

BROCHURE FOR
SELECTION OF
DEALERS FOR REGULAR & RURAL RETAIL OUTLETS

(Applicable to all locations Advertised / Reradvertised
between

ONLY)

BROCHURE

FOR

SELECTION

OF

DEALERS FOR REGULAR & RURAL RETAIL OUTLETS



21st May 2014

Contents

Sr. No.	Subject	Page No.
	Introduction	3
1	Identification of Locations	3
2	Reservation	3
3	Type of RO sites	4
4	Eligibility Criteria for Individual Applicants	4
5	Eligibility Criteria for Non-Individual Applicants	12
6	Retail Outlet Management	13
7	Spouse as Co-owner (Partner)	13
8	Basic facilities required for operation of RO dealership	14
9	Scheme of Financial Assistance to SC/ST Category Dealership	15
10	Disqualification	16
11	Affidavit from applicants	18
12	Application Fee	18
13	Non refundable fixed fee / Bidding amount	18
14	Selection procedure	19
15	Procedure for Field Verification of Credentials (FVC)	22
16	Letter of Intent	22
17	Grievance Redressal System	23
18	Commissioning of Dealership	24
19	Security Deposit / Fixed fee / Bid amount	24
20	Tenure of Dealership	25
21	False Information	25
22	Detailed information in respect of advertisement issued in the News Paper and General Conditions	25
	Appendices	29 – 64

GUIDELINES ON SELECTION OF DEALERS FOR REGULAR & RURAL RETAIL OUTLETS

INTRODUCTION

Oil Marketing Companies (OMCs) have evolved new Dealer Selection Guidelines wherein the selection is carried out through a transparent system of draw of lots/bidding process.

The salient features of the new selection guidelines are:

- (i) As per the eligibility criteria an applicant has to meet the minimum requirements on availability of suitable land, age, educational qualification and finance. However, for Location under SC/ST category i.e. Corpus fund locations, Finance is not an eligibility criterion.
- (ii) There is neither marks-based evaluation nor interview for selection.
- (iii) All applicants meeting the eligibility criteria will qualify for further selection process.
- (iv) Different selection process for Corporation Owned Dealer Operated outlets, Dealer Owned Dealer Operated outlets and Corporation Owned outlets under Corpus Fund Scheme.

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 / Rural outlets are set up by the Oil Companies as under:-

Regular ROs : Locations on Highways (NH/SH) and Urban/Semi Urban areas

Rural ROs : Locations in Rural areas but not on Highways (NH/SH)

2. RESERVATION

- A. The 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) Physically Handicapped Persons (PH) (ii) Outstanding Sports Persons (OSP) & (iii) Freedom Fighters (FF)	1%	1%	2%	4%
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: -

State	Percentage of Regular & Rural RO Dealerships to be awarded to ST category	Balance percentage 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 for Retail Outlets would be decided by the Oil Companies as under:-

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 ("A"/ "CC" sites)	The offered land would be taken on lease/purchased and fully developed as Corporation owned site.
iii.	Company Leased	The offered land along with super structure developed by the dealer is taken on lease by Corporation.
iv.	Dealer Owned sites ("B", "DC" 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 affidavit (Appendix XA) unless mentioned otherwise)

- (i) **Citizenship** : Indian Citizen.
(ii) **Residential status:**

Regular ROs :

Resident of India (as per Income tax rules¹) as on date of affidavit.

Rural ROs :

Resident of India (as per Income tax rules¹) as on date of affidavit.
and

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.

Resident of the concerned Revenue District (Residence certificate issued within previous six months of the date of affidavit will be treated as valid residence certificate – [Appendix I](#)).

- (iii) **Age:** Not less than 21 years and not more than 55 years (as on date of affidavit - Appendix XA) 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:**

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

- a) In respect of applicants belonging to CC1 & CC2 categories:-

For Rural ROs: Passed Minimum 10th (examination conducted by a Board/School).

For Regular ROs: Passed Minimum 10+2 level of examination conducted by a Board/University.

- b) In respect of applicants belonging to other categories:-

For Rural ROs: Passed Minimum 10+2 level of examination conducted by a Board/University.

For Regular ROs: Have minimum any one of the following educational qualification awarded by any of the universities incorporated by an Act of the Central or State Legislature in India or any other educational institution established by an Act of Parliament or declared to be deemed as a University under UGC Act 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Govt. Of India.

- Graduation in any field
- Chartered Accountant
- Company Secretary
- Cost Accountant
- Diploma in Engineering

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

(v) **Finance :**

For Regular ROs the fund requirement for eligibility will be Rs. 25 lakhs and in respect of Rural ROs the fund requirement for eligibility will be Rs. 12 lakhs. The funds can be in the following forms:-

- **Funds in savings accounts, Deposits with Bank/Registered Companies/Postal Schemes :** Copy of Pass book/account statement/deposit receipts to be provided.

- **National Savings Certificates, etc** : Redemption value - Valuation certificates along with copy of NSC to be provided.
- **Bonds : Redemption value** : Valuation Certificates along with copy of bonds to be provided.
- **Shares of listed Companies in Demat form** : Valuation certificates along with copy of Demat statement to be provided.
- **Mutual Funds** : Valuation certificates along with copy of mutual fund certificates or Demat statements to be provided.

All valuation certificates should be for the assets held on any date after the date of advertisement. The valuation certificate is to be obtained either from a Chartered Accountant or Depository Participant, as applicable.

Only 60% of the certified value (for Shares, Mutual funds & Bonds) will be considered for the purpose of eligibility.

The above details are to be given in the application form by the applicant supported by copies of relevant documents. The eligibility would be determined based on the declaration given in the application and relevant Clause of the affidavit (**Appendix XA / XB** as applicable). regarding the same.

The funds mentioned in the application form should be available with the applicant as on the date of affidavit.

During field verification availability of fund as on cut-off date of submission of application will be verified.

Wherever available funds as closing balance on the cut-off date of submission of application are found to be less than the funds required for eligibility, candidature of the applicant will be cancelled.

- a) The amounts of Rs. 12 lacs and 25 lacs as mentioned above are only for deciding eligibility criteria. The actual funds to be arranged would vary from case to case basis as determined by the respective Oil Company, as indicated in the advertisement. The fund requirement given in the advertisement does not include cost of development of land being offered as detailed in Clause 4, (vi), item no. (e) of **Note**.
- b) In case of SC/ST locations, Finance will not be eligibility criteria.
- c) Cash/Jewelry/Instruments, etc. where the ownership cannot be established will not be considered.
- d) Balance in current account will not be considered.

In respect of "Finance" parameter as indicated above the ownership of finance by any member of the "family unit" (as defined under Multiple dealership norms in Clause 10 - "Disqualification") will be considered as belonging to the applicant subject to producing consent letter(s) in the form of affidavit (**Appendix – IV**) from the concerned member of the "family unit" for funds availability as mentioned in Clause 10 of the Application form (**Appendix – XI A**).

(vi) **Land (Applicable to all categories):**

The applicants would be classified into two groups as mentioned below based on the land 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 ___ years (as advertised by the Oil Company).

Group 2: Applicants having Firm Offer for a suitable piece of land for purchase or long term lease for a period of minimum ___ years (as advertised by the concerned Oil Company).

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 affidavit and should have minimum lease of ___ years(as advertised by the concerned Oil Company) from the date or after the date of advertisement but not later than the date of affidavit.(**Appendix – XA/XB**)
- 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) and Company Leased sites.

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 ___ years(as advertised by the concerned Oil Company).

- c) The applicant(s) under Group-1 should furnish at least one of the following documents in support of ownership of land offered for the Dealership:-
 - 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 ___ years(as advertised by the concerned Oil Company)
 - Any other type of ownership / transfer deed document
 - Lease agreement or firm allotment letter issued by Government / Semi Government bodies
- d) The land owned by the family members (the family will comprise of the “Family Unit” as defined in Multiple dealership norm under clause 10 “Disqualification”) will also be considered as belonging to the applicant subject to producing the consent letter in the form of affidavit ([Appendix – V A](#)) from the concerned member(s) of the “family unit”.
- e) The eligibility of the Land will be decided by Oil Company with reference to a confirmatory letter from an advocate ([Appendix V B](#)) to be arranged by the applicant.
- f) In case the applicant or member(s) of “family unit” own the land jointly with third person, the consent letter in the form of an Affidavit (**Appendix – V A**) or Power Of Attorney clearly authorizing the applicant for such use of land from third person is also required.

g) 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 – V A**) or Power of Attorney for this purpose along with one of the documents, mentioned in (c) above, in support of ownership of land offered for the Dealership.

h) 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 unit or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family unit - Appendix V 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-V 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 V A	Firm Offer

i) Each applicant will have to declare, in the application form, the category under which offered land falls. Supporting the above, a confirmatory letter from an advocate (**Appendix V B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) also is to be submitted. The eligibility and the Group under which the applicant’s land falls, would be determined based on the declaration given in the application, confirmatory letter from the advocate and relevant Clause of the affidavit (**Appendix XA/XB** as applicable) regarding the same.

- j) Verification of the supporting documents submitted by the applicant will be carried out for the selected candidate at the time of Field Verification of Credentials.

Note :

- 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 unit' as defined in multiple dealership norm under clause 10 (**Disqualification**).
- b. Only one piece of suitable land to be offered by the applicant.
- c. In spite of above if an applicant offers more than one land then, a confirmation in writing is to be obtained by Land Evaluation Committee (LEC) from the applicant with regard to the plot of land to be considered.
- d. 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.
- e. 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/murum, 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.
- f. 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.

(vii) **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 along with the application 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](#).

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 along with application a copy of 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.

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 should attach in original the Eligibility Certificate 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.

***Note:** The applicants under this category can also submit the original eligibility certificate from DGR on the day of draw of lots/opening of Bid. However, only on submission of such certificate they will be considered for draw of lots/opening of Bid. DGR certificate can be submitted along with the application or at the time of draw of lots/opening of Bid. Certificate should not be sent by post after submission of application.*

Candidate applying under this Category covered under (iii) above should attach 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 should attach 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):

Candidates would be considered eligible under this category in case the candidates are orthopaedically handicapped to the extent of minimum of 40% permanent (partial) disability of either upper or lower limbs; or 50% permanent (partial) disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physical Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

Deaf, Dumb and blind persons with minimum 40% disability (speech, hearing and visual impairment) will be eligible to apply for RO dealership under this category. However, totally blind persons will not be eligible.

Candidate applying under this category should produce a certificate (*as per the standard format given in the application format*) 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 along with the application a copy of the certificate ([Appendix IX](#)).

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 should produce 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 should produce 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.

(viii) Specific Requirement of applicants applying under Partnership:

In case of partnership, each partner should individually meet the parameters on Age and Education for applying as an individual. The land and finance 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. They also have to submit a copy of the proposed partnership deed along with the application.

However, the applicant should submit only one Financial bid and Initial Down Payment (IDP) for their application.

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 (except Pvt. Ltd. companies).

Non- Individual Applicants (Entity) Applying Under different Category :

A. Open category :

Non-individuals applicants, are eligible to apply under 'Open' category subject to the following: -

- (i) Residential status: The entity should be registered in India. In case of Registered Co-operative society/Consumer Co-operative society, it should be registered in the district concerned for applying for Rural ROs.
- (ii) Age: The date of Registration / Incorporation of the firm / entity should be a least 3 years prior to date of affidavit (**Appendix- XB**).
- (iii) Land : With regard to land, all conditions covered for individuals would apply excepting clauses given for land owned by family unit. 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 : All conditions covered for individuals would apply excepting finance offered by family unit. In other words, the offered finance should be in the name of the entity itself.

Registered Societies / Companies should have made a net profit for previous 3 consecutive financial years duly certified by a Chartered Accountant.

B. Other than Open Category:

Only Registered Co-operative Societies can apply under "Other than Open Category". In case of Registered Co-operative Societies applying under Reserved categories, all members of the society should belong to the same category for which the RO dealership has been advertised. A copy of the certificate to this effect from Registrar of Societies and list giving names of all members of the society will be required. They would also have to meet the eligibility criteria as mentioned above.

Note:

- a. All Non-individual entities applying for the dealership should meet the Land and Finance requirements as specified under Individual applicants to become eligible. The land and finance should be in the name of the organization and not in individual names. They also should meet the applicable multiple dealerships norms and also do not have any disqualification criteria specified under Clause “**DISQUALIFICATION**”.
- b. Non-Individual entities other than Registered Co-operative Societies are not eligible to apply for Rural ROs.
- c. **Pvt. Ltd. companies will not be eligible to apply for any RO dealership.**
- d. 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.

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 - III](#)). 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 (PARTNER)

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. 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 / Company Leased 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

C. 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.

D. Fire fighting & Safety Equipments

Dealer will provide Fire fighting/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.

E. Investment Required:

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

F. Statutory Approvals / Licences:

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

G. Licence Fee:

In case of Corporation owned "A" / "CC" site ROs including ROs developed under Corpus Fund Scheme for SC/ST category dealerships, a Licence Fee payable on per KL basis would be recovered from the dealer as applicable from time to time. The same at present is Rs. 48/KL for MS and Rs. 41/KL for HSD.

For Dealer owned "B" / "DC" site ROs, this Licence Fee would be recovered at a lower rate from the dealer. The same at present is Rs. 18/KL for MS and Rs. 16/KL for HSD.

In certain cases, the land and super structure (constructed by the dealer), will be taken on lease from the selected candidate. The rentals as mutually agreed will be paid by the Oil Company and the same amount will be recovered from the dealership as additional licence fee. In such cases the licence fee as applicable will be recovered at the lower rate which at present is Rs. 18/KL for MS and Rs. 16/KL for HSD.

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

Financial assistance will be given to persons belonging to Scheduled Castes and Scheduled Tribes on award of dealerships by the Oil company as under:

- In respect of locations reserved for SC/ST categories, the Oil Company will make available the 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.
- Oil Company will also provide adequate working capital loan for a full operation cycle of the operation of the Dealerships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments commencing from the 13th month of commissioning of the Dealership.

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/Distributorship norms means that the applicant or any other member of 'family unit' should not hold a dealership/distributorship or Letter of Intent (LOI) for a dealership/distributorship of any Oil Company i.e. only one Retail Outlet / SKO-LDO dealership / LPG distributorship or an LOI of an Oil Company will be allowed to a 'Family Unit'.

'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 Gazettee notification of 2002.

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.
- (v) Not have resigned as sole proprietor of RO dealership / LPG Distributorship/SKO-LDO dealership in favour of his/her "Family" members.

In addition,

- (vi) 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.

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 of the RO dealership/SKO-LDO Dealership /LPG distributorship is held by the following:-

- 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 RO / SKO-LDO dealership/LPG distributorship 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) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from the above Multiple Dealership Norms.

- (iv) 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 RO / SKO-LDO dealership/LPG distributorship is held by 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)

- (v) 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.

- (vi) 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.

- (vii)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.

(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.

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 FROM APPLICANTS

The applicants should submit an affidavit in the standard format confirming facts as per [Appendix – XA](#) (for Individual) and [Appendix - XB](#) (for Non-individual) along with application.

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. APPLICATION FEE

Non refundable application fee of Rs.100/- in respect of Rural ROs (Rs.50/- for SC/ST category locations) and Rs. 1000/- in respect of Regular ROs.(Rs.500/- for SC/ST category locations) in the form of demand draft of schedule bank only in favour of the Oil Company.

One applicant can submit only one application for one location. In case more than one application is received from one applicant, only one application would finally be considered for Draw of Lots / Bidding process. The non-refundable Application fee submitted by the applicant along with all other applications will not be refunded.

13. NON-REFUNDABLE FIXED FEE / BIDDING AMOUNT

- (i) In case of Dealer Owned / Company leased sites 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 before issuance of LOA.
- (ii) In case of Corporation owned sites (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. Applicant would be required to deposit Rs. 50,000/- for Rural ROs and Rs. 1.5 lakhs for Regular ROs along with application as Initial Down Payment (IDP). The IDP from successful candidates would be adjusted against the bid amount payable before issuance of LOA.
- (iii) IDP would be refunded to ineligible/unsuccessful applicants within 60 days of rejection or within 15 days of opening of bids, whichever is earlier.
- (iv) In case the highest bidder is unable to submit the total bidding amount within the stipulated time or he withdraws for any reason, his selection would be treated as cancelled and IDP would be forfeited.

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 and as per process detailed in following paragraphs will be made for :

- Corporation Owned outlets under Corpus Fund Scheme.
- Company Leased
- 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 :

Selection will be done by inviting applications through advertisements under appropriate category in two newspapers. Interested applicant should go through this Brochure for filling up their application form.

D. Cut-off date for receipt of Applications:

The advertisement will specify the last date and time on or before which the application should reach the designated office of the Corporation. The cut-off date would be mentioned in the advertisement. The applicants should ensure that their applications reach the designated office of the Corporation before the cut-off date and time mentioned in the advertisement.

For candidates applying on-line the last date for filing application will remain the same. Further, 7 days’ additional time will be given only for submission of hard copy of the on-line application with signature and copies of relevant documents at the designated office of OMC.

Applications received after the specified closing date and time including postal delay will not be considered and no correspondence shall be entertained in such cases whatsoever. In case of on line application, if the applicant fails to submit his/her on-line application on the due date and time due to any technical reasons, whatsoever, the company shall not be held responsible and no request for subsequent submission of the application shall be entertained.

E. Application Form:

Application format for RO dealership is available in this brochure as [Appendix – XI-A](#) (for Individual applicants) & [Appendix XI-B](#) (for Non-individual applicants). This is also hosted on the website of the Corporation as part of brochure and can be downloaded free of cost.

The applicants are required to fill in Check list as per [Appendix XII-A](#) (for Individual applicants) / [Appendix XII-B](#) (for non-Individual applicants) and attach the same on top of the application form.

F. On-line Application :

Facility to submit application on-line is also provided in our Web site. The prospective applicant can fill up the on-line application form, take print out of the filled in application form on plain paper, affix the photograph, sign and attach the relevant documents and should submit the same along with Non-refundable application fee and IDP, if applicable, by separate Demand Drafts/Pay Orders drawn on any Scheduled Bank so as to reach the concerned office as mentioned in the advertisement.

For candidates applying on-line, the last date for filing application will remain the same as mentioned in the advertisement. Further, 7 days' additional time will be given for submission of hard copy of the on-line application with relevant documents. The facility for submission of on-line application will be withdrawn immediately after the cut-off time and date. If the applicant fails to submit his/her on-line application on the due date and time due to any technical reasons whatsoever the company shall not be responsible and no request for subsequent submission of the application will be entertained.

In case the On-line applicant is unable to submit the hard copy of the on-line application at the designated office of the Corporation within the cut-off date and time, such applicants will be treated as ineligible.

G. Person Applying For Different Locations

While application by a candidate can be made for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee and IDP (if applicable) in each case. In such cases, all affidavits should be submitted in original separately for each application.

H. Procedure For Filling And Submission Of Application

- i. Application should be made on plain paper preferably typed or neatly handwritten as per the prescribed format – **Appendix XI-A** for individual applicants and **Appendix XI-B** for Non-Individual applicants.
- ii. Applicant should number all pages of the application including affidavits attached therewith and sign on each page. All affidavits have to be submitted in original along with the application.
- iii. Only those documents that are sought in the Application format should be submitted along with the application.
- iv. Each Applicant should submit only one application for one location.
- v. Filled in application should be submitted in a sealed envelope with name & Sr. no of the location (as per the advertisement) superscribed on the envelop.

“Application for Regular RO / Rural RO dealership at _____ (location),
_____ (District) of _____ (Name of Oil Company)”.

- vi. In case of locations involving bidding process, the Application along with enclosures (including IDP) should be put in a separate sealed envelope and **Financial bid** (Filled in as per **Appendix XI C**) be put in another separate sealed envelope. These envelopes should be clearly marked as – “Application form with enclosures” and “Financial Bid” and both these envelopes should be put inside another sealed envelope with name & Sr. no of the location (as per the advertisement) superscribed on the envelope and submitted.
- vii. Applications with open Financial bids or Financial bids not superscribed on the envelope would be rejected and candidates advised accordingly.
- viii. No alteration/addition/deletion in the application form will be permitted except affixing of photograph and putting signature on the application form. The rectified or additional documents would be accepted only if they are pertaining to the information provided in the Application form.
- ix. While application by a candidate can be made for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case. Each application should be complete in all respects and documents attached with one application cannot be considered for other application(s).

I. Priority for applicants with respect to ownership of land

Selection process would be first carried out for Applicants falling under Group 1 as mentioned in Clause 4 (vi). Applicants under Group 2 would only be considered if there is no applicant under Group 1 or no candidate is found eligible or selected from Group 1.

J. Land Evaluation Committee (LEC) :

All the eligible candidates falling under Group 1 would be informed about visit of the Land Evaluation Committee for evaluation of their offered land.

Evaluation of the offered land will be carried out to ascertain land being in advertised area and being 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.

Moreover, if the same piece of land is found to be offered by more than one applicant for a particular RO location then all such applications would be rejected.

In case no suitable candidate is found from GROUP 1, then land evaluation would be carried out for eligible candidates under GROUP 2.

K. Selection by Draw of Lots (for Corporation Owned Outlets under Corpus Fund Scheme, Dealer Owned Dealer Operated outlets & Company Leased outlets)

- (i) Draw of lots will be held first amongst the eligible applicants with land falling in Group 1. Draw of lots amongst 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.

- (ii) The eligible candidates would be intimated to report for a draw for selection at a specified place on specified date and time.
- (iii) The result of the draw would be displayed on the notice board of the venue and at the concerned office of the Corporation. It will also be hosted on the website of the Corporation.
- (iv) In case of only one eligible candidate no draw will be conducted and the lone eligible candidate will be declared as selected.

L. Selection by Bidding process (for Corporation Owned Dealer Operated Outlets)

- (i) Opening of bids will be held first amongst the eligible applicants with land falling in Group 1. Opening of bids amongst 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.
- (ii) The eligible candidates would be intimated to report for witnessing Opening of bids at a specified place on specified date and time.
- (iii) In case the bidding amount of all the applicants / lone applicant is found to be less than the minimum bid amount then it would be announced that “No candidate found suitable” for the concerned location as minimum bid amount has not been quoted by any / lone applicant.
- (iv) In case of a tie w.r.t. to highest bid amount quoted by the applicants, then the process of draw of lots would be followed for selection from amongst these applicants immediately after the bidding process for the location.
- (v) In case the highest bidder withdraws for any reason, his selection would be treated as cancelled and IDP would be forfeited. In such an event, the dealership would be offered to the next highest bidder.
- (v) The result of the Bidding process will be displayed on the notice board of the venue and at the concerned office of the Corporation. It will also be hosted on the website of the Corporation.

15. PROCEDURE FOR FIELD VERIFICATION OF CREDENTIALS (FVC)

The Field Verification will be carried out for the selected candidate in respect of details provided in the application form. The objective of the FVC is to verify the correctness of the details given by the candidate in the application. The candidate would be required to produce all original documents, copies of which have been attached with the application form for verification.

16. LETTER OF INTENT(LOI)

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/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 Corporation may 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) will have to be submitted by the selected candidate again 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, where selection is made through bidding process, IDP would be forfeited.

The IDP, wherever applicable, would also be forfeited if the selected candidate is unable to submit the total bidding amount within the stipulated time or he withdraws for any reason, his selection would be treated as cancelled and LOI withdrawn.

17. GRIEVANCE REDRESSAL SYSTEM

Any complaint should be accompanied by a fee of Rs. 1000/-, 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. 1000/-, 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, the complainant would be asked to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any. 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 Corporation 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) 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.
- (viii) 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.
- b) **Established Complaints:**
- In case of established complaint, suitable action would be taken and complaint fee collected will be refunded.

18. 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) will have to be submitted again by the applicant at the time of issuance of LOA.

19. SECURITY DEPOSIT / FIXED FEE / BID AMOUNT

The selected candidate shall have to deposit the following :-

- An interest free refundable security deposit of Rs. 50000/- in respect of Rural ROs and Rs. 5 lakhs in respect of other ROs - for all categories of ROs before issuance of LOA.
- Non refundable Fixed fee - for "B" site / DC site / Company leased ROs within 15 days of receipt of NOC.
- Non refundable Bid amount (after adjusting the IDP amount) – For "A" / "CC" site ROs within 15 days of receipt of NOC.

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

OMCs will 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 malpractice, the said security deposit shall be forfeited.

20. 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.

21. 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.

22. DETAILED INFORMATION IN RESPECT OF ADVERTISEMENT ISSUED IN THE NEWS PAPER.

- 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 of the site (in Metres)*		Finance to be arranged by the applicant		Mode of Selection	Fixed Fee / Minimum Bid amount	Security Deposit
							8	8	9a	9b			
1	2	3	4	5	6	7	8		9a	9b	10	11	12
			Regular / Rural	MS+HSD in Kls	SC SC CC-1 SC CC-2 ST ST CC-1 ST CC-2 OBC OBC CC-1 OBC CC-2 OPEN OPEN CC-1 OPEN CC-2	CC /CFS/ DC / CL	Frontage	Depth	For eligibility	Estimated fund required for development of infrastructure for 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 __years (years would be specified in the advertisement by the concerned Oil company) 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 (NH/SH) and Urban/Semi Urban areas

Rural ROs : Locations in Rural areas but not on Highways (NH/SH)

Column 6

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

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.

CL : Corporation expects the applicant to have / arrange suitable land for setting up of the Retail outlet. In this case it is expected that the applicant will provide all infrastructure / other fixed facilities required for the dealership at his cost and will lease the land along with superstructure to the Corporation.

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.

2. General Conditions pertaining to Advertisement

- i. **THE APPLICANTS SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S).**
- ii. Applications received after 1700 Hrs. on the cut-off date including postal delay will not be considered. No correspondence will be entertained by respective Oil Company in such cases.
- iii. Documents/affidavits to be submitted with regard to category of the location as per the advertisement **(For individual applicants and Registered societies applying under “other than Open” category).**

Category	Eligibility Certificate format	Category	Eligibility Certificate format	Category	Eligibility Certificate format
SC/ST	Appendix VI	OBC	Appendix – VII-A & VII-B	Open CC1	Appendix - VIII or DGR certificate/Discharge Order or Pension Order as applicable
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 CC2	Appendix – IX or certificate applicable for OSP/FF
SC/ST CC2	Appendix – VI, IX or certificate applicable for OSP/FF	OBC CC2	Appendix – VII-A, VII-B, IX or certificate applicable for OSP/FF	Registered societies applying under “other than Open” category)	Certificate from Registrar of Societies giving names of all the members indicating the category to which the members belong.

- iv. 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 along with the application. In case the applicant applying under DEF category is unable to submit the DGR certificate along with the application, then he/she should submit the same in person on the date of draw of lots/opening of bids. Their application will be considered for the draw/opening of bid only if the eligibility certificate from DGR is submitted before the commencement of draw/opening of bid.
- v. Applicants are advised to fill the check list given as **Appendix – XII A/ XII B** and attach the same at the top of the application form.
- vi. ‘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.
- vii. 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 along with application and 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.
- viii. 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 Affidavit. Failure to present these documents in original at the time of verification will result in cancellation of selection.
 - ix. 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.
 - x. The applicant on selection should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the Corporation.
 - xi. This is only an application and not an offer of RO dealership.
 - xii. An applicant selected for dealership will have to execute a dealership agreement before issuance of Letter of Appointment with the Corporation as per the terms of the Corporation.
 - xiii. 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.
 - xiv. 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. 1000/. Any complaint received thereafter will not be entertained.
 - xv. 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.
 - xvi. The company reserves the right to cancel/withdraw/ amend this advertisement or extend the due date at its sole discretion without assigning any reason.

Appendix – I

(To be submitted by persons applying for Rural ROs)

RESIDENCE CERTIFICATE

This is to certify that
Shri/Smt/Kum. _____ son/daughter of
Shri _____
_____ is a resident of
_____ Revenue Village
in _____ Village Panchayat of
_____ BLOCK in
District _____ of State _____

(_____)
Signature of
Dy. Tehsildar/Tehsildar
Dy. Mamlatdar/Mamlatdar
(Seal of Office)

OR

(_____)
Signature of Dy. Commissioner*/
Commissioner of Police
(Seal of Office)

Date :

*Only if the Competent Authority is Dy. Commissioner of Police.

Note : Residence certificate issued within previous six months of the date of affidavit for dealership in the prescribed format herein will only be treated as valid residence certificate.

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 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 / signing of Agreement.

** 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.

Solemnly affirmed and declared before me

This _____ day of _____

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

**Signature
Name of Deponent**

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**

Notarized Affidavit for offer of finance by members of 'Family unit'

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

(To be given by the family member as defined in eligibility criteria other than applicant, for Finance)

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

1. That I am unmarried and my father*/mother*/unmarried brother* / unmarried sister* (Shri/Smt/Kum) _____ (name) has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____ (location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____

OR

That I am married and my unmarried son*/ unmarried daughter*/wife*/husband* (Shri/Smt/Kum) _____ (name) has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____ (location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____

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

2. That in case he/she is selected for RO dealership I will provide financial assistance to the extent of Rs. _____ lakhs, which I hold in my name, and which is mentioned at Clause no. 10 of the application form submitted by (Shri/Smt/Kum) _____ for RO dealership of IOC*/BPC*/HPC* at _____

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**

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:-

Clause for Family members

(“Family Unit” as defined in Multiple dealership norm under Clause “Disqualification”)

1. That I am unmarried and my father*/mother*/unmarried brother* / unmarried sister* (Shri/Smt/Kum) _____ (name) has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____ (location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____

OR

That I am married and my unmarried son*/ unmarried daughter*/wife*/husband* (Shri/Smt/Kum) _____ (name) has applied for Retail Outlet dealership of IOC*/BPC*/HPC* at _____ (location) under ' _____ ' category against the advertisement appeared in _____ news paper dated _____

Strike off whichever is not applicable.

2. That I, Shri/Smt _____, 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 / Leaseholder	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 "Father", "Mother", "Unmarried brother", "Unmarried sister", "Unmarried son", Unmarried daughter, etc. wherever necessary.

3. That Shri/Smt/ 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_____
4. 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/ 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 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 _____ 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. / M/s.(name of the Entity) _____ at the above mentioned location, as per the site plan duly signed by all co-owners.

5. 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.
6. 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/ 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 also perused sub clause (vi) pertaining to land parameter under the clause 4 **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/ 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.

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

Place :

Date :

Signature of Advocate _____
Name & Seal of Advocate _____

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 / 1st Class Stipendiary 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 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.

Place: _____
Date: _____

Signature of the Candidate
(Deponent)

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:

Standard Format for PH Category Certificate #

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

STANDARD FORMAT OF THE CERTIFICATE

Certificate No. _____
Date _____

Recent
Attested
Photograph
Showing the
disability to
be affixed
Here.

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

This is to certify that
Shri/Smt/Kum _____
Son/wife/daughter of Shri _____
Age _____ old male/female, Registration No. _____ is a case of
_____ He/She is
physically disabled/visual disabled/speech & hearing disabled and has _____% (_____
per cent) permanent (physical impairment/visual impairment/speech & hearing impairment) in
relation to his/her _____

Note:-

1. This condition is progressive/non-progressive/likely to improve/not likely to improve.*
2. Re-assessment is not recommended/is recommended after a period of _____
_____ months/years.*

Candidates would be considered eligible under this category in case the candidates are orthopaedically handicapped to the extent of minimum of 40% permanent (partial) disability of either upper or lower limbs; or 50% permanent (partial) disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physically Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

Deaf, Dumb and blind persons with minimum 40% disability (speech, hearing and visual impairment) will be eligible to apply for RO dealership under this category. However, totally blind persons will not be eligible.

Candidate applying under this category should produce a certificate (*as per the standard format given in the application format*) 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.

*Strike out which is not applicable.

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Signature/Thumb impression
Of the patient.
Countersigned by the
Medial Superintendent/CMO/Head of
Hospital (with seal)

Appendix – X A

**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) 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 <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table> (Age as on date in words _____)	d	d	/	m	m	/	y	y	y	y		
d	d	/	m	m	/	y	y	y	y				
3	* That I passed Graduation examination from recognized University / Institution in the <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table> year and / or * That I have passed the 10+2 examination conduct by the Board/Institution in the year <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table> and / or * That I have passed the Matriculation Examination conducted by Board in the year <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>	y	y	y	y	y	y	y	y	y	y	y	y
y	y	y	y										
y	y	y	y										
y	y	y	y										
4	* That I am unmarried. That neither I, nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company. OR * That I am married and name of my spouse is _____. That neither I nor my spouse, unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company: OR * That I am a widow /widower . That neither I nor my unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company: OR * That I am a divorcee. That neither I nor any of my unmarried son(s)/unmarried daughter(s) (whose custody is given to me) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company:												
5	That I hereby confirm that none of my family members (as per multiple dealership norms as defined under Clause “DISQUALIFICATION” of brochure) are employees of Oil Marketing Companies.												
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 concerned OMCs within 4 months of intimation thereof from the OMC 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	<p>a) That the funds as detailed in Clause No. 10 of the application form pertaining to Finance and affidavit submitted by family members for provision of finance attached along with the application form (if applicable) are available with me as on date. I also understand that the minimum fund required, as per the advertisement, should be available with me as closing balance on cut-off date for submission of application for eligibility. The original documents in support of the claim would be made available to the Corporation at the time of Field Verification.</p> <p>b) I am aware that my claim, as above, if 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>c) In addition, in case I am selected for RO dealership, I undertake to arrange funds required for development of requisite infrastructure and facilities as mentioned in the Advertisement for the location.</p> <p>d) I am also aware that in the event of my inability to arrange the said funds, as mentioned in Clause 10 of the application form and Para (c) above, as and when required by the Oil Company (Name of the Oil Company), the allotment shall be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).</p>
12	<p>That the details mentioned in Clause No. 9 of the application form, affidavit submitted by Co-owner/s (if applicable) and confirmatory letter from Advocate attached along with the application form pertaining to Land :-</p> <p>a) Are true and land documents in support of the claim have been attached along with the application form.</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 location _____ in Dist _____ in State _____ 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	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.
14	I hereby confirm that I have not resigned as a sole proprietor from a dealership/distributorship of any oil marketing company in favour of any of my family member/s as defined in the Selection Guidelines.
15	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. OR 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.
16	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.
17	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.

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 certificate 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 all members of the Society belong to the same category for which RO dealership has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society is enclosed herewith forming part and parcel of this affidavit.
(Applicable only in case of Regd. Societies applying under 'other than open category')
7. 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.
8. 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 7 & 8 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

9. *That none of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling

stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

OR

That none of the Members of the Governing Body/Managing Body/Any such other Body of this Charitable Trust/Registered Society* or his family members (family as defined in the case of multiple dealership norms for individuals) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

10. 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.

11.

a) That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that the details mentioned in Clause No. 10 of the application form pertaining to Finance are available with us as on date. I on behalf of the Registered Society*/Company*/Charitable Trust* also affirm that the minimum fund required as per eligibility criteria would be available with us as closing balance on cut-off date for submission of application as per the advertisement. The original documents in support of the claim would be made available to the Corporation at the time of Field Verification.

b) We are aware that our claim, as above, if found to be at variance at any stage, would result in our application /candidature becoming invalid for further consideration by the Oil Company.

c) In addition, in case we are selected for RO dealership, we undertake to arrange Rs. _____ required for development of requisite infrastructure and facilities as mentioned in the Advertisement for the location _____ in Dist _____ in State _____ for which we have made the application.

d) We are also aware that in the event of our inability to arrange the said funds, as mentioned in Clause 10 of the application form and Para (c) above, as and when required by the Oil Company (Name of the Oil Company), the allotment shall be withdrawn and we will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).

12. 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 attached along with the application form pertaining to Land :-

a) Are true and land documents in support of the claim have been attached along with the application form.

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.

13. 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)**

Application Format For Individual Applicants													
(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE / BLACK BALL POINT PEN)													
For Office Use													
	Not to be filled by applicant	Sr. No. of location in the advertisement	Sr. No. of application as per listing of AOC	D	D	-	M	M	-	Y	Y	Y	Y
APPLICATION FOR RETAIL OUTLET DEALERSHIP													
Particulars of application fee (Rs.)	In Nos.		Latest Passport Size Photograph with specimen signature on the photograph										
	In words												
Demand Draft No.	Date												
Drawn on (Bank)	Payable At												
In favour of (Full name of The Oil Company)													
<p>Note:</p> <p><u>For Regular ROs:</u></p> <p>(Enclose Application fee of Rs. 1000/- (one thousand only) for all applicants except SC/ST locations. Application fee for SC/ST (incl. CC1 & CC2 under SC/ST category) locations is Rs. 500/- (Five hundred only) on enclosing SC/ST certificate.</p> <p><u>For Rural ROs:</u></p> <p>(Enclose Application fee of Rs. 100/- (one hundred only) for all applicants except SC/ST locations. Application fee for SC/ST (incl. CC1 & CC2 under SC/ST category) locations is Rs. 50/- (Fifty only) on enclosing SC/ST certificate.</p>													

Initial Down Payment (IDP) Details for locations involving Bidding (Strike off if not applicable)

Particulars of IDP (Rs.)	In Nos.		Latest Passport Size Photograph with specimen signature on the photograph										
	In words												
Demand Draft No.	Date												
Drawn on (Bank)	Payable At												
In favour of (Full name of the Oil Company)													
<p>Note:</p> <p><u>For Regular ROs:</u> Enclose IDP of Rs. 150000/- (One lakh fifty thousand only) for all applicants.</p> <p><u>For Rural ROs:</u> Enclose IDP of Rs. 50000/- (Fifty thousand only) for all applicants.</p>													

1	Name of the Location	
2	District	
3	State	
4	Category*	

* Please attach copy of Eligibility certificate for respective category in respect of reserved locations as mentioned below:

Category	Eligibility Certificate format	Category	Eligibility Certificate format	Category	Eligibility Certificate format
SC/ST	Appendix VI	OBC	Appendix – VII-A & VII-B	Open CC1	Appendix VIII or DGR certificate/Discharge Order or Pension Order as applicable
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 CC2	Appendix – IX or certificate applicable for OSP/FF
SC/ST CC2	Appendix – VI, IX or certificate applicable for OSP/FF	OBC CC2	Appendix – VII-A, VII-B, IX or certificate applicable for OSP/FF		

5	Advertised on (Date)		In		(Please write Newspaper name)	
6	Type of applicant	Proprietor / Partner	If “Partner” please use separate application form for each partner and club them together. Also attach a copy of the Proposed partnership deed.			
7	Applicant should enclose Affidavit as per the format given in Appendix – XA					
7.1	Name (Mr/Mrs/Kumari)	First name	Middle name	Surname		
7.2	Father’s/Husband’s Name (Mr)	First name	Middle name	Surname		
7.3	Address					
	District		Pin Code			
	Tel. No.		Mob. No.			
	Email id		PAN No.			
7.4	Indian Citizen	Yes	No	Resident of India as per IT Rules	Yes	No
	If “No” applicant is not eligible		Resident of Revenue District (Please attach residence certificate in case of Rural ROs)			
			State			

7.5	Gender (Tick mark whichever is applicable)		Male		Female			
7.6	Date of Birth			Age (Proof to be attached) as on date of affidavit				
		DD	MM		YYYY	Years	Months	Days
7.7	Marital status (Tick mark whichever is applicable)		Single	Married	Widow / Widower		Divorcee	
7.8	Name of spouse (if married)	Mr. / Mrs.						
	Spouse employed (Tick mark whichever is applicable)	Yes			No			
8	Educational Qualification (attach copy of qualifying certificate as per Eligibility criteria)							
	Qualification	Name of Board/University/Institution			Degree	Year of Passing		
i)	Graduation							
ii)	10+2 Pass							
iii)	10 th Pass							
9	Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below) Copy of proof of ownership of land to be attached.							
	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 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>b) The above piece of plot owned by me / my family member (as defined under multiple dealership norm) either by way of ownership / long term lease would be made available for a period of minimum ____ years as advertised by the Oil Company(Name of the Oil Company).</p> <p>That as per the documents and report from advocate attached along with the application form, my/our offer qualifies for being considered under "GROUP 1" as defined in Clause 4 (vi) 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 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.</p>								

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

(Tick Mark either b OR c as applicable, Strike off the other clause)

Note :

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.

In case land belongs to member of 'Family Unit' / Others, attach notarized affidavit as per **Appendix – V A** is to be submitted. Each applicant will have to attach a confirmatory letter from an advocate (**Appendix – V B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2).

- d. The said piece of land, has been offered for purchase/ long lease/sub-lease to the Oil Company for a period of minimum _____years as required by the Oil Company (Name of the Oil company) and as per their terms and condition. (For location advertised under Corporation Owned Dealer Operated/CFS sites/ Company leased sites)

*** Please attach site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered.**

10 Finance (Please read Clause no. 4 (v) of Brochure before providing the information below) (Please attach copies of relevant supporting documents/certificates as applicable)

- a.) AMOUNT IN SAVINGS BANK ACCOUNT IN SCHEDULED BANK/ POST OFFICE as on the date of affidavit in the name of applicant and members of 'family unit'. Attach notarized affidavit as per format given in Appendix - IV from member(s) of 'family unit'.

S. N	Name of Bank	S.B.A/c. No	Name of Account Holder	Relationship with Applicant**	Amount in Rs. As on date of affidavit
TOTAL AMOUNT (in Rs.)					

TOTAL AMOUNT IN WORDS (in Rs.)

- b.) Free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)

S. N	Type of Financial instrument - FD/NSC/KVP, etc.	Reference Number with date	Name(s) of the holder	Relation with applicant**	Initial investment Amount	Redemption Value (Amount in Rs.)

TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							

c.) Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.

S. N	Type of Financial instrument - Bonds/Shares/MF	Reference Number with date	Name(s) of the holder	Relation with applicant **	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							

TOTAL AMOUNT (in Rs.) (a+b+c)						
TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c)						

** Please qualify the relationship “Father”, “Mother”, “Unmarried brother”, “Unmarried sister”, “Unmarried son”, Unmarried daughter, etc. wherever necessary.

Note :

The funds mentioned above should be available with the applicant as on the date of affidavit. Further the applicant should ensure that the minimum funds required for eligibility are also available as closing balance on the cut-off date for submission of application. Wherever available funds on the cut-off date of submission of application are found to be less than the funds required for eligibility, candidature of the applicant will be cancelled.

11. 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 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.

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.

- f. I confirm that none of my family members (as per definition of family under multiple dealership norm) are employees of any Oil Marketing Companies.
- g. 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.
- h. 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.
- i. That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation.
- j. That, if selected, I undertake that I will pay a non-refundable Fixed fee of Rs. 5 lakhs / Rs. 15 lakhs (strike off whichever is not applicable) as per the policy of the Corporation (applicable for Dealer owned sites).

OR

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

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 affidavit will be treated as date applicable for the purpose of evaluating the eligibility criteria.

Application Format For Non-Individual Applicants														
(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE / BLACK BALL POINT PEN)														
For Office Use														
Not to be filled by applicant		Sr. No. of location in the advertisement	Sr. No. of application as per listing of AOC	D	D	-	M	M	-	Y	Y	Y	Y	
APPLICATION FOR RETAIL OUTLET DEALERSHIP														
Particulars of application fee (Rs.)		In Nos.						Latest Passport Size Photograph of the authorized signatory with specimen signature on the photograph						
		In words												
Demand Draft No.				Date										
Drawn on (Bank)				Payable at										
In favour of (Full name of The Oil Company)														
<p>Note:</p> <p><u>For Regular ROs:</u></p> <p>(Enclose Application fee of Rs. 1000/- (one thousand only) for all applicants except SC/ST locations. Application fee for SC/ST (incl. CC1 & CC2 under SC/ST category) locations is Rs. 500/- (Five hundred only) on enclosing SC/ST certificate.</p> <p><u>For Rural ROs:</u></p> <p>(Enclose Application fee of Rs. 100/- (one hundred only) for all applicants except SC/ST locations. Application fee for SC/ST (incl. CC1 & CC2 under SC/ST category) locations is Rs. 50/- (Fifty only) on enclosing SC/ST certificate.</p>														

Initial Down Payment (IDP) Details for locations involving Bidding (Strike off if not applicable)

Particulars of IDP (Rs.)		In Nos.					
		In words					
Demand Draft No.				Date			
Drawn on (Bank)				Payable At			
In favour of (Full name of the Oil Company)							
<p>Note:</p> <p><u>For Regular ROs:</u> Enclose IDP of Rs. 150000/- (One lakh fifty thousand only) for all applicants.</p> <p><u>For Rural ROs:</u> Enclose IDP of Rs. 50000/- (Fifty thousand only) for all applicants.</p>							

1	Name of the Location	
2	District	
3	State	
4	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 (except Pvt. Ltd. companies).

* Only Registered Co-operative Societies can apply under "Other than Open Category". In case of Registered Co-operative Societies applying under Reserved categories, all members of the society should belong to the same category for which the RO dealership has been advertised. A copy of the certificate to this effect from Registrar of Societies and list giving names of all members of the society will be required.

5	Advertised on (Date)		In		(Please write Newspaper name)
6	Type of applicant	Registered Society/Company/Charitable Trust/Govt. Organization (Please tick mark whichever is applicable)			
7	Applicant should enclose Affidavit as per the format given in Appendix – XB				
7.1	Name of authorized person	First name	Middle name	Surname	
7.2	Father's/Husband's Name (Mr)	First name	Middle name	Surname	
7.3	Address				
	District		Pin Code		
	Tel. No.		Mob. No.		
	Email id		PAN No.		
8	Details of Registered Society/Company/Charitable Trust/Govt. Organization				
a)	Name				
b)	Address of Regd. Office				
	District		Pin Code		
	Tel. No.1		Tel. No.2		
	Email id		PAN No.		

Note : The entity should be registered in India. In case of Rural ROs, the Society should be registered in the same District for which Rural RO is advertised.						
c)	Date of Registration/Incorporation (DD/MM/YYYY)					
d)	Profit/ loss made during the last 3 financial years as certified by C.A. (Please attach copy of certificate)		Profit After tax		Loss	
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.						
e)	In case of Registered Societies applying under other than Open category - whether all members of the Registered Society belong to the same category for which RO dealership has been advertised? (If 'No', you are not eligible to apply') (Please attach relevant certificate from Registrar of Societies and list giving names of all members of the society)				Yes	No
9	Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below) Copy of proof of ownership of land to be attached.					
Name(s) of the owner of Land / Leaseholder	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						
If yes, at what rate / terms.						

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 ____ years as advertised by the Oil Company(Name of the Oil Company).						
That as per the documents and report from advocate attached along with the application form, our offer qualifies for being considered under " GROUP 1 " as defined in clause 4 (vi) 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 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 attached along with the application form, our offer qualifies for being considered under "**GROUP 2**" as defined in clause 4 (vi) of the brochure for retail outlet dealer selection by the Oil Company(Name of the Oil Company).

(Tick Mark either b OR c as applicable, Strike off the other clause)

Note :

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.

In case land belongs to co-owners / Others, notarized affidavit as per **Appendix – V A** is to be submitted. Each applicant will have to attach a confirmatory letter from an advocate (**Appendix V-B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2).

- d) The said piece of land, has been offered for purchase/ long lease/sub-lease to the Oil Company for a period of minimum ____years as required by the Oil Company (Name of the Oil company) and as per their terms and condition. (For location advertised under Corporation Owned Dealer Operated/CFS sites/Company leased sites)

*** Please attach site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered.**

10 **Finance (Please read Clause no. 4 (v) of Brochure before providing the information below) (Please attach copies of relevant supporting documents/certificates as applicable)**

- a) AMOUNT IN SAVINGS BANK ACCOUNT IN SCHEDULED BANK/ POST OFFICE as on the date of affidavit in the name of applicant.

S.N	Name of Bank	S.B.A/c . No	Name of Account Holder	Amount in Rs. As on date of affidavit
TOTAL AMOUNT (in Rs.)				
TOTAL AMOUNT IN WORDS (in Rs.)				

- b) Free and un-encumbered Fixed Deposits in Scheduled Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)

S.N	Type of Financial instrument - FD/NSC/KVP, etc.	Reference Number with date	Name(s) of the holder	Initial investment Amount	Value (Amount in

							Rs.)
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							

c) Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). **For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.**

S.N	Type of Financial instrument - Bonds/Shares/ MF	Reference Number with date	Name(s) of the holder	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						

TOTAL AMOUNT (in Rs.) (a+b+c)	
TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c)	

Note :

The funds mentioned above should be available with the applicant as on the date of affidavit. Further the applicant should ensure that the minimum funds required for eligibility are also available as closing balance on the cut-off date for submission of application. Wherever available funds on the cut-off date of submission of application are found to be less than the funds required for eligibility, candidature of the applicant will be cancelled.

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

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

g. That, if selected, we undertake that we will pay a non-refundable Fixed fee of Rs. 5 lakhs / Rs. 15 lakhs (strike off whichever is not applicable) 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 except for Corpus fund ROs).

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.

Place : _____ **Signature of applicant**_____

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

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

Appendix XI - C

FINANCIAL BID

Application for Award of Dealership at Location _____ Dist. _____
State _____ under _____ Category advertised on _____ (Date).

Name of the Applicant(s) / Entity :

Address of the applicant(s) / Entity :

I/We hereby quote Rs. _____ (Rupees _____ only) as Bid amount for
allotment of Retail Outlet dealership at the above mentioned location.

Signature of the Applicant(s) / Authorized signatory of the Entity

Date :

Place :

Note

1. The Minimum bid amount is Rs. 10 lakhs for Rural RO and Rs. 30 lakhs for Regular RO.
2. In case of discrepancy in the amounts mentioned in Figures and Words, the amount mentioned in Words will prevail.
3. FINANCIAL BID SHOULD BE PUT IN A SEPARATE SEALED ENVELOPE AND SUPERSCRIBED "FINANCIAL BID".
4. APPLICATIONS WITH OPEN FINANCIAL BIDS OR FINANCIAL BIDS NOT SUPERSCRIBED ON THE ENVELOPE WOULD BE REJECTED.

Name of Location/District/State:

Name of applicant:

Check list for Individual Applicants				
S.No	Document / Activity to be checked	Page No.		Submitted Yes/No/NA
		From	To	
1	Completely filled application format with signature and photograph (with signature on photograph)			
2	Application fee			
3	IDP (For locations involving bidding process)			
4	For locations under reserved categories – Attested copy of Category Certificate from competent authority as per advertisement/Brochure.			
5	In case of partnership firm – Attested copy of proposed partnership deed			
6	In case of partnership firm – whether application of all partners is attached together			
7	Notarized Affidavit in original as per format given in Appendix - X A			
8	Attested copy of Residence certificate issued by competent authority in case of Rural ROs			
9	Attested copy of certificate regarding age			
10	Attested copy of certificate regarding educational qualification			
11	Attested copy of Offered land documents – Khasra/Khatouni or any equivalent document from Revenue officials / Registered sale deed / Registered lease deed / ownership transfer deed issued			
12	Where the applicant is not the land owner – Notorized affidavit by all owners or co-owners including family members individually to be enclosed			
13	Confirmation letter from the Advocate on land defining Group 1 or Group 2			
14	Sketch of the land with dimension (site map)			
15	Attested copy of Savings Bank/Fixed Deposit/Term Deposit in Scheduled Bank/ Post office/ listed Companies/Government Organization / PSU Kisan Vikas Patra, NSC, Bonds, mutual funds and share certificates			
16	Certificate from Chartered Accountant / Depository participant pertaining to Bonds, Mutual funds and shares			
17	Attested copies of documents pertaining to Finance owned by Family Unit – Notarized affidavit from concerned member of the family with the ownership details of funds			
18	Application submitted in sealed envelop with name & Sr. no of the location (as per the advertisement) superscribed on the envelop.			

19	In case of locations involving bidding process, the Application along with enclosures (including IDP) should be put in a separate sealed envelope and Financial bid documents should be put in another separate sealed envelope. These envelopes should be clearly marked as – “Application form with enclosures” and “Financial Bid” and both these envelopes should be put inside another sealed envelope with name & Sr. no of the location (as per the advertisement) superscribed on the envelope and submitted.			
20	Any other document attached			
21	Total Number of pages in the application form along with attached documents			

THIS IS NOT AN EXHAUSTIVE LIST. THE APPLICANT(S) SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S).

Name of Location/District/State:

Name of applicant:

Check list for Non-Individual Applicants				
S.No	Document / Activity to be checked	Page No.		Submitted Yes/No/NA
		From	To	
1	Completely filled application format with signature and photograph (with signature on photograph)			
2	Application fee			
3	IDP (For locations involving bidding process)			
4	For locations under reserved categories – Attested copy of Category Certificate from competent authority as per advertisement/Brochure (For registered societies applying under "other than Open" category).			
5	Notarized Affidavit in original as per format given in Appendix - X B			
6	Attested copy of Residence certificate issued by competent authority in case of Rural Ros			
7	Attested copy of Offered land documents – Khasra/Khatouni or any equivalent document from Revenue officials / Registered sale deed / Registered lease deed / ownership transfer deed issued.			
8	Where the applicant is not the land owner – Notorized affidavit by all owners or co-owners including family members individually to be enclosed			
9	Confirmation letter from the Advocate on land defining Group 1 or Group 2			
10	Sketch of the land with dimension (Site map)			
11	Attested copy of Savings Bank/Fixed Deposit/Term Deposit in Scheduled Bank/ Post office/ listed Companies/Government Organization / PSU Kisan Vikas Patra, NSC, Bonds, mutual funds and share certificates			
12	Certificate from Chartered Accountant / Depository participant pertaining to Bonds, Mutual funds and shares			
13	Authority letter / resolution specifying name of authorized person for signing application form			
14	Attested copy of Registration certificate / copy of Certificate of incorporation of the entity from competent authority			
15	Attested copies of audited Profit & Loss Accounts statements for the preceding 3 financial years			
16	Application submitted in sealed envelop with name & Sr. no of the location (as per the advertisement) superscribed on the envelop.			
17	In case of locations involving bidding process, the Application along with enclosures (including IDP) should			

	be put in a separate sealed envelope and Financial bid documents should be put in another separate sealed envelope. These envelopes should be clearly marked as – “Application form with enclosures” and “Financial Bid” and both these envelopes should be put inside another sealed envelope with name & Sr. no of the location (as per the advertisement) superscribed on the envelope and submitted.			
18	Any other document attached.			
19	Total Number of pages in the application form along with attached documents			

THIS IS NOT AN EXHAUSTIVE LIST. THE APPLICANT(S) SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S).