMA.
- Eligibility criteria as applicable to individual applicants/partnership firm applicants will also be applicable to SKO Dealers.

Note : with regard to submission of documents by selected candidates:

1. All certificates/documents required for meeting Eligibility/Specific eligibility criteria should be in possession of the applicant and valid as on date of application.

However certificates issued by Directorate General of Resettlement (DGR), Ministry of Defence , Government of India for Defense personnel can be of a date after the

date of application but should be submitted within 10 days of intimation by Oil Company.

Wherever Caste Validity certificate is required, the same shall be submitted by the selected candidate within additional 10 days of stipulated time specified by the concerned State Govt. for issuance of such certificate (from the date of intimation to the selected candidate by the OMC).

2. In case certificates submitted by the applicants issued by various Govt. Officials are not as per the given formats, the applicants would not be made ineligible if the contents are as per Corporation's requirements.
3. Applicable certificates/documents for Eligibility/Specific eligibility criteria would be required to be submitted by the selected candidate within 10 days of intimation (after draw of lots/bidding process).

Additional 10 days' time shall be given in case the selected candidate fails to submit the applicable certificates/documents. In case the selected candidate fails to provide applicable certificates/documents within this time period, his/her candidature would be rejected under intimation through SMS/e-mail.

4. The selected candidate would be given opportunity to provide the rectified/corrected documents under rectifiable deficiency within 21 days' time. If the selected candidate fails to provide the required corrected/rectified certificates/documents, within 21 days, his/her candidature would be rejected under intimation through SMS/e-mail.

5. ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS (ENTITY)

Non-individual entity applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co-operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013, including Pvt. Ltd. companies.

Non-individual applicants are eligible to apply **only** under 'Open' category subject to the following: -

- (i) Residential status: The entity should be registered in India.
- (ii) Age: The date of Registration / Incorporation of the firm / entity should be at least 3 years prior to the date of application.
- (iii) Land : With regard to land, all conditions covered for individuals would apply excepting clauses given for land owned by family member(s). In other words, the offered land should either be owned or on long lease in the name of entity for Group 1 and a firm offer in the name of the entity for Group 2.
- (iv) Finance : Registered Societies / Companies should have made a net profit for previous 3 consecutive financial years duly certified by a Chartered Accountant.

Note:

- a. All Non-individual entities applying for the dealership should meet the Land requirement as specified under Individual applicants to become eligible for the draw/bidding. The land should be in the name of the entity and not in individual names. They should not have any disqualification criteria specified under Clause "DISQUALIFICATION".

- b. Registered Societies / Charitable Trusts/ Companies will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.
- c. With regard to submission of documents by selected entities, time limits as given under individual applicants would apply.

6. RETAIL OUTLET MANAGEMENT

A person selected for the dealership shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership. He/She will not be eligible for taking up any employment. If the selected person is already employed he/she will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment by the Oil Company.

Further at the time of issuance of letter of appointment, the LOI holder will have to give notarized affidavit stating that he/she is not employed in Private Sector or is not drawing any salary/perks/emoluments from State / Central Government (**Appendix - IV**). The LOI holder will also affirm that during the tenure of the Dealership he/she will not take up any employment in Private Sector or will not draw any salary/perks/emoluments from State / Central Government.

A Non - Individual applicant (entity) selected for the dealership will have to manage day to day working / affairs of the dealership under control/supervision of their own employee(s) and in line with the provisions of dealership agreement.

7. SPOUSE AS CO-OWNER

In case of individual applicants, applying as Sole proprietor, his/her spouse (i.e wife/husband) will be made a partner with a share of 50%, after the issuance of LOI, unless the spouse is already gainfully employed and/or do not wish to be made a partner. If the applicant is unmarried/divorcee/widow/widower at the time of issuance of LOI, he/she will be required to give an undertaking that as and when he/she gets married, his/her spouse will be made a partner unless the spouse is already gainfully employed and/or do not wish to be made a partner. Spouses will be considered for partnership irrespective of any need to satisfy the eligibility criteria for dealer selection. However, they should fulfil the provisions on multiple dealership norms, conviction clause and the condition that they were not a signatory to a terminated dealership/distributorship for proven malpractices etc. In case the spouse is being made partner, then a separate Affidavit (as per **Appendix XA**) from the Spouse, proposed partnership deed and other necessary documents be taken before induction as partner / issuance of LOA. Provisions of Reconstitution policy are not applicable for induction of Spouse as Co-owner (a) before issue of Letter of Appointment for married applicants/allottees or (b) within one year of marriage in other cases.

For making spouse as partner a letter as per **Appendix II A** along with an Affidavit from the Spouse as per **Appendix II B** will be taken after award of LOI and necessary documentation with respect to Registration of Partnership deed, etc. will be completed by the applicant(s) prior to issuance of LOA. Dealership agreement will be signed with both the partners and LOA will be issued.

In case the spouse does not wish to become a partner for any reason including she/he being gainfully employed, Affidavit as per **Appendix II B** should be obtained for records.

Applicants are not permitted to enter into partnership with anyone other than their spouse under the above mentioned clause.

8. BASIC FACILITIES REQUIRED FOR OPERATION OF RO DEALERSHIPS

The following facilities are required to be provided at the retail outlet as specified by the Oil Company. Depending upon on the type of site the facilities are to be made available by the Dealer (as specified by the Corporation) / Corporation as mentioned against each type of facility:

S.N.	Type of Facility	TYPE OF SITE	
		"A" / "CC" site including CFS locations	"B" / "DC" Site
		Provision of Facility by:	
A	Infrastructural Facilities:		
i.	Developed land with boundary /compound wall as per Corpn. Specification	Dealer	Dealer
ii.	Tanks, Dispensing Units, Signages, Automation, etc.	Corpn.	Corpn.
iii.	Sales Office, Store Room, Toilet, Electrical Room, Water Connection, Yard Lighting, etc.	Corpn.	Dealer
iv.	Generator / Invertor	Dealer	Dealer
v.	Compressor with Electronic Gauge for Air Filling (As decided by OMC)	Corpn. / Dealer	Dealer
vi.	Driveway	Corpn.	Dealer
vii.	Canopy (as per Corpn. requirement)	Corpn.	Dealer
B	Customer Convenience Facilities:		
i.	Clean Drinking Water, Maintenance of Neat & Clean Toilet, Telephone, etc.	Dealer	Dealer

A. Site specific additional facilities required for customer service such as Staff cum Change Room, Service Station, Rest Room, Restaurant, PUC facility and/other Facilities as may be specified by Oil Company from time to time will be provided by Oil Company/Dealer Select as applicable.

B. Firefighting & Safety Equipments

Dealer will provide Firefighting/Safety equipments at Retail Outlet as per the statutory requirements and maintain them in good working condition at his/her own cost. Trained staff should be available to handle and operate the same.

C. Investment Required:

The approximate investments required for development of infrastructure and facilities & working capital requirement at New Retail Outlets will be indicated in the advertisement.

The selected candidate shall undertake to make available the funds required for development of desired infrastructure and facilities at the Outlet allotted to him and the working capital for operation of the outlet.

D. Statutory Approvals / Licences :

Dealer select will obtain all statutory approvals / licences for operation of dealership as required.

E. Licence Fee:

For the investments made at the RO towards Land and infrastructure/facilities by the Corporation, Licence Fee would be payable on per KL basis by the dealer as applicable from time to time.

In case of Corporation owned "A" / "CC" site ROs, including ROs developed under Corpus Fund Scheme for SC/ST category dealerships, the current Licence Fees including GST are as under:-

Petrol :	Rs. 472.77 / Kl
Diesel :	Rs. 393.97 / Kl

For Dealer owned "B" / "DC" site ROs the current Licence Fees including GST are as under:-

Petrol :	Rs. 233.45 / Kl
Diesel :	Rs. 194.54 / Kl

9. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DEALERSHIPS UNDER "CORPUS FUND SCHEME"

In respect of locations reserved for SC/ST categories, Financial assistance under Corpus Fund Scheme will be given by the Oil Company on award of dealerships as under:

- a) In respect of locations reserved for SC/ST categories, the Oil Company will make available ready Retail Outlet with required facilities at its cost on the land offered by the candidate and procured by the Company on mutually agreed terms and conditions.
- b) Oil Company will also provide adequate working capital assistance / loan for a full operation cycle (equivalent to 7 days Sales volume) of the operation of the Dealerships. Both working capital as well as SBI MCLR (Marginal Cost of Funds based Lending Rate) + 1% interest per annum or 11% p.a., whichever is lower, thereon will be recovered in 100 monthly installments commencing from the 13th month of commissioning of the Dealership.
- c) Initial working capital assistance shall be given for maximum 18 kl of MS and 18 kl HSD. Eligibility will be calculated for MS and HSD separately.

Based on SBI MCLR (1-year MCLR) as on 1st of April every year, interest rate for Corpus Fund loan will be revised for the outstanding loan amount.

Augmentation of initial working capital assistance / loan provided at the time of commissioning may be done through additional loan between two to four years after commissioning due to increased sales and additional working capital requirement. The same would be extended only if there has been no default /delay on repayment by the dealership against the existing working capital assistance and shall be based on average monthly sale during last 6 months. There should be a minimum 50% increase in sales (compared to projected 2nd year volume of the RO) for qualifying for the additional loan. The revised working capital loan as well as interest {SBI MCLR (Marginal Cost of Funds based Lending Rate) + 1% interest per annum or 11% whichever is lower} thereon may be recovered in 100 monthly installments from the date of extending the additional loan.

Additional Corpus fund loan on growth volume can be given for maximum 18 KL of MS and 18 KL HSD.

In other words, the total loan amount would be:-

- a) Outstanding of the initial corpus fund loan; plus
- b) Amount equivalent to 7 days sales of the growth volume, subject to a maximum of 18 KL of MS and 18 KL HSD. Eligibility would be calculated for MS & HSD separately.

The revision in rate of interest at the beginning of April of every year (as per the prevailing MCLR of SBI for tenure of one year +1%) or 11% p.a., whichever is lower, would be applicable on the outstanding amount.

10. DISQUALIFICATION

A. Individual Applicants :

The persons while meeting the above mentioned eligibility criteria if do not satisfy any of the following requirements will be considered as ineligible for applying for the dealership:-

- (i) Fulfill Multiple dealership norms : Multiple Dealership norms as mentioned below will be applicable for existing and future "A" / "CC" site RO dealerships.

Multiple Dealership norms means that the applicant or any other member of his/her 'family unit' should not hold a Corporation owned "A" / "CC" site RO/SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme and other Special category (DQ/Operation Vijay/Parliament attack beneficiary, etc.), or Letter of Intent (LOI) for the same of any Oil Company.

Note :

- a) Existing "B" / "DC" site RO/SKO-LDO dealers/LPG distributors {other than those distributorships developed under Corpus Fund Scheme and other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc)}. and LOI holders including members of his/her 'family unit' may apply for "B" / "DC" site RO dealerships.
- b) Existing unviable SKO dealers of OMCs (individual & partnership firms only) can also apply for RO dealerships (for both "A" / "CC" site & "B" / "DC" site ROs) as per Clause 4 (viii).

'Family Unit' in case of married applicant, shall consist of individual concerned, his/her Spouse and unmarried son(s)/daughter(s). In case of unmarried person/ applicant, 'Family Unit' shall consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s). In case of divorcee, 'Family Unit' shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, 'Family Unit' shall consist of individual concerned, unmarried son(s)/unmarried daughter(s).

Oil Company for this purpose would also include Private sector Oil Marketing Companies as per Gazette notification of 2002 i.e. (1) Indian Oil Corporation Ltd. (2) Bharat Petroleum Corporation Ltd. (3) Hindustan Petroleum Corporation Ltd. (4) Mangalore Refinery and Petrochemicals Ltd. (5) Oil & Natural Gas Corporation Ltd. (6) Reliance Industries Ltd. (7) Essar Oil/Nyara Energy (8) Shell Corporation or any other Oil Marketing Company as defined by the Govt Of India / MOP&NG from time to time.

In addition they should :

- (ii) Not have been convicted for any criminal offence involving moral turpitude/ economic offences (other than freedom struggle).
- (iii) Not have been a signatory to a dealership / distributorship terminated on account of proven malpractices.
- (iv) Not be Mentally unsound / totally paralyzed.

Further,

- (v) The family members (as per definition under multiple dealership norm) of the employees of Oil Marketing Companies (who are employed at the time of application) would not be permitted to apply for RO dealership.
- (vi) To be eligible to apply for new RO dealership, existing RO/SKO-LDO Dealerships and LPG Distributorships and their "family unit", as defined under Dealership/Distributorship Selection Guidelines, should not belong to a dealership/distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/distributorship under critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.

The applicant has to be submit an undertaking to this effect.

Partnership firms

The conditions spelt out above for individuals would be applicable to each partner of the partnership firm individually.

B. Non-Individual applicants (Entity)

The entity while meeting the eligibility criteria if do not satisfy any of the following requirements will be considered as ineligible for applying for the dealership:-

- (i) Multiple dealership norms: Applicability of multiple dealership norms to various non-individuals (entities) which will be as follows:

For Companies Registered under Companies Act 1956 or 2013 : The applicant company will not be eligible for RO / SKO-LDO dealership if any Corporation owned "A" / "CC" site RO/SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme or Letter of Intent (LOI) for the same of any Oil Company is held by the following:-

- The Company.
 - Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals).
 - Holding company or Subsidiary Company.
 - Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.
- (ii) If any individual, partnership firm, company, trust or society already holding Corporation owned "A" / "CC" site RO / SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company, acquire controlling stake in a company having RO / SKO-LDO dealership/LPG distributorship then the RO/ SKO-LDO dealership /LPG distributorship of the acquirer would be liable to be terminated.
- (iii) If any individual, partnership firm, company, trust or society already holding RO / SKO-LDO dealership/LPG distributorship acquires controlling stake in a company having a Corporation owned "A" / "CC" site RO/SKO-LDO dealerships or RO/SKO-LDO dealerships /LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company, then the RO/ SKO-LDO dealership /LPG distributorship of the acquirer would be liable to be terminated
- (iv) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from Multiple Dealership Norms.
- (v) For the charitable trusts registered with the charity commissioner of the respective State Government and Societies Registered under Societies Registration Act 1860 / Societies Registered under Cooperative Societies Act 1912 or Co-operative Societies Act as enacted by concerned states:
- Such entities will not be eligible for RO / SKO-LDO dealership, if any of the Corporation owned "A" / "CC" site RO / SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company is held by such entities or any of the Member of the Governing Body/Managing Body/Any such other Body or his family members (family as defined in the case of multiple dealership norms for individuals).
- (vi) None of the members of the Governing / Managing Committee of the Registered Societies /Trusts/ Company incorporated under Companies Act 1956/2013 should have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- (vii) The Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013 should not have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- (viii) The Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013 should not have been signatory to dealership/distributorship agreement of

any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

(ix) None of the members of the Governing / Managing Committee of the Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013 should have been signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

(x) To be eligible to apply for new RO dealership, the entity or none of the members of the Governing / Managing Committee of the Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013, should be a signatory to a dealership/distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/distributorship under critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.

The applicant has to be submit an undertaking to this effect.

Note: Conditions mentioned above are not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization.

11. AFFIDAVIT

The applicants should submit an affidavit in the standard format confirming facts as per **Appendix – XA** (for individual) and **APPENDIX - XB** (for Non-individual).

Note :

- All affidavits should be submitted in original on stamp paper of appropriate value as applicable in the concerned State.
- All Stamp papers should be purchased in the name of the deponent.
- All affidavits should be made after the date of advertisement.

12. NON-REFUNDABLE APPLICATION FEE

Non-refundable application fee payable at the time of application is as under:

For Regular ROs :

Locations reserved for SC/ST category	Rs. 3000/-
Locations reserved for OBC category	Rs. 5000/-
Other locations	Rs. 10000/-

For Rural ROs:

Locations reserved for SC/ST category	Rs. 2500/-
Locations reserved for OBC category	Rs. 4000/-
Other locations	Rs. 8000/-

13. NON-REFUNDABLE FIXED FEE / BIDDING AMOUNT

- (i) In case of Dealer Owned sites i.e, “B” site / DC site ROs, as defined in Clause 3, a Non-refundable fixed fee of Rs. 5 lakhs for Rural ROs and Rs. 15 lakhs for Regular ROs would be payable within 15 days of receipt of NOC.
- (ii) In case of Corporation owned sites i.e, “A” / “CC” site ROs (other than CFS) involving bidding for allotment, the minimum non-refundable bidding amount of Rs. 10 lakhs for Rural ROs and Rs. 30 lakhs for Regular ROs would be applicable.

The selected candidate would be required to pay the total bid amount (within 15 days of receipt of NOC).

OMCs will start installation of their facilities only after collection of Fixed fee / Bidding amount.

14. SELECTION PROCEDURE

Selection will be basically made through draw of lots or bidding process depending upon the type of Retail outlet site as defined in Clause 3. This will also be indicated against each location in the advertisement.

A. Draw of Lots

Selection through draw of lots amongst eligible candidates will be made for :

- Corporation Owned Dealer operated outlets under Corpus Fund Scheme (CFS sites)
- Dealer Owned Dealer Operated outlets (“B” / “DC” sites)

B. Bidding Process

Selection through Bidding process will be made for Corporation Owned Dealer Operated Sites (“A” / “CC” sites) except for Corpus fund locations mentioned above. However, in case of tie in bid amount, selection will be made through Draw of Lots amongst tied up bidders.

C. Advertisement :

Advertisements will be released in Newspapers intimating selection of RO dealerships.

All details in this regard like name of RO location, District, State, Category etc. **will be hosted in website www.petrolpumpdealerchayan.in.**

Guidelines for selection (Brochure) will also be hosted in website www.petrolpumpdealerchayan.in.

Brochure for Selection of Retail Outlet dealerships can be down loaded from the website of OMCs/ www.petrolpumpdealerchayan.in free of cost.

Interested applicants should go through the Brochure carefully for filling up their application form.

D. Cut-off date for receipt of Applications:

The advertisement will specify the last date by which the application should be submitted. The cut-off date for submission of application would be mentioned in the advertisement.

The facility for submission of on-line application will be withdrawn immediately after the cut-off date.

If the applicant fails to submit his/her on-line application on the due date due to any technical reasons whatsoever the company shall not be responsible and no request for subsequent submission of the application will be entertained.

E. Application :

Application are to be submitted only through on-line mode on prescribed web portal www.petrolpumpdealerchayan.in .

All applicants desirous to apply shall submit their applications by visiting web portal www.petrolpumpdealerchayan.in after registering on the same and submitting their application form online, along with requisite application fee (to be submitted through internet banking, credit card or debit card through the payment Gateway provided by SBI e-Pay).

The applicant will have to register in the web portal www.petrolpumpdealerchayan.in for creating a login id and password. The login id and password once created for an applicant will be used for filling of on-line application in the web portal. Acknowledgement of successful registration on the web portal www.petrolpumpdealerchayan.in will be sent by the portal through SMS/e-mail.

While registering an SMS alert will be sent to the prospective applicant intimating that the details on the portal www.petrolpumpdealerchayan.in should be filled up diligently / carefully as these details will be picked up automatically in the relevant field on the application form and that there will be no further scope for editing after the registration process is completed.

An applicant can submit only one application for a location.

Application Format for appointment of RO dealership is attached as **Appendix I A** (for individual applicants) & **Appendix I B** (Non-Individual applicants).

User Manual for guidance of the applicants to fill the on-line application form is attached as **Appendix I C**.

The status of the application would be communicated through e-mail /SMS to the email id / mobile number provided by the applicant while registering on the portal www.petrolpumpdealerchayan.in.

The following information / status will be communicated through SMS/e-mail, to the eligible applicants through the portal www.petrolpumpdealerchayan.in on successful submission of application or can be viewed on the portal www.petrolpumpdealerchayan.in:

- i. Acknowledgement of receipt of the application form submitted and acknowledgement of the non-refundable application fee.
- ii. Non-refundable application fee receipt.

- iii. The list of candidates for the location as per priority Group –I, Group-II and Group-III will be available in the portal www.petrolpumpdealerchayan.in.
- iv. Intimation for the draw of lots / Bid opening date, venue and time.
- v. Intimation regarding selection to the successful applicant in Draw of Lots / Bid opening.
- vi. Intimation to the selected candidate for submitting required documents (for conducting Land evaluation and Field Verification of Credentials) and remittance of 10% of Security deposit (Initial Security Deposit - **ISD**) within 10 days from the date of intimation.
- vii. In case the candidate does not submit the documents and/or remit 10% of the Security Deposit (Initial Security Deposit), a reminder will be sent with the notice period of another 10 days that in case the required documents are not submitted the candidature is liable for rejection. In case the selected candidate fails to submit the documents and/or remit 10% of the Security Deposit (Initial Security Deposit), within this additional 10 days, his candidature will be rejected under intimation.
- viii. **Scrutiny of the documents would be carried out only after receipt of 10% of the Security Deposit (Initial Security Deposit).**
- ix. In case of rectifiable deficiency in the documents submitted, intimation to the selected candidate to submit the required corrected documents within 21 days.
- x. In case the rectified documents (for cases other than related to offered land) are not submitted within stipulated time or the submitted rectified documents are not as per requirement, intimation regarding rejection of his candidature will be sent to the selected candidate. However, if documents related to offered land are not submitted or the offered land cannot be accepted even after receiving rectified documents relating to land, the applicant will be given intimation regarding consideration of his/her candidature along with Group 3 applicants.
- xi. Intimation to the candidate regarding date and time for visit of committee for land evaluation giving 10 days' time.
- xii. In case land is not found suitable by LEC, intimation to the candidate regarding rejection of the offered land and subsequent consideration of candidature along with Group 3 applicants.
- xiii. In case land is found suitable, intimation to the candidate regarding date and time of FVC giving 10 days' time.
- xiv. In case of rejection at FVC stage, intimation to the candidate regarding rejection of his candidature.

- xv. In case FVC is found OK, intimation to the selected candidate regarding issuance of LOI and collection of the same from the concerned office of the OMC giving 10 days' time.

F. Person Applying For Different Locations

While application by a candidate can be made for different locations, the same should be done separately in respect of each location along with applicable application fee in each case.

G. Submission of Financial Bid

In case of locations involving bidding process, the applicant will be required to submit the Financial bid on-line at the time of making the application.

SELECTION THROUGH DRAW OF LOTS / BIDDING

All online draws / bid opening would be conducted at the office of the District Collector/District Magistrate as far as possible or at any public Halls/Hotels/OMC Offices in the presence of invited guest(s).

All registered applicants can see the status of their application on the portal www.petrolpumpdealerchayan.in. The list of applicants eligible for Draw of lots/bidding will be made available on the same portal.

List of applicants (Group 1, Group 2 & Group 3) will be prepared on the basis of the land offered or land not offered in the application by the applicant.

In case of locations involving selection through draw of lots, if there is only one eligible applicant, no draw of lots is required. The lone eligible applicant would be declared as selected and e-mail will be triggered by the web site to the single eligible applicant's e-mail id .

In case of locations involving selection through bidding, if there is only one eligible applicant, the bid of the lone eligible applicant will be opened in line with procedure for multiple applicant location and he/she would be declared as selected and e-mail will be sent by the web portal to the single eligible applicant's e-mail id.

Draw of lots/Bid opening will be held first for the eligible applicants in Group 1. Draw of lots/Bid opening for the eligible applicants of Group – 2 will be held only if there is no applicant in Group 1 or applicants in Group 1 have been disqualified/not found suitable or have withdrawn.

In case of bidding process for a particular location has been carried out and the candidate selected is found ineligible, in that case the next highest bidder would be declared as selected.

FINAL PROCESSING OF APPLICATION OF SELECTED CANDIDATE AND DOCUMENTS TO BE SUBMITTED BY THE SELECTED CANDIDATE BEFORE FVC

The candidate selected in the draw of lots/bidding process for each location will be intimated by e-mail/SMS to remit Initial Security Deposit (ISD) on-line & also submit requisite documents

within 10 days of the intimation. In case ISD is not paid and/or documents are not submitted, applicant would be given another 10 days' time to pay/ submit the same. In case of non-payment of ISD and/or non-submission of documents within the extended timeline, the candidature shall be cancelled under intimation to the selected candidate through SMS/e-mail.

The list of documents required to be submitted depending on the category of location is given below.

1. Documents applicable for all category:

- a) Notarized Affidavit by the applicant as per Appendix-X A /X B (Standard Affidavit).
- b) Proof of age (date of birth) i.e. – Self Attested Copy of 10th Std. Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Identity card issued by Election Commission / Affidavit for age (Original). *
- c) Proof of educational qualification i.e. - Self Attested Copy of Certificate of passing 10th Std. issued by a Board / School conducting the examination or equivalent. *
- d) Appendix – III B (Advocate's letter) along with Appendix – III A (consent for offer of land) if applicable.
- e) Copy of land documents in support of ownership / lease rights.
- f) Sketch/Site map of the offered land with dimension.

*** not applicable for Non-individual applicants**

2. Additional documents in support of specific Eligibility criteria:

Category	Eligibility Certificate format
SC/ST	Appendix VI
SC/ST CC1	Appendix VI, VIII or DGR certificate/Discharge Order or Pension Order as applicable
SC/ST CC2	Appendix – VI, certificate applicable for OSP/FF
SC/ST PH	Appendix – VI, IX-A / IX-B / IX-C
OBC	Appendix – VII-A & VII-B
OBC CC1	Appendix – VII-A, VII-B, VIII or DGR certificate/Discharge Order or Pension order as applicable
OBC CC2	Appendix – VII-A, VII-B, certificate applicable for OSP/FF
OBC PH	Appendix – VII-A & VII-B, IX-A / IX-B / IX-C
Open CC1	Appendix VIII or DGR certificate/Discharge Order or Pension Order as applicable
Open CC2	Certificate applicable for OSP/FF
Open PH	Appendix – IX-A / IX-B / IX-C
Partnership applicants	Draft Partnership deed (for applicants under partnership)
Non-Individual applicants	Attested copy of Registration certificate / copy of Certificate of Incorporation of the entity from competent authority.
Non-Individual applicants	Attested copies of audited Profit and Loss a/c statement for preceding 3 financial years.

Non-Individual applicants	Authority letter & copy of Resolution specifying name of the authorized person for making application.
SKO dealers	Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement.

H. Land Evaluation :

The concerned Divisional /Regional/Territory Office shall inform the selected candidate thru e-mail/SMS at least 10 days before the day of visit by LEC for site evaluation. In case of no response/non-availability of the selected applicant, the candidature shall be cancelled under intimation to the selected candidate through SMS/e-mail.

Evaluation of the offered land will be carried out to ascertain land being in advertised area and suitable for development of RO – meeting norms. The parameters under which land will be evaluated by Land Evaluation Committee for suitability are:-

- Land in advertised area / stretch
- Land dimensions as per requirement
- Land meets NHAI norms (for sites on NH)
- Land has no HT line (>11 KVA) crossing.

Land not meeting any of the above parameters will not be considered and will be rejected.

Note: Offered land should have minimum frontage & area as specified in advertisement. Minimum Depth perpendicular to the frontage at least at one place, should be available as specified in advertisement.

In case the offered land is found to be suitable, the LEC will submit the recommendation to the Divisional/Regional/Territory head for carrying out FVC of the selected candidate.

In case land is not found suitable, the selected candidate will be informed about his ineligibility and selection process will be continued with the balance applicants. However, the candidate would be considered for selection along with Group 3 applicants and intimation will be sent to the candidate.

15. FIELD VERIFICATION OF CREDENTIALS (FVC)

The Field Verification will be carried out for selected candidate in respect of details provided in application form. The objective of the FVC is to verify the correctness of the details given by the candidate in the application and the documents submitted thereafter.

The candidate would be required to produce all original documents at the time of FVC which were submitted after selection. Intimation regarding FVC will be given to the selected candidate 10 days in advance by SMS/e-mail .

In case of no response/non-availability of the selected applicant on the revised scheduled date, the candidature shall be cancelled under intimation to the selected candidate through SMS/e-mail.

16. LETTER OF INTENT

If the information given in the application by the applicant is found to be correct, and no selection related complaint / court case is pending for decision, Letter of Intent will be issued to the selected candidate.

The dealer select, after receipt of LOI is required to make the offered land available in developed condition as per clause 12 (e) of affidavit (**Appendix X A**) or as per clause 11 (e) of affidavit (**Appendix X B**) and fulfill the other requisite conditions as mentioned in the LOI. The dealer select under Group 1 category would be given 2 months for making the land available and 4 months would be given to Group 2 category for this purpose, failing which OMC can withdraw the LOI and proceed further with selection process.

LOI will be issued after FVC but not before 30 days from declaration of results of draw of lots / bidding process.

Affidavit as per **Appendix XA or XB** (as applicable) is to be taken again from the applicant at the time of issuance of LOI.

Withdrawal of LOI

In case selected candidate is unable to provide the land / develop facilities within the specified time or due to non-fulfilment of terms & conditions of LOI, then LOI can be withdrawn. A show cause notice should be given to the LOI holder and based on his reply decision to withdraw LOI can be taken by Competent Authority as per internal policy of individual OMCs. In such situations Initial Security Deposit would be forfeited.

The Initial Security Deposit would also be forfeited if the selected candidate is unable to submit the total bidding amount/fixed fee within the stipulated time or he withdraws for any reason, his selection would be treated as cancelled and LOI withdrawn.

17. SELECTION PROCESS CONSEQUENT TO CANCELLATION OF CANDIDATURE / WITHDRAWAL OF LOI

In case candidature of selected candidate is cancelled due to any discrepancy found post Draw of Lots, i.e. during Application Scrutiny/Land Evaluation/FVC or LOI is withdrawn, draw for selection would be held again from the remaining eligible candidates.

Similarly, in the event of rejection of candidature selected through bidding process, next highest bidder will be considered for selection.

In case of locations involving Draw of Lots, the remaining applicants would be advised by e-mail/SMS. In case only one remaining applicant, he/she should be advised regarding his selection and submission of documents/Initial Security Deposit.

In case of locations involving bidding, the second highest bidder would be advised by e-mail/SMS regarding his selection and submission of documents/Initial Security Deposit . The same process would be followed for the subsequent bidder/s in case of no response / withdrawal / rejection of the second highest bidder.

18. GRIEVANCE REDRESSAL SYSTEM

Any complaint should be accompanied by a fee of Rs. 5000/-, only in the form of demand draft of schedule bank, in favour of the Oil Company. Any complaint received without this fee will not be entertained. The complaint received against the selection including eligibility will be disposed off as under:-

(i) Complaints received before or after draw of lots/bidding process along with requisite fee of Rs. 5000/-, will be kept in record and investigation carried out after 30 days of Draw of Lots/bidding process only in following cases:-

- General complaints with verifiable facts
- Complaints against selected candidate

- (ii) Any complaint received after 30 days from the date of draw of lots/bidding process will not be entertained.
- (iii) Anonymous complaints without verifiable facts will not be investigated.
- (iv) On receipt of a complaint a letter will be sent by the oil company to the complainant through Registered Post, asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 20 days from date of dispatch of letter. While seeking documents and details, the complainant will be advised that if during the investigations, complaint is found to be false and/or without substance, the Oil Company reserves the right to take action against the complainant as provided under the law and fee forfeited.
- (v) In case a complaint is received against an applicant, who has not been selected in draw of lots/bidding process, the same will be kept in abeyance. In case the LOI against selected candidate is cancelled and the applicant against whom the complaint was received gets selected in the next draw or on account of bidding process, the complaint will only then be investigated.
- (vi) If the complaint is not required to be investigated the fee received will be refunded to the complainant informing that the complaint has not been investigated since the candidate against whom the complaint has been made has not been selected. The fee will be refunded after issuance of LOA to the selected candidate.
- (vii) In case complaint is received without the requisite fee of Rs. 5000/-, or received after 30 days of declaration of results, the complaint would not be entertained and complainant would be advised reasons for the same.
- (viii) Corporation will examine response of the complainant and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed and complaint fee will be forfeited. Complainant will be advised accordingly.
- (ix) If a decision is taken to investigate the complaint, decision on the complaint will be taken as under and intimated to the complainant:-
 - a) **Complaints not substantiated:**

In case the complaint is not substantiated it will be filed and complaint fee will be forfeited. Complainant will be advised accordingly.
 - b) **Established Complaints:**

In case of established complaint, the complainant will be advised accordingly and suitable action should be taken. In this case the complaint fee collected of Rs.5000/- will be refunded.
- (x) In all cases, disposal of complaint should be in the form of speaking order.

19. COMMISSIONING OF THE DEALERSHIP

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfil the terms and conditions as contained therein, so as to commission the dealership within the stipulated time period. If the progress is not found to be in line with the given timelines, LOI may be withdrawn unless there are justifiable reasons for the same.

Before commissioning, Letter Of Appointment (LOA) **along with executed copy of dealership agreement** will be given.

Affidavit as per **Appendix XA or XB** (as applicable) is to be taken again from the applicant at the time of issuance of LOA.

20. SECURITY DEPOSIT (SD) / INITIAL SECURITY DEPOSIT (ISD)

The selected candidate shall have to deposit the following :-

- An interest free refundable security deposit as mentioned below before issuance of LOA.

Regular ROs

Open category – Rs. 5 Lakhs
OBC category – Rs. 4 Lakhs
SC/ST category – Rs. 3 Lakhs

Rural ROs

Open category – Rs. 4 Lakhs
OBC category – Rs. 3 Lakhs
SC/ST category – Rs. 2 Lakhs

OMCs shall reserve the right to adjust any dues to it from this amount at the time of resignation/ termination. However, in case of termination of the dealership on account of proven adulteration/malpractice, the said security deposit shall be forfeited.

10 % of the applicable security deposit amount as mentioned above is payable by the selected candidate as Initial Security Deposit (ISD) within 10 days of draw of lots/bid opening. However this amount would be adjusted against the total security deposit amount payable.

(iii) ISD (10 % of Security Deposit) would be forfeited in the following cases:-

- Where the selected candidate fails to submit required Certificates/documents/rectified documents within the stipulated time.
- The selected candidate is found ineligible during selection process at any stage except for rejection of land.
- Where the LOI holder is unable to submit the total bidding amount/fixed fee within the stipulated time.
- Where the selected candidate/LOI holder withdraws candidature for any reason.
- Where LOI is cancelled for non-compliance of LOI conditions and cancellation of selection for any reason.

21. TENURE OF DEALERSHIP

The tenure of the dealership shall be for an initial period of xx years (as per terms & conditions of concerned Oil Company) and renewable every xx years thereafter (as decided by the concerned Oil Marketing Company) as advertised by the Oil Company.

22. FALSE INFORMATION

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false, then the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a dealer, the dealership is liable to be terminated. In such cases the candidate / dealer shall have no claim whatsoever against the respective Oil Company.

Detailed information in respect of advertisement hosted in website

The following details pertaining to the locations where the corporation proposes to appoint dealers will be provided in the advertisement.

Sl. No	Name of location	Revenue District	Type of RO	Estimated monthly Sales Potential #	Category	Type of Site*	Minimum Dimension (in M.)/Area of the site (in Sq. M.). *			Finance to be arranged by the applicant		Mode of Selection	Fixed Fee / Minimum Bid amount	Security Deposit
1	2	3	4	5	6	7	8			9a	9b	10	11	12
			Regular / Rural	MS+HSD in Kls	SC SC CC-1 SC PH ST ST CC-1 ST PH OBC OBC CC-1 OBC PH OPEN OPEN CC-1 OPEN CC-2 OPEN PH	CC / DC / CFS	Frontage	Depth	Area	Estimated working capital requirement for operation of RO	Estimated fund required for development of infrastructure at RO	Draw of Lots / Bidding		

Volumes indicated are based on market conditions and may undergo change. Applicants are advised to make their own assessment of potential.

* The site should either be Owned or on lease with applicant for minimum 19 years 11 months or Applicant should have firm offer for the same.

The explanation of the columns in the table is as under:-

Column 4

Regular ROs: Locations on Highways (National Highways/State Highways etc.) & Urban /Semi-urban areas (Within Municipal Limits of a town) .

Rural ROs: Locations in rural areas but not on Highways (NH/SH etc.) and outside Municipal Limits of a town

Column 6

SC/ST	Scheduled Caste/ Scheduled Tribe Category
SC/ST CC-1	Combined category 1 consists of Defence personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees belonging to SC/ST category.
SC/ST-PH	Physically Handicapped (PH) belonging to SC/ST Category
OBC	Other Backward Classes Category
OBC CC-1	Combined category 1 consists of Defence personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees belonging to OBC category.
OBC-PH	Physically Handicapped (PH) belonging to OBC Category
Open	Open Category
Open CC1	Combined category 1 consists of Defence personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees.
Open CC2	Combined Category 2 consists of Outstanding Sports Persons (OSP) and Freedom Fighters (FF).
Open- PH	Physically Handicapped

Column 7

CC/CFS : Corporation expects the applicant to have / arrange suitable land for the Retail Outlet and provide the same to the Corporation on sale / long lease.

DC : Corporation expects the applicant to have / arrange suitable land for setting up of the Retail outlet. The applicant is not required to sell/lease the land to the Corporation. In this case it is expected that the applicant will provide all infrastructure / other fixed facilities required for the dealership at his cost.

Column 10

Selection for dealership would be from amongst the eligible candidates on the basis of draw of lots / bidding process as mentioned against each location. In case of selection through bidding process, the eligible applicant submitting the highest bid along with the application would be selected for dealership.

1. General Conditions pertaining to Advertisement

- i. **THE APPLICANTS SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S).**
- ii. Documents/affidavits to be submitted with regard to category of the location as applicable and as advised by Oil Company.
- iii. Any individual meeting eligibility criteria, can apply under “Open” category. Except for locations advertised under ‘Open’ category, the eligibility certificate for the other categories has to be submitted as and when advised by the Oil Company.
- iv. ‘Family Unit’ in case of married applicant, shall consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried person/ applicant, ‘Family Unit’ shall consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s). In case of divorcee, ‘Family Unit’ shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, ‘Family Unit’ shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) for the purpose of this entire application.

- v. All affidavits should be submitted in originals and should be of a date after the date of advertisement. Stamp paper should be of appropriate value as applicable in the concerned state and should be purchased in the name of deponent. Photocopies of Affidavits will not be accepted. For all other documents only self attested copies should be submitted as and when advised by the Oil Company. The Originals should be made available at the time of Field verification. Failure to present these documents in original at the time of Field verification can result in cancellation of selection.
- vi. Applicants should provide only that information against various items of application for which they are in possession of supporting documents in original as on the date of Application. Failure to present these documents in original at the time of verification will result in cancellation of selection.
- vii. This is purely a business proposition and not an application for job in the Company and has normal business risks and also does not guarantee any assured returns or profits.
- viii. The applicant on selection should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the Corporation.
- ix. This is only an application and not an offer of RO dealership.
- x. An applicant selected for dealership will have to execute a dealership agreement at the time of issuance of Letter of Appointment with the Corporation as per the terms of the Corporation.
- xi. Kindly note that the information and documents provided by the applicants may be disclosed by Oil Company to third parties under the RTI Act 2005.
- xii. Any grievances/complaints related to selection can be submitted within a time frame of 30 days from the date of declaration of results of that location with a fee of Rs. 5000/-. Any complaint received thereafter will not be entertained.
- xiii. In case of any discrepancy in advertisement published in English News papers vis a vis vernacular dailies, the direction/information indicated in English paper would prevail.
- xiv. The company reserves the right to cancel/withdraw/ amend this advertisement or extend the due date at its sole discretion without assigning any reason.

Application Format For Individual Applicants																	
(FORM TO BE FILLED UP IN CAPITAL LETTERS)																	
Application No. ----→																	
Application date								D	D	-	M	M	-	Y	Y	Y	Y
APPLICATION FOR RETAIL OUTLET DEALERSHIP																	
Particulars of application fee (Rs.)												Latest Passport Size Photograph with specimen signature on the photograph					
Transaction No.																	
Transaction Date & Time																	
Payment Mode																	
Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.												
Regular	SC/ST	3000	Rural	SC/ST	2500												
	OBC	5000		OBC	4000												
	Open	10000		Open	8000												
Note : Same application fee is applicable for sub-categories under particular main category.																	

1	Sr. No of location in advertisement	
2	Name of the Location	
3	District	
4	State	
5	Category*	

* Eligibility certificate for respective category in respect of reserved locations as mentioned below will be required- (Applicant has to declare that certificates as applicable are available with him/her and will be submitted as and when advised by OMC)

Category	Eligibility Certificate format	Category	Eligibility Certificate format	Category	Eligibility Certificate format
SC/ST	Appendix VI	OBC	Appendix – VII-A & VII-B		
SC/ST CC1	Appendix VI, VIII or DGR certificate/ Discharge Order or Pension order as applicable	OBC CC1	Appendix – VII-A, VII-B, VIII or DGR certificate/ Discharge Order or Pension order as applicable	Open CC1	Appendix – VIII or DGR certificate/ Discharge Order or Pension order as applicable
				Open CC2	Appendix–Certificate applicable for OSP/FF
SC/ST PH	Appendix – VI, IX A / IX B / IX C	OBC PH	Appendix – VII-A, VII-B, IX A / IX B / IX C	Open PH	Appendix – IX A / IX B / IX C
Existing unviable SKO dealer		Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement.			

6	Advertised on (Date)		In	(Please write Newspaper name)			
7	Type of Site of Location	CC/DC/CFS		8	Type of RO	Regular/ Rural	
9	Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.	Group 1, Group 2, Group 3 (Applicant without offer of land)					
10	Type of applicant	Proprietor / Partner		If "Partner" please use separate application form for each partner and club them together.			
11	Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of Brochure on intimation by OMC upon selection.						
11.1	Name (Mr/Mrs/Kumari)	First name		Middle name		Surname	
11.2	Father's/Husband's Name (Mr)	First name		Middle name		Surname	
11.3	Address						
	District		State		Pin Code		
	Tel. No.				Mob. No.		
	Email id				PAN No.		
11.4	Indian Citizen	Yes	No	Resident of India as per IT Rules		Yes	No
	If "No" applicant is not eligible					If "No" applicant is not eligible	
11.5	Gender (Tick mark whichever is applicable)	Male			Female		
11.6	Date of Birth				Age (Proof to be submitted as when asked by OMC) as on date of application		
		DD	MM	YYYY		Years	Months
						Days	
11.7	Marital status (Tick mark whichever is applicable)	Single	Married	Widow / Widower		Divorcee	
11.8	Name of spouse (if married)	Mr. / Mrs.					
	Spouse employed (Tick mark whichever is applicable)	Yes			No		
12	Educational Qualification (Proof of qualifying certificate as per Eligibility criteria would be required to be submitted as and when asked by OMC)						
	Qualification	Name of Board/University/Institution		Degree		Year of Passing	
i)	10 th Pass						
	Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below)						

13 **Copy of proof of ownership of land would be required to be submitted as & when advised by OMC (Gr 1 & Gr 2)**
(Not required for applicants under Group 3): For Group 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Gr 1 and Gr 2 and Applicants under Gr 3 are considered, I/we shall arrange land as advised by OMC, for consideration in further selection process.)

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No / Khatouni / Gut No / Survey No	Dimensions of land*		
					Frontage in metre	Depth in metre	Area (Sq.m)

a) Are you willing to transfer the land on sale/long lease to Oil Company ? YES/NO (only for CC/CFS sites)

If yes, at what rate / terms.

b) The above piece of plot owned by me / my family member (as defined under **Clause 4(v) e of Brochure**) either by way of ownership / long term lease would be made available for a period of minimum 19 years and 11 months as advertised by the Oil Company (Name of the Oil Company).

That as per the documents and report from advocate available with me/us, my/our offer qualifies for being considered under **"GROUP 1"** as defined in **Clause 4 (v) of the Brochure** for retail outlet dealer selection by the Oil Company(Name of the Oil Company).

OR

c) The said piece of plot belonging to _____ has been offered to me /us for putting up a retail outlet of the Oil Company (Name of the Oil Company). The above is being given as "Firm Offer" and is for purchase / long term lease for a period of minimum _____ years as advertised by the Oil Company.

That as per the documents and report from advocate, available with me/us, my/our offer qualifies for being considered under **"GROUP 2"** as defined in clause 4 (v) of the Brochure for retail outlet dealer selection by the Oil Company(Name of the Oil Company).

(Tick Mark either b (Gr 1) OR c (Gr 2) as applicable)

Note :

In case land belongs to member of 'Family ' / Others, notarized affidavit as per **Appendix – III A** should be available which is to be submitted when asked by OMC. Each applicant should have a confirmatory letter from an advocate (**Appendix – III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.

d.	The said piece of land, has been offered for purchase/ long lease/sub-lease to the Oil Company for a period of minimum 19 years and 11 months as required by the Oil Company (Name of the Oil company) and as per their terms and conditions. (For location advertised under Corporation Owned Dealer Operated (CC)/CFS sites).
Site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by the applicant upon intimation by OMC.	
14	Requirement of Finance : I undertake that funds as mentioned in the advertisement will be made available by me/us as when required for setting up of RO and operation of RO (thereon depending upon category of RO site). a) Fund for development of infrastructure for RO (Rs. -----) ** b) Working capital for operation of RO . (Rs. -----) **
15	Are you a Dealer/Distributor or a member of his/her "family unit" (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No (if yes, not eligible)
16	Are you a Dealer/Distributor or a member of his/her "family unit" (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No

15. UNDERTAKING BY THE APPLICANT

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company's standard layout, then the allotment of dealership made to me will be cancelled.
- d. I am also aware that in the event of my inability to arrange the funds required for development of requisite infrastructure and facilities as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
- e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
- f. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
- g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.
- h. I confirm that none of my family members (as per definition of family under multiple dealership norm) are employees of any Oil Marketing Companies.
- i. I am fully aware that If selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.

- j. I undertake to fulfill the conditions of _____ (OMC) with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.
- k. That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. _____ as per the policy of the Corporation.
- l. That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Corporation (applicable for Dealer owned sites). **(For DC sites)**

OR

That, if selected, I undertake that I will pay the non-refundable Final Bid amount (applicable for Corporation owned sites except for Corpus fund ROs). **(For CC Sites)**

- m. I am also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by me has been offered by other applicant(s) for this location then my candidature for RO dealership will be rejected / dealership terminated, if already appointed.
- n. That I am of sound mental health and I am not totally paralysed.
- o. That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- p. That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- q. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the " Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
- r. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- s. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, theOMC* would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

Place : _____ **Signature of applicant** _____

****Date :** _____ **Name of applicant** _____

**The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria.

Application Format For Non-Individual Applicants																											
Application No. ---->																											
Application date							D	D	-	M	M	-	Y	Y	Y	Y											
APPLICATION FOR RETAIL OUTLET DEALERSHIP																											
Particulars of application fee (Rs.)									Latest Passport Size Photograph																		
Transaction No.																											
Transaction Date & Time																											
Payment Mode																											
<table border="1"> <thead> <tr> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>Open</td> <td>10000</td> <td>Rural</td> <td>Open</td> <td>8000</td> </tr> </tbody> </table>																Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.	Regular	Open	10000	Rural	Open	8000
Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.																						
Regular	Open	10000	Rural	Open	8000																						

1	Sr. No of location in advertisement	
2	Name of the Location	
3	District	
4	State	
5	Category	

Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co-operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013.

6	Advertised on (Date of advertisement)		In	(Please write Newspaper name)
7	Type of site	CC / DC		
8	Type of RO	Regular / Rural		
9	Group of applicant on the basis of Advocate's letter with applicant on land being offered	Group 1 / Group 2		
10	Type of applicant	Registered Society/Company/Charitable Trust/Govt. Organization (Please tick mark whichever is applicable)		
11	Applicant should submit Affidavit as per the format given in Appendix – XB as and when advised by Oil Company			
11.1	Name of authorized person			
		First name	Middle name	Surname
11.2	Father's/Husband's Name (Mr)			

		First name	Middle name	Surname	
11.3	Address				
	District		State		
	Tel. No.			Mob. No.	
	Email id			PAN No.	
12	Details of Registered Society/Company/Charitable Trust/Govt. Organization				
a)	Name				
b)	Address of Regd. Office				
	District		State		
	Tel. No.			Mob. No.	
	Email id			PAN No.	
Note : The entity should be registered in India.					
c)	Date of Registration/Incorporation (DD/MM/YYYY) (Copy of certificate will be required to be produced as and when advised)				
d)	Profit/ loss made during the last 3 financial years as certified by C.A. (Copy of certificate will be required to be produced as and when advised)		Profit After tax (Rs)	Loss (Rs)	
i)					
ii)					
iii)					
Note : Only Registered Societies/Companies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply.					
13	Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below) Copy of proof of ownership of land would be required to be submitted as and when advised by Oil Company.				
Name(s) of the owner of Land / Leaseholder		Date of registration of sale deed/gift deed / Regd lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No/Khatouni/ Gut No/Survey No	Dimensions of land* Frontage in metre Depth in metre Area (Sq.m)

<p>a) Are you willing to transfer the land on sale/long lease to Oil Company ? YES/NO</p> <p>If yes, at what rate / terms.</p> <p>_____</p> <p>_____</p> <p>b) The above piece of plot owned by us either by way of ownership / long term lease, would be made available for a period of minimum 19 years 11 months as advertised by the Oil Company (Name of the Oil Company).</p> <p>That as per the documents and report from advocate available with us, our offer qualifies for being considered under "GROUP 1" as defined in clause 4 (v) of the brochure for retail outlet dealer selection by the Oil Company(Name of the Oil Company).</p> <p style="text-align: center;">OR</p> <p>c) The said piece of plot belonging to _____ has been offered to us for putting up a retail outlet of the Oil Company (Name of the Oil Company). The above is being given as "Firm Offer" and is for purchase / long term lease for a period of minimum _____ years as advertised by the Oil Company.</p> <p>That as per the documents and report from advocate attached along with the application form, our offer qualifies for being considered under "GROUP 2" as defined in clause 4 (v) of the brochure for retail outlet dealer selection by the Oil Company(Name of the Oil Company).</p> <p style="text-align: center;">(Tick Mark either b OR c as applicable)</p> <p>Note :</p> <p>The same land cannot be offered by more than one applicant for a particular RO location. In case more than one application is received offering the same land all such applications would be rejected.</p> <p>In case land belongs to co-owners / Others, notarized affidavit as per Appendix – III A is to be submitted when asked by Oil Company. Each applicant should have a confirmatory letter from an advocate (Appendix III-B) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.</p> <p>d) The said piece of land, has been offered for purchase/ long lease/sub-lease to the Oil Company for a period of minimum 19 years 11 months as required by the Oil Company (Name of the Oil company) and as per their terms and conditions (For location advertised under Corporation Owned Dealer Operated sites).</p>						
Site map / layout sketch giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be submitted by us upon intimation by OMC)						
14	<p>Requirement of Finance : We undertake that funds as mentioned in the advertisement will be made available by us as when required for setting up of RO and operation of RO thereon (depending upon category of RO site).</p> <p>a) Fund for development of infrastructure for RO (Rs. -----) **</p> <p>b) Working capital for operation of RO . (Rs. -----) **</p>					
15	<p>Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement ?</p> <p>Yes / No (if Yes, not eligible)</p>					

16	Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No
----	---

17. UNDERTAKING BY THE APPLICANT

a. We are aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by us is incorrect/ false/ misrepresented then our candidature will stand cancelled and we will be declared ineligible for the Retail Outlet Dealership.

b. We also confirm that we are in possession of the supporting documents in original in respect of the information given by us in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.

c. We are fully aware that if we are unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company's standard layout, then the allotment of dealership made to us will be cancelled.

d. We are also aware that in the event of our inability to arrange the funds required for development of requisite infrastructure and facilities of the RO as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).

e. We are also aware that in the event of our inability to arrange the funds required towards working capital for operation of the RO as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).

f. I also confirm on behalf of M/s _____, that my Organization will manage the Retail Outlet dealership by itself and not on contract basis.

g. That, if selected, we undertake that we will be depositing an interest free Security deposit as per the policy of the Corporation.

h. That, if selected, we undertake that we will pay a non-refundable Fixed fee of Rs. _____ as per the policy of the Corporation (applicable for Dealer owned sites).

OR

That, if selected, we undertake that we will pay a non-refundable final Bid amount as per the policy of the Corporation (applicable for Corporation owned sites).

i. We are also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by us has been offered by other applicant(s) for this location then our candidature for RO dealership will be rejected and the dealership terminated (if already appointed).

j. That we have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).

k. That we hereby confirm that we were never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

l. We do hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the " Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.

m. We confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by us or any member/s of our organization (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. We understand that we will also not be entitled for any

claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.

n. We hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that I have been authorized to submit this application on behalf of M/s _____ and the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make us ineligible for this RO dealership. That if any information/declaration given by us in our application or in any document submitted by us in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, theOMC* would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

Signature of applicant _____

****Date :** _____ **Name of applicant** _____

**The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria.

USER MANUAL

FOR

Petrol Pump Dealer Chayan Portal



<https://www.petrolpumpdealerchayan.in>

This portal is created for Online application for Selection of petrol pump Retail Outlet dealership for various locations. To apply for dealerships, applicant must the following steps.

- Register on the Portal www.petrolpumpdealerchayan.in/
- Login the Portal
- Select the advertisement
- Choose the Location to apply
- Fill the application form
- Make online payment

Step 1: Registration

Applicant must have to register on the portal to apply for dealership.

To register:

Go to www.petrolpumpdealerchayan.in

Click on Register button available at Home Page (See Screen Shot 1)

Fill the all details in the form. (See Screen Shot 3)

Click on Generate OTP button. OTP will be sent to given Mobile No.

Enter the OTP in the field and submit the form.

A success message will be displayed on the screen. Now registration has been completed successful.

Note:

- ❖ Email Id will be used as username at the time of login.
- ❖ Password will be sent to your registered Email Id. User can change his/her password any time.
- ❖ Password must be of 8 Characters - at least 1 Number, 1 Special Character and 1 alphabet.

Step 2: Login the Portal

After registration, applicant can login with his/her login credentials.

Go to www.petrolpumpdealerchayan.in

- ❖ Click on Login button available at home page (See Screen Shot 1)
- ❖ Enter Email id as username. (See Screen Shot 2)
- ❖ Enter password that you received in your email Id. Applicant logged in successfully will be directed to applicant dashboard.

Step 3: Fill the Application Form

After successfully logged in the portal, applicant will be able to see the following options as Menu

1. Dashboard: Here user can see two options 1. Available Advertisement 2. Applied Advertisement.
2. Available Advertisement: Here user can find all the advertisement state wise for which user has not applied.
3. Applied advertisement: Here user can see details of advertisement for which he/she has applied.
4. Profile: Here user can edit their details filed at the time of registration expect Email Id and Mobile No.
5. Change Password: Here user can change the password.

Now applicant has to click on Available Advertisement link/Button and select the advertisement for which he/she wants to apply. All the location will be displayed under that particular advertisement after clicking on '**View Details**'.

To fill the application form, follow the below mentioned process.

- ❖ All the locations available under that advertisement will be displayed on the screen. ([See Screen Shot 5](#))
- ❖ Select the location for which he/she want to apply. ([See Screen Shot 4](#))
- ❖ Click on Apply Button to apply for that location.
- ❖ After clicking applicant will be directed to the application form. Here applicant can see all the details of that particular location. ([See Screen Shot 6](#))
- ❖ Scroll down to see application form and start filling application form carefully.
- ❖ Scroll down to get the save button to save the application form.

Application form can be edited any time and can be saved temporary if it was not submitted finally.

Once application was saved, go to Applied Advertisement button/link to edit the application form. Applied Advertisement link is available at left side menu and Applied Advertisement is available on Applicant's Dashboard.

After filling complete details in application form, hit the "Submit & Proceed to Pay" to pay the application fee online.

Once application form is submitted successfully, it cannot be edited or changed.

Applicant can see 'Save' button if he/she want to save the application temporarily and fill it later.

Application can see a 'Cancel' button also. Applicant can cancel his/her application after clicking this button.

Step 4: Make Online Payment

After filling in the application form, applicant has to pay application fees online.

Without payment, application will not be proceed and will be rejected.

To make the online payment, follow the below process.

Go to Applied Advertisement link.

All the applications of logged-in applicant will be displayed on the screen. ([See Screen Shot 7](#))

If application is finally submitted and payment is to be made, then a button of "Pay Online Payment" is displayed there.

Applicant have to click on that button and will be directed to the checkout page. ([See Screen Shot 8](#))

Click on the Checkout button.

Applicant will be directed to Payment Gateway page. ([See Screen Shot 9](#)) Complete the payment.

After successful payment done, applicant can download a PDF copy of application. In the PDF, all details will be shown that was filled by applicant.

Now application is completed. All the details of application will be sent to applicant's email id.

Note:

- o Applicant cannot apply for same location if already applied. However he/she can apply for different location.
- o Applicant should fill the application form carefully. **Once application form is submitted and a PDF copy of the online application is generated, details cannot be edited.**

Screen Shots:

Screen Shot 1:

Click here to register Click Here to Click here for admin

The screenshot shows the top navigation bar with logos for IndianOil, Bharat Petroleum, and HP. Below the logos is the text "Petrol Pump Dealer Chayan". To the right are three buttons: "Register Now", "Applicant Login", and "Admin Login". Arrows point from the text boxes above to these buttons. The main content area features a large banner image of a petrol pump station with the text "Retail Outlet (Petrol Pump) Dealer Selection System for Oil Marketing Companies". Below the banner is a paragraph: "Dealerships for Regular & Rural Retail Outlets (Petrol Pump) Network expansion has been an important business activity of PSU Oil Marketing Companies (OMCs) for increasing the reach of petroleum products across the country." To the right of the banner is a "LATEST UPDATES" section with a "View All" button and an "IMPORTANT LINKS" section with four links: "Brochure for selection of retail outlet dealers", "https://bharatpetroleum.com", "http://hindustanpetroleum.com", and "https://iocl.com".

Screen Shot 2:

The screenshot shows the login form on the website. At the top left are the logos for IndianOil, Bharat Petroleum, and HP, followed by the text "Petrol Pump Dealer Chayan". The form contains the text "Don't have an account? Register Now" in blue. Below this is the label "Applicant". There are four input fields: a name field with a person icon, a password field with a lock icon and five dots, a captcha field with a blue background and the text "p2 s v 8 p", and a field with the text "Enter captcha" and a lock icon. At the bottom left is a blue "Submit" button, and at the bottom right is a blue "Forgot Password" link.

Screen Shot 3:



**Petrol Pump Dealer
Chayan**

Create your account

Proof of age required to be submitted as and when asked by Oil Company.



Screen Shot 4:

Available Advertisements

Filter by: Company State

Show 10 entries Search:

Title	Company	State	Opening Date	Closing Date	Action
ADVT FOR NEW ROS IN ANDHRAPRADESH	BPC	ANDHRA PRADESH	01-Aug-2018	23-Nov-2018	View Details
ADVT FOR NEW ROS PUNJAB	IOC	PUNJAB	26-Jul-2018	30-Nov-2018	View Details
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	HPC	PUNJAB	24-Jul-2018	02-Dec-2018	View Details

Showing 1 to 3 of 3 entries Previous 1 Next

Screen Shot 5:

Advertisement Detail - Locations

Filter by: District Type of RO Mode of selection Category Name

Show 10 entries Search:

Title: ADVT FOR NEW ROS IN ANDHRAPRADESH **Published Date:** 01 August 2018

Company Name: Bharat Petroleum Corporation Ltd **Closing Date:** 23 November 2018

State Name: ANDHRA PRADESH

[View Newspaper advertisement](#)

Territory	District	Location Description	Type of RO	Mode of selection	Category Name	Action
Nellore	YSR KADAPA	Porumamilla town (not on Badvel road nor Mydukur road)	Regular	Draw of Lots	OPEN	Apply Now
Nellore	CHITTOOR	Between Palamaneru & Gandrajupalli RHS on NH-4	Regular	Draw of Lots	SC	Apply Now
Nellore	NELLORE	Kavali Town Limits	Regular	Draw of Lots	ST	Apply Now

Screen Shot 6:

- Dashboard (Home)
- Available Advertisements
- Applied Advertisements
- Profile
- Change Password

Time left : 11 : 53

Advertisement

Advertisement Title ADVT FOR NEW ROS IN ANDHRAPRADESH
Published On 01-Aug-2018
Name of the Location Gudisibanda on NH-219 LHS towards Palamaneru
District CHITTOOR
State / UT ANDHRA PRADESH

Read the Brochure carefully before applying View

Apply as: Individual | Partnership

Category SC
Eligibility certificate(s) for the category applied as above is/are available with me/us and will be submitted as and when advised by Bharat Petroleum Corporation Ltd.
RO Type Regular
Application Fee(Rs.) 1
Type of site CFS

Personal Information

First Name	Middle Name ---
Last Name	Gender Male
Mob. No.	Landline No.
Address*	Pin Code*
State*	District*
Email Id	Resident of India as per IT Rules* <input checked="" type="radio"/> Yes <input type="radio"/> No
PAN NO.	Age 23 Years 3 Months 8 Days
Whether Applicant is Indian Citizen?* <input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Birth 08-Aug-1995 <small>(Proof of age required to be submitted as and when asked by Indian Oil Corporation Ltd.)</small>
Father's / Husband's Name <small>(In case of married women enter husband's name)*</small>	Age
Marital Status * <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widow(er) <input type="radio"/> Divorcee	First Name <input type="text"/>
Applicant would be required to submit Affidavit in original as per the format given in Appendix - XA of the Brochure on intimation by the Oil Company (Bharat Petroleum Corporation Ltd) upon selection.	Middle Name <input type="text"/>
View/Download Format	Last Name <input type="text"/>

Applicant's Education Qualification (Minimum 10th pass or equivalent)

Qualification *	Board/University/Institution *	Degree	Year of Passing *
10th Pass	Board/University/Institution	Degree	Select

[Add More](#)

Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below). Copy of proof of ownership of land would be required to be submitted (Group 1 & Group 2) as and when asked by the Oil Company (Bharat Petroleum Corporation Ltd).

Group Type:*
Select Group

(Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.)

Name(s) of the owner of Land / Leaseholder*	Relationship with applicant*	Date of registration of sale deed/gift deed / lease deed/ date of mutation*	Location of the land*	Khasra No./Khatouni/Gut No./Survey No*
<input type="text"/>	Select	DD-MM-YYYY	Location of the land with respect to Reference point	Khasra No./Khatouni/Gu

Are you willing to transfer the land on sale/long lease to the Oil Company (Bharat Petroleum Corporation Ltd)? Yes No

Please specify rate(Rs.) / terms*

Do you want to offer another plot of land under ? Yes No

Note: In case land belongs to member of Family / Others, notarized affidavit as per Appendix - III A should be available which is to be submitted when asked by (Bharat Petroleum Corporation Ltd). Each applicant should have a confirmatory letter from an advocate (Appendix - III B) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.

Site map/Lay out sketch giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by applicant upon intimation by Bharat Petroleum Corporation Ltd.

Requirement of Finance : Not Applicable

Undertaking By The Applicant(Scroll down to accept)

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company (Bharat Petroleum Corporation Ltd) if it is found that the information given by me is incorrect/ false/ misrepresented then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company (Bharat Petroleum Corporation Ltd)'s standard layout, then the allotment of dealership made to me will be cancelled.
- d. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of

Accept*

Declaration

I, **ASHISH SINGH SINGH** son of Shri hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, the Oil Company (Bharat Petroleum Corporation Ltd.) would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

Applicant photo & signature

Applicant Photo *	Applicant Signature *
<input type="text"/>	<input type="text"/>
<small>(Format: .jpg/.jpeg/.png only; Size: 2 MB max)</small>	<small>(Format: .jpg/.jpeg/.png only; Size: 1 MB max)</small>

FAQs | Area Offices / Territory Offices / Regional Offices

Design & Developed by Cyfuture India Pvt Ltd

For any Complaints/Queries Write to us on [support\[at\]petrolpumpdealer\[dot\]in](mailto:support[at]petrolpumpdealer[dot]in)

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Version 1 / 24.11.2018

Screen Shot 7:

Title	Type of RO	Category	Mode Of Selection	Name Of Location	Closing Date	Applied On	Action
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	Regular	OPEN	Draw of Lots	Within 4 Km Of Village Bargari On NH 15	02-Dec-2018	16-Nov-2018 12-21-48	Download PDF View Payment successful. View Receipt.
ADVT FOR NEW ROS PUNJAB	Rural	SC	Draw of Lots	VILLAGE HARIYAL BLOCK AND TEHSIL DHARKALAN	30-Nov-2018	16-Nov-2018 12-13-22	Download PDF View Payment successful. View Receipt.
ADVT FOR NEW ROS IN ANDHRAPRADESH	Regular	OPEN	Bidding	TADIPATRI TOWN	23-Nov-2018	13-Nov-2018 16-22-39	Download PDF View Status: Pending for Payment. PAY ONLINE
Appointment of Retail Outlet Dealerships in the State of Punjab By HPCL	Regular	OBC CC 2	Draw of Lots	On Paras Ram Nagar Road	02-Dec-2018	13-Nov-2018 16-09-42	Download PDF View Status: Pending for Payment. PAY ONLINE

Screen Shot 8:

Advertisement ADVT FOR NEW ROS IN ANDHRAPRADESH
Name of the Location TADIPATRI TOWN

Application Details

Applicant Name
 Mobile No
 Application Fee Rs. 1.00

Terms & Conditions
 I accept Terms & Conditions

[Proceed To Pay](#)

Screen Shot 9:

The screenshot displays the SBlePay payment interface. At the top left is the SBlePay logo. A dark blue header bar contains the text "Payment Details". Below this header, there are two menu items: "Debit/Credit Card" (selected) and "Internet Banking". The main area is titled "Please enter your card details" and contains the following fields:

- Card Number:** A text input field with logos for VISA, MasterCard, American Express, and RuPay to its right.
- Expiry Date/Valid Thru:** Two dropdown menus for "Month" and "Year".
- CVV/CVC 4-DBC:** A text input field with a small circular icon to its right.
- Name of the card holder:** A text input field with the placeholder text "Name as on card".

At the bottom of the card details section, there is a prominent yellow "Pay Now" button and a smaller "Cancel" link.

On the right side of the interface, there is an "Order Summary" box containing the following information:

- Order No.:** 15423648828901249
- Merchant Name:** Bharat Petroleum Corporation Limited
- Amount:** 1.00
- Processing fee:**
- GST:**
- Total:** Activate Windows

Format of Letter to be given by the Applicant for making Spouse as partner

Place:

Date:

To,

Subject: Letter for induction of spouse as Co-owner / Partner for RO Dealership at Location _____, District _____, State _____, under _____ category Advertised on _____

Dear Sir/Madam,

I write with reference to your letter ref. _____ dated _____ informing me the intent to award of RO Dealership at _____ District _____ under _____ category Advertised on _____, and would like to submit as under:-

I am married and name of my spouse is _____. I am aware that as per Terms and Conditions of the Dealer Selection, my spouse will be co-owner i.e. 50% partner of RO dealership with me unless my spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per Appendix IIB affirming that he/she wishes to be made a partner before issuance of Letter of Award.

** I shall complete all necessary documentation/formalities with respect to Partnership, etc. with my spouse before issuance of Letter of Award / signing of Agreement. I am also aware that the Agreement will be signed by both of us jointly.

OR

** My spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per Appendix IIB affirming that he/she does not wish to be made a partner before issuance of Letter of Award.

** Strike off whichever is not applicable.

Thanking you,

Yours faithfully

Notarized Affidavit from Spouse in case she / he wishes/does not wish to become a partner

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(To be submitted by Spouse of the individual LOI (Letter of Intent) holder before acceptance of Letter of Appointment/Signing of Dealership Agreement)

In the matter of RO dealership of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at _____ (Location) District _____ under _____ category Advertised on _____.

I, _____ son / daughter / wife of _____ Age _____ years resident of _____ do hereby solemnly declare:

1. That my husband / wife Shri/Smt. _____, has applied for the above RO dealership and _____ (OMC name) has issued Letter of Intent vide letter ref no _____ dated _____ in favour of my husband / wife.
2. That I am aware, that as per Terms and Conditions of the Dealer Selection, I have to be inducted as co-owner i.e. 50% partner of RO dealership allotted to my husband / wife Shri/Smt. _____.

*I wish to become a partner/co-owner in the dealership allotted to my husband / wife Shri / Smt. _____. I also undertake that all necessary documentation and undertaking / affidavit as required for award of dealership will be completed by me prior to issuance of LOA.

OR

*That I am currently gainfully employed as mentioned below:-

Details of employment with Employer's address.

Hence, I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt. _____.

OR

*That I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt. _____ for personal reasons.

*Strike off whichever is not applicable.

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary Public**

**Signature
Name of Deponent**

Notarized Affidavit for offer of land from family member and/or third party supported by land documents – All the joint owners of the land have to submit this affidavit individually.

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

I _____ Son/Daughter/wife
of _____ age _____ years resident of _____ do hereby
solemnly affirm and say as under:-

- *I understand that as per definition, Family members for offer of land under “Owned” category for Selection of Dealer for Regular and Rural Retail Outlets, comprise of (i) Self (ii) Spouse (iii) Father/Mother including Step Father/Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal).

That I am a member of Family of (Shri/Smt/Kum) _____ (name), as per definition for Selection of Dealer for Regular and Rural Retail Outlets, who has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____ (location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____.

(*Delete the above two paragraphs of Clause 1, if the land owner is not a family member)

That I, Shri/Smt/Kum _____, own a piece of land singly / jointly bearing Gut/Survey No. _____ at _____ (village/town), Taluka/Tehsil _____, Dist _____ in the State of _____ admeasuring _____ mt (frontage) x _____ mt (Depth) having area _____ sq. mts. as per the following details :

OR

That I, Shri/Smt _____, singly / jointly hold a piece of land on long term lease basis (____ years w.e.f. _____) bearing Gut/Survey No. _____ at _____ (village/town), Taluka/Tehsil _____, Dist _____ in the State of _____ admeasuring _____ mt (frontage) x _____ mt (Depth) having area _____ sq. mts. as per the following details :

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Khasra No/Gut No/Survey No	Dimensions of land		
				Frontage in metre	Min. Depth in metre	Area of the land (Sq.m)
1						
2						

3						
4						

*Strike off whichever is not applicable.

** Please qualify the relationship i.e. (i) Self (ii) Spouse (iii) Father/Mother including Step Father//Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal)

2. That Shri/Smt/ Kum / M/s.(name of the Entity) _____ has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____(location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____

3. That in case he/she/ M/s.(name of the Entity) is selected for RO dealership I will either sell/transfer/lease the above mentioned piece of land to Oil Company or to Shri / Smt / Kum / M/s.(name of the Entity) _____ for setting of Retail Outlet facilities at the above mentioned location as per the site plan duly signed by me/all co-owners. In case of lease, I further confirm that I have no objection if the subject piece of land leased to Shri / Smt / Kum / M/s. (name of the Entity) _____ is further leased/sub-leased to the Oil Company by him/her as per terms of the Oil Company.

That I have no objection if the above mentioned land is used for setting up of Retail Outlet facilities by Shri / Smt. / Kum / M/s.(name of the Entity) _____ at the above mentioned location, as per the site plan duly signed by me/all co-owners.

4. I hereby confirm that the said piece of land has not been offered by me to any other person for Retail Outlet dealership of this location against the above mentioned advertisement.

5. I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary Public**

**Signature
Name of Deponent and Relationship with applicant**

Letter from Advocate w.r.t. land offered by the applicant confirming status of the land i.e whether the offered land falls in Group 1 OR Group 2.

(TO BE TYPED ON LETTER HEAD OF THE ADVOCATE AND TO BE ADDRESSED TO THE OMC)
(To be submitted by Applicants)

To
The Divisional Manager / Territory Manager / Regional Manager
IOCL / BPCL / HPCL

Dear Sir,

Sub : Details of land offered by my client.

1. This is to inform you that I have perused the documents pertaining to the land at Survey No/Gut No _____ (address of the plot) , Khasra / Khatauni _____ at Village _____ offered by Shri/Smt/Kum/M/s. (name of the Entity) _____, who has applied for Retail Outlet dealership of M/s IOCL/BPCL/HPCL for the location _____, Dist _____ and that this land falls in the advertised area / stretch.
2. I have perused and understood the definition for member of Family for selection of Dealer for Regular and Rural Retail Outlets, pertaining to land parameter under the clause 4 of **ELIGIBILITY CRITERIA FOR APPLICANTS** in the Brochure, which explains how a particular piece of land falls under Owned land category (Group 1) or Firm offer category (Group 2).

In my opinion and as per the requirement of OMC (name of oil company), the piece of land offered by my client falls under:-

Group 1*	:	Yes/No
Group 2*	:	Yes/No

***Strike off whichever is not applicable.**

3. I have also gone through the Lease agreement for the land at Survey No/Gut No _____ (address of the plot), Khasra / Khatauni _____ at Village _____ offered by Shri/Smt/Kum/M/s. (name of the Entity) _____, who has applied for Retail Outlet dealership of M/s IOCL/BPCL/HPCL for the location _____, Dist _____ and confirm that the lease agreement has a provision to sub-lease the land to the Oil Company.

(para 3 above is applicable only for locations advertised under Corpus Fund Scheme (CFS sites), Other Corporation Owned Sites ("A"/ "CC" sites) and where the offered land is taken on Long term lease).

Place :
Date :

Signature of Advocate _____
Name & Seal of Advocate

Notarized Affidavit from the applicant w.r.t. employment in Pvt. Sector / drawal of salary/perks/emoluments from State / Central Government.

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(To be submitted by individual LOI holder before acceptance of Letter of Appointment for dealership)

In the matter of RO dealership of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at Location _____ .

1. That I, _____ son / daughter / wife of _____ Age _____ years resident of _____ do hereby solemnly declare as under:
2. That I, _____, have applied for RO dealership of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at location _____ in Dist _____ in State _____ under category _____ and the Oil Company has issued Letter of Intent for the said Retail Outlet Dealership vide letter ref no _____ dated _____ .
3. I hereby declare that I am neither employed in private sector nor drawing any salary/perks/emoluments from State / Central Government.

OR

I was employed and have resigned from the employment. Proof of acceptance of resignation is attached.

4. I also affirm that during the tenure of the Dealership I will not take any employment in Pvt. Sector and draw any salary /perks/emoluments from State / Central Government.

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary Public**

**Signature
Name of Deponent**

Sketch along with dimensions of the offered land

Appendix – VI

Standard Format for SC/ST Category Certificate

The form of the certificate to be produced by Scheduled Castes / Scheduled Tribes candidates.

This is to certify that Shri / Smt. / Kum* _____ son / daughter* of _____ of village / town * _____ in District / Division* _____ of the State / Union / Territory* of _____ belongs to the _____ Caste / Tribes and his / her religion is _____ which is recognised as a Scheduled Castes / Scheduled Tribes under the Scheduled Castes / Scheduled Tribes lists (modification) order 1956* read with the Bombay Re-organisation Act, 1960 and the Punjab Reorganisation Act 1956*.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*
The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956*
The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962*
The Constitution (Pondicherry) Scheduled Castes Order, 1964*
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967*
The Constitution (Nagaland) Scheduled Tribes Order, 1970*

Place : _____
Date : _____

Signature : _____
Designation : _____
(with seal of office)

State / Union Territory*

* Please delete the words, which are not applicable

Note : The terms "Ordinarily reside(s)" used here will have the same meaning as in Section-20 of the Representation of the People Act, 1950.

Officers competent to issue Caste / Tribe certificates.

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector, 1st Class Stipendiary Magistrate / City Magistrate *** Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

*** (Not below the rank of 1st Class Stipendiary Magistrate)

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate, Presidency Magistrate

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-divisional officer of the Divisional where the candidate and / or his family normally resides.

v. Administrative / Secretary to Administrator / Development Officer (Lakshadweep).

Note: A candidate who claims to belong to one of the Scheduled Castes / Scheduled Tribes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given above, issued at any time by a competent authority # notified by the Government of India, of the district in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the District in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

Note : A candidate who claims to belong to one of the Other Backward Classes should submit in support of his/her claim, a certificate in original, with a copy there of in the form given below, issued by a competent authority notified by the Government of India/State Government.

The form of the certificate to be produced by “Other Backward Classes” candidates.

This is to certify that Shri / Smt. / Kum. _____ Son / Daughter of Shri / Smt. _____ of Village/Town _____ District/Division _____ of the _____ State/Union Territory, belongs to the _____ Community which is recognized as a backward class by Govt. of India (Central Govt.)/State Govt. as under:

Sr. No.	Resolution No./Notification No. issued by Govt. of India/State Govt.	Date of Gazette Notification issued by Govt. Of India/State Govt.	Concerned State / Union Territory

Shri / Smt. / Kum. _____ and / or his/her family ordinarily reside(s) in the village/town* _____ District / Division of _____ State/Union Territory of _____.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide Govt. of India, Department of Personnel & Training OM No. 36033/1/2013 Estt.(Res.) dated 27/05/2013 and any other subsequent amendments promulgated in this regard.

Place: _____
Date : _____

Signature :
Designation:
(with seal of Office)

NOTE:

- a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates for Other Backward Classes are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of "Tehsildar" and (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.
- c) The date of undertaking (Affidavit as per Appendix VII B) submitted along with the application form will be treated as date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC certificate in the prescribed format shown above or as issued by the competent authority containing relevant details as mentioned above.

Declaration/undertaking as a notarized affidavit - for OBC Candidates only

(To be typed on appropriate non-judicial stamp paper of required value)

I, _____ son / daughter of Shri _____
resident of village/town/city _____ in the district
_____ State / Union Territory of _____ hereby declare that I
belong to the _____ community which is recognised as a backward class by
the Government of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT),
dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated
8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum
No.36033/3/2004 Estt.(Res.) dated 14.10.2008 and any other subsequent amendments issued
in this regard.

Signature of the Candidate
(Deponent)

Place: _____
Date: _____

Declaration / Undertaking not signed by the candidate will be rejected.
False declaration will render the applicant liable for rejection of application/candidature at
any time.

Standard Format for Paramilitary/Police/PSU/Government Personnel Category (CC1)

(Certificate is to be given by Head of the Office or an Officer not below the rank of Under Secretary to the Government on Official Letter-Head of the Organization / Government Office issuing the Certificate)

NAME & ADDRESS OF THE GOVT ORGANIZATION/DEPARTMENT/AGENCY ISSUING THE CERTIFICATE

Reference No

Date

Eligibility Certificate for Paramilitary/Police/Government Personnel Category

1. @ This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ at (Place)_____. Shri/Smt./Kum. _____ has been awarded (name of gallantry award)_____ in recognition of the supreme sacrifice made while_____, Shri/Smt./Kum. (name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. Shri/Smt./Kum. _____ as per our records.

OR

2. @This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ while in action at (Place)_____ Shri/Smt./Kum. (name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. _____ as per our records.

OR

3. @This is to certify that Shri/Smt./Kum. (name of applicant)_____ was working in our organization _____ and has been disabled on (date) _____ while performing duties at (place)_____.

OR

4. @This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ while on duty at (Place)_____ Shri/Smt./Kum.(name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. _____ as per our records.

OR

5. @This is to certify that Shri/Smt./Kum. _____ was working in our organization _____ and has been disabled in peace on (date) ----- due to attributable causes.

@ Delete if not applicable.

Attested Signatures of applicant

Place : _____

Date : _____

Signature :

Name :

Designation:

Office Seal:

Form II

Disability certificate

(In cases of amputation of permanent Paralysis of limbs and in cases of blindness)

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph(showing face only) of the person with disability)

Certificate No.
Date:

This is to certify that I have carefully examined Shri/Smt/Kum. _____
 Son/wife/daughter of Shri _____ Date of Birth _____
 Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____
 Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____
 District _____ State _____ whose photograph is affixed above, and am satisfied that:

(A) He/She is a case of (Please tick as applicable)

- Loco-motor disability
- Blindness

(B) The diagnosis in his/her case is _____

THE GAZETTEE OF INDIA: EXTRAORDINARY

(PART II-SEC. 3 (1))

(A) She /He has _____%(in figure) _____ percent (in words) permanent physical impairment/
 Blindness in relation to his/her _____ (part of body) as per guidelines(to be specified)

(B) She/He is not totally paralyzed or mentally unsound or suffers from insanity or deprived of cognitive
 Faculties.

1. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb Impression of the person in whose favor disability certificate is issued.

FORM – III
Disability Certificate
(In case of multiple disability)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size
 attested
 photograph(
 showing face
 only) of the
 person with
 disability)

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum. _____

Son/wife/daughter of Shri _____ Date of Birth _____

Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____

Permanent resident of House No. _____ Ward/Village/Street _____ Post

Office _____

District _____ State _____ whose photograph is affixed above, and am satisfied that:

- (A) He/She is a case of **Multiple Disability**. His/ Her extent of permanent physical impairment/disability have been evaluated as per guidelines (to be specified) for the disability ticked below, and shown against the relevant disability in the table below:

Disability	Affected part of the body	Diagnosis	Permanent physical impairment mental disability (in %)
Loco-motor disability	@		
Low Vision	#		
Blindness	Both eyes		
Hearing impairment	\$		
Mental retardation	X		
Mental illness	X		

- (B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:

In figures _____% in words _____ percent

(C) She/He is not totally paralyzed or mentally unsound or suffers from insanity deprived of cognitive faculties

2. This condition is progressive/non progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary

OR

(ii) is recommended after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD) (MM (YY)

@ e.g. Left/Right/both arms/legs

e.g. single eye/both eyes

\$ e.g. Left/Right/both ears.

4 The applicant has submitted the following document as proof of residence:-

Name of Document	Date of Issue	Details of authority issuing certificate

5 Signature and seal of the medical Authority.

--	--	--

Name and seal of Member Chairperson Name and seal of Member Name and seal of Member

Signature /Thumb
impression of the person
in whose favour
disability certificate is
issued

Form IV
Disability Certificate
(In case other than those mentioned in FORM II and III)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size
attested
photograph(sh
owing face
only) of the
person with
disability)

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum. _____

Son/wife/daughter of Shri _____ Date of Birth _____

Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____

Permanent resident of House No. _____ Ward/Village/Street _____ Post
Office _____

District _____ State _____, whose photograph is affixed above, and am satisfied that
he/She is a case of _____ disability. His/ Her extent of permanent physical
impairment/disability have been evaluated as per guidelines (to be specified) and is shown
against the relevant disability in the table below:

Sr. No	Disability	Affected part of the body	Diagnosis	Permanent physical impairment mental disability (in %)
1	Loco-motor disability	@		
2	Low Vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	E		
5	Mental retardation	X		
6	Mental illness	X		

(Please strike out the disabilities which are not applicable).

2. The above condition is progressive/non progressive/ likely to improve/ not likely to improve.

I Reassessment of disability is:

(1) not necessary

OR

(2) is recommended after _____ years _____ months, and therefore this certificate shall be valid till _____
(DD) (MM (YY)

3. She/He is not totally paralyzed or mentally unsound or suffers from insanity or deprived of cognitive faculties

@ e.g. Left/Right/both arms/legs

e.g. single eye/both eyes

\$ e.g. Left/Right/both ears.

4 The applicant has submitted the following document as proof of residence:-

Name of Document	Date of Issue	Details of authority issuing certificate

(Authorized signatory of notified medical Authority)

(Name and Seal)

Countersigned

(Counter signature and seal of the CMO/ Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a Medical authority who is not a Government servant (with seal))

Signature /Thumb
impression of the person in
whose favour disability
certificate is issued

Note : In case this certificate is issued by a medical authority who is not a government servant , it shall be valid only if countersigned by Chief Medical Officer of the District.

Note: The Principal rules were published in the Gazette of India vide notification number S.O.908 (E) dated the 31st December, 1996.

Notarized Affidavit
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(To be submitted by individual applicants)

I, _____ son/daughter/wife of _____
Age _____ years residing at _____. In
connection with my application for RO dealership at _____ (Location) _____ (Dist.)
_____ (State) I do hereby solemnly affirm and say as under :

1	That I am an Indian Citizen and resident of India (as per Income Tax Rules ¹)										
2	That my date of birth is	d	d	/	m	m	/	y	Y	y	y
3	That I have passed the Matriculation / 10 th Std. Examination conducted by Board in the year / Certificate issued by Armed Forces as equivalent to 10 th Class pass in the year		y	y	y	y					
4	That I hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “ Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.										
5	That I hereby confirm that none of my family members (as defined under Clause “DISQUALIFICATION” of brochure) are employees of this Oil Marketing Company (IOC/BPC/HPC).										
6	That I am married and my name before my marriage was _____ and after my marriage to Shri _____ has been changed to Smt. _____.										
7	That I am of sound mental health & I am not totally paralyzed.										
8	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).										
9	I confirm that arrangement will be made for taking delivery of products on ex-MI basis from the Oil Company within 4 months of intimation thereof from the Oil Company to this effect.										
10	That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.										
11	a) In case I am selected for RO dealership, I undertake to arrange funds required for development of desired infrastructure and facilities at the Outlet allotted and the working capital for operation of the outlet as mentioned in the Advertisement for the location. b) I am also aware that in the event of my inability to arrange the said funds, as mentioned in Para (a) above, the allotment shall be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).										
12	That the details mentioned in Clause No. 9 of the application form, affidavit of Co-owner/s (if applicable) and confirmatory letter from Advocate pertaining to Land :-										

	<p>a) Are true and land documents in support of the claim would be submitted as and when advised by the Oil Company.</p> <p>b) That in case I am selected for RO dealership, I undertake to arrange the said piece of plot as mentioned in the application form for setting up of retail outlet at the location for which I have made the application.</p> <p>c) I am aware that my claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in my application /candidature becoming invalid for further consideration by the Oil Company.</p> <p>d) I am also aware that in the event of my inability to make available the said land required for setting up the retail outlet as required by the Oil Company (Name of the Oil Company), within the period mentioned in the LOI, then the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).</p> <p>e) I am also aware that in case of my selection for this RO dealership it will be binding on me to hand over the offered land duly developed up to the road level with good earth / murrum , layer wise compacted as per standard engineering practices to the satisfaction of OMC and I will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by OMC engineers.</p> <p>f) I am also aware that in case the same piece of land offered by me for setting up of retail outlet at location _____ in Dist _____ in State _____ is offered by any other applicant for the same purpose, my candidature for RO dealership will be rejected.</p>
13	<p>That I hereby confirm that I will neither take up any other employment nor will draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer. If I am already employed I will resign from the employment and produce proof of acceptance of resignation by my employer before the acceptance of Letter of Appointment to be issued by the Oil Company.</p>
14	<p>I am married. I undertake to fulfill the conditions of _____ (OMC) with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.</p> <p>OR</p> <p>I am unmarried. I undertake to inform the company of my marriage and undertake to fulfill the conditions of _____ (OMC) with regard to inducting Spouse as Co-owner in the dealership within one year of my marriage if the dealership is awarded to me.</p>
15	<p>I undertake that I will observe all the relevant guidelines with regard to award/operation of the said dealership issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* / Government of India or any other statutory body from time to time.</p>
16	<p>That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership or in this affidavit shall be found to be untrue or incorrect or false,(Name of OMC) would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.</p>

17	<p>Only for applicants applying under the category of SKO dealers* (*Strike off whatever is not applicable)</p> <p>a. That I am the sole proprietor of SKO dealership of _____ (OMC Name) in the Name and style of _____ at _____ (Location) operating below an average allocation of 75KL of SKO per month during the immediate preceding 12 month prior to the month of advertisement for the RO dealership.</p> <p>b. That I have not been penalized for violation of marketing Discipline Guidelines within last 5 years preceding the date of advertisement and / or there are no proceeding pending against my dealership under marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.</p> <p>c. That I am aware that if I am selected for the RO dealership, I will have to surrender my SKO dealership before being appointed as RO dealer by IOC/BPC/HPC.</p>
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¹ If an individual stayed in India for 182 days or more in the previous Financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days he is a non-resident.

*** Strike off whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from.

**Signature of Deponent
(Name in block letters)**

Solemnly affirmed and declared before me. This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary public**

Notarized Affidavit

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(To be submitted by non-individual applicants)

In the matter of RO dealership at _____ (Location) of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* whereas _____ (Name of the Registered Society*/Company*/Charitable Trust*) _____ (Location) has applied for RO dealership of _____ (name of the Oil Company) Ltd., at _____.

I, _____ son / daughter / wife of _____ Age _____ years resident of _____ in the capacity of _____ do hereby solemnly declare:

1. That through a resolution passed by the Registered Society*/Company*/Charitable Trust* I have been authorized to apply for the said dealership on behalf of the Registered Society*/Company*/Charitable Trust*. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said Registered Society is duly registered under Societies Registration Act 1860 or 1912 or Societies Registration Act enacted by the State Government of _____ * /Company formed under the companies act 1956 or 2013* /Charitable Trust* is registered with Charity Commissioner of State Government of _____ * (name of the State) on _____ (date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3. That our Registered Society*/Company* had made net profit during the previous consecutive 3 financial Years as certified by Chartered Accountant **(Not applicable for Charitable Trusts)**.
4. That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* / Government of India or any other statutory body from time to time.
5. That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will operate the dealership through our own entity.
6. That neither our Registered Society*/Company*/Charitable Trust* nor any Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* has been convicted by any court of law for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
7. That neither this entity nor any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* was

never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines.

(Clause 6 & 7 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

8. That we hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the "Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
9. That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that arrangement will be made for taking delivery of products on ex-MI basis from the Oil Company within 4 months of intimation thereof from the Oil Company to this effect.
10.
 - a) That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that in case we are selected for RO dealership, we undertake to arrange funds required for development of desired infrastructure and facilities at the Outlet allotted and the working capital for operation of the outlet as mentioned in the Advertisement for the location.
 - b) We are also aware that in the event of our inability to arrange the said funds, as mentioned in Para (a) above, the allotment shall be withdrawn and we will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
11. That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that the details mentioned in Clause No. 9 of the application form and confirmatory letter from Advocate pertaining to Land :-
 - a) Are true and land documents in support of the claim would be submitted as and when advised by the Oil Company.
 - b) That in case we are selected for RO dealership, we undertake to arrange the said piece of plot as mentioned in the application form for setting up of retail outlet at location _____ in Dist _____ in State _____ for which we have made the application.
 - c) We are aware that our claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in our application /candidature becoming invalid for further consideration by the Oil Company.
 - d) We are also aware that in the event of our inability to make available the said land required for setting up the retail outlet as required by the Oil Company (Name of the Oil Company), within the period mentioned in the LOI, then the allotment can be withdrawn

and we will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).

e) We are also aware that in case of our selection for this RO dealership, it will be binding on us to hand over the offered land duly developed up to the road level with good earth / murrum, layer wise compacted as per standard engineering practices to the satisfaction of OMC and we will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by OMC engineers.

f) We are also aware that in case the same piece of land offered by us for setting up of retail outlet at location _____ in Dist _____ in State _____ is offered by any other applicant for the same purpose, our candidature for RO dealership will be rejected.

12. That If any information/declaration given in this application or in any document submitted in support of application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* for such withdrawal/termination.

***Strike out whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from.

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary public**

**Signature of Deponent
(Name in block letters)**