

**BROCHURE**  
**SELECTION OF DEALERS**  
**FOR**  
**REGULAR & RURAL RETAIL OUTLETS**



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

## **INTRODUCTION**

The salient features of this selection guidelines are:

- (i) All applicants meeting the eligibility criteria will qualify for further selection process.
- (ii) Different selection process for Corporation Owned Dealer Operated outlets, Dealer Owned Dealer Operated outlets and Corporation Owned Dealer Operated outlets under Corpus Fund Scheme.
- (iii) Multiple Dealership Norm (MDN) has been relaxed for "B"/" DC" site ROs.
- (iv) Existing unviable SKO dealers of OMCs will be eligible to apply.
- (v) Corpus Fund Scheme of providing financial assistance by OMCs can be availed by applicants applying for locations reserved for SC/ST category, upon appointment as dealer.

## **1. IDENTIFICATION OF LOCATIONS**

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

- (i) **Regular ROs:** Locations on highways (National Highway (NH) / State Highway (SH) etc.) and Urban / Semi Urban areas (within Municipal Limits of a City / Town).
- (ii) **Rural ROs:** Locations in rural areas but not on highways (NH / SH etc.) and outside Municipal Limits of a City / Town.

## **2. RESERVATION**

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

Category	SC/ST	OBC	Open	Total
<b><u>Combined Category 1 (CC1)</u></b> Comprising of :- (i) Defence Personnel & (ii) Para Military Personnel/Central/State Govt. and Central/State PSU employees	2	2	4	8
<b><u>Combined Category 2 (CC2)</u></b> Comprising of :- (i) Outstanding Sports Persons (OSP) & (ii) Freedom Fighters (FF) (iii) Primary Agricultural Credit Society (PACS)	0	0	1	1

Category	SC/ST	BC	Open	Total
<b>Physically Handicapped (PH)</b>	1	1	1	3
<b>SC/ST</b>	<b>19.50</b>			<b>19.50</b>
<b>OBC</b>		<b>24</b>		<b>24</b>
<b>Open</b>			<b>44.50</b>	<b>44.50</b>
<b>Total</b>	<b>22.50</b>	<b>27</b>	<b>50.50</b>	<b>100</b>

B. Reservations in states of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram would be as under: -

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

### 3. TYPE OF RETAIL OUTLET SITES

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

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

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

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

### 4. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS – PROPRIETORSHIP / PARTNERSHIP

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

- (i) **Citizenship:** Indian Citizen.
- (ii) **Residential status:** Resident of India (as per Income tax rules<sup>1</sup>).
- (iii) **PAN:** Must possess valid PAN card as on the date of application.

<sup>1</sup> 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.

(iv) **Age:** Not less than 21 years and not more than 60 years except for Freedom Fighter under CC2 category.

Proof of age should be supported by copy of 10<sup>th</sup> Standard Board Certificate / 10<sup>th</sup> Std. School Leaving Certificate/ Secondary School Leaving Certificate / Birth Certificate / Passport / Identity card issued by Election Commission/PAN card/Aadhar card. However, the document uploaded by the provisionally selected candidate in support of proof of age must contain date, month and year of birth and the certificate relied upon by the candidate for proof of age must be specially mentioned in the application.

(v) **Educational qualification:**

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

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

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

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

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

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

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

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

**Group - 3:** Applicants who have not offered land in the application. **Only applicable for locations advertised under SC/ST category.**

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

In case land offered by all the applicants under Group - 1 & Group - 2 is found not suitable/not meeting requirements, then these applicant/s under Group - 1 & Group - 2 along with applicants under Group - 3 (who did not offer land along with application) would be advised by the OMCs to provide suitable land in the advertised location / stretch, within a period of **90 days** from the date of issuance of intimation letter to them through SMS/e-mail. In case the applicant fails to provide suitable land within the prescribed period, or the land provided is found not meeting the laid down criteria, the application would be rejected.

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

- a) The land should be available with the applicant as on the date of application and should have minimum lease of 19 years and 11 months (as advertised by respective oil company) from the date or after the date of advertisement but not later than the

date of application. If the offered land is on Long-term lease and there are multiple owners, then lease deed should be executed by all co-owners of the offered plot. Incase lease deed is not executed by all co-owners; such lease deed shall be treated as invalid.

- b) If the offered land is on long term lease, then the Lease agreement should have a provision to sub-lease the offered land wherever the locations are advertised under Corpus Fund Scheme (CFS) and other Corporation Owned Sites ("A"/ "CC" sites).

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

- c) **For Dealer owned sites ("B"/ "DC" sites),** the applicant should ensure that the land arranged by the applicant is either registered in the applicant's name or leased in favour of the applicant for a minimum period as advertised by respective oil company, as per terms of Letter of Intent (LOI). Investment will be made by the OMC towards development of facilities in the offered land only after compliance of the aforementioned, by the applicant. In case land is obtained on long term lease by the applicant, the lease should be valid till a period of 19 years 11 months from the date or after the date of advertisement but not later than the date of application.
- d) **For Corporation owned sites ("A"/ "CC"/ "CFS" sites),** the applicant should ensure that the land offered by the applicant is registered in the name of the OMC either through Long Term Lease or through outright sale before any investment is made by the OMC towards development of facilities in the offered land. In case of long term lease, the lease should be valid till a period of 19 years 11 months from the date or after the date of advertisement but not later than the date of application.
- e) As and when advised by the OMC, the provisionally selected candidate should upload a copy of Khasra / Khatouni or any other equivalent revenue document or certificate obtained from revenue official confirming the status of ownership of the land, as on the date of application.

As and when advised by the OMC, the provisionally selected candidate will also be required to upload a site map / layout sketch of the offered plot as per **Appendix – V**.

- f) In addition to above, as and when advised by the OMC, provisionally selected candidate(s) under Group-1 should also upload a copy of any one of the following documents to establish ownership of land offered for the Dealership. The documents must have been executed / registered / issued on or before the date of application:-
- Registered Sale deed/Registered Gift deed
  - Registered Lease deed for a minimum period of 19 years and 11 months (as advertised by respective oil company).
  - Any other type of ownership / transfer deed document
  - Lease agreement or firm allotment letter issued by Government / Semi Government bodies
- g) The land owned by the family member(s) will also be considered as belonging to the applicant (Group-1) subject to producing the consent letter in the form of affidavit (**Appendix – III**) from the concerned family member(s). Such consent letter in the form of affidavit should have been tendered by the concerned family member(s) on or before the date of application.

h) For this purpose, family members would comprise of: -

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

- i) **For Group 2 applicants**, the “firm offer” of land will include land offer from third party based on Agreement to purchase/long term lease (as per terms and conditions of the OMCs). Land offer letter in the form of an Affidavit (**Appendix - III**) tendered by the third party (landowner) **on or before the date of application**, should be available with the applicant along with documents mentioned in clause (e and f) above to establish the ownership of land offered for the Dealership which will have to be submitted by the applicant as and when advised by OMCs.
- j) In case conveyance (sale/lease/gift) deed of the offered land has been executed by a Power of Attorney (Registered) holder and/or offer letter as per Affidavit (**Appendix - III**) is from Power of Attorney holder (Registered), as and when advised by the OMC, the applicant will also have to submit a copy of the POA along with documents, mentioned in clause (e and f) above. The POA (registered) shall be of a date which is on or prior to the date of execution conveyance (sale/lease/gift) deed and /or offer letter.
- k) The eligibility of applicant with regard to the Land (Group - 1 or Group - 2) will be decided by the OMC.
- l) In case the applicant or family member(s) own the land jointly with third person, the consent letter in the form of an Affidavit (**Appendix - III**) and /or Power of Attorney (Registered) clearly authorizing the applicant for such use of land from third person is also required. Such consent letter in the form of affidavit (**Appendix - III**) or Power of Attorney (Registered) should have been tendered by the concerned third person(s) on or before the date of application.
- m) 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
<b>GROUP 1</b>				
1	Self	Full	Nil	Owned
2	Self with members of family or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family - <b>Appendix III</b>	Owned

3	<ul style="list-style-type: none"> <li>• Self with other owners</li> <li>• Family members with other owner(s)</li> <li>• Self with family members &amp; other owners</li> </ul>	Part Nil  Part	<p>If the share of the applicant and/or family members is more than or equal to land required by the company.</p> <p>Consent letter on stamp paper or an affidavit or Power of Attorney from all Co-owners(s) should be provided – <b>Appendix-III.</b></p>	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
<b>GROUP 2</b>				
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) - <b>Appendix III</b>	Firm Offer

- n) Each applicant will have to declare, in the application form, the category under which offered land falls. However, it is advised that prior to declaring the category of the offered land in the application, each applicant in their own interest, should get the same verified through an advocate.

The Group under which the applicant's land falls, would be considered based on the declaration given in the application. However, this aspect will be verified by the OMC and in case it is found that the offered land is not in the group as declared by the applicant, the land will not be considered and the applicant will be made ineligible. However, in case of Group – 2 applicants, if the offered land is found to be in Group - 1 by the OMC, the candidature of such applicants will be considered for selection under Group - 2.

For locations advertised under SC / ST category, if it is found that the offered land is not in the group as declared by the applicant, the land will not be considered and the applicant will be moved to Group – 3. However, if the applicant was originally in Group – 3 or have already been moved to Group – 3 earlier, the candidate will be made ineligible. In case of Group – 2 applicants, if the offered land is found to be in Group - 1 by the OMC, the candidature of such applicants will be considered for selection under Group - 2.

- o) It should be the responsibility of the applicant to ensure that as on date of application:-
- The offered land meets advertised dimension after leaving Right of Way (ROW) line of the road and should be situated abutting the ROW of the road.
  - The offered land is not notified for acquisition.
  - The land owner is in possession of the offered land from the beginning / edge of the ROW line
  - There is no other land including Govt. land between ROW and offered plot.

(v) The offered land falls within the advertised location / stretch.

Further, at the time of land evaluation the offered land would also be checked for compliance of the following. The offered land would be accepted only upon meeting the same: -

- (i) There is no HT line (> 11 KV) crossing the offered land.
- (ii) For sites on NH, the offered land must meet NHAI norms.

**Note:** In case it is found at later stage that the offered plot is not meeting any of the above conditions then in such case the offered land would be rejected and candidature would get rejected and applicant would be informed through SMS/e-mail. However, for location advertised under SC/ST category, such candidates will be given an opportunity along with applicants under Group - 3 to offer land, through SMS/e-mail. Applicable NHAI norms for setting up retail Outlets (Fuel Stations) on plot of land abutting National Highway can be accessed from <https://morth.nic.in>

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

**Note 1:**

- a. "Own' means having ownership by way of Registered Sale deed, Registered Gift deed, etc. or title of the property or registered long lease (as per individual OMC norms) in the name of applicant / family member/s as defined in 4 (vi) and 4 (vi) (h) above.
- b. 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 for evaluation.
- c. The same piece of land cannot be offered by more than one applicant for a particular RO location against an advertisement. In case more than one application is received offering the same piece of land all such applications would be rejected and allotment, if made, would be liable for cancellation. This aspect shall be verified only upon receipt of written information by the OMC. However, if plots having same land details (Khasra/Gatta/Khatauni/Survey/Plot/Dag/Gut No. etc.) are offered by different applicants, such cases will not be liable for rejection provided there is no overlap of any kind and there is clear demarcation of land offered by them.
- d. The provisionally selected candidate has to make available the offered land including the entry / exit / acceleration lane / de-acceleration lane / service road duly developed up to the road level by cutting/filling (as applicable), with good earth / murru, layer-wise compacted as per standard engineering practices to the satisfaction of the concerned OMC. The provisionally 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. The above stated works has to be completed by the provisionally selected candidate before any investment is made on the offered plot by the OMC.

- e. There is no commitment by the Oil Company for taking the offered land from the applicant. If an applicant, after selection, is unable to provide the relevant land documents in respect of the offered 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 provisionally selected candidate for allotment of dealership.

**Note 2: For locations advertised under SC/ST category**

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

A communication through SMS/e-mail would be sent to these applicants to offer land/ alternate land within a period of 90 days from the date of offer letter.

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

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

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

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

**Note 3:**

- i. In case after selection, if it is observed that the offered land is co-owned by multiple persons and the provisionally selected candidate did not provide consent of all the co-owners, the provisionally selected candidate would be given 21 days' time to get consent of all the co-owners for the offered land failing which candidature of the provisionally selected candidate will get rejected. However, for locations advertised under SC/ST category such candidates will get an opportunity along with Group - 3 applicants, provided he / she was originally not in Group – 3 or have not been moved to Group – 3 earlier.
- ii. Consent letter(s) in the form of affidavit (**Appendix - III**) of a date which is prior to date of application, shall only be considered.
- iii. In case after selection, it is observed that the offered land does not contain sub-lease as required by OMC (for CFS / CC sites) the provisionally selected candidate would be given 21 days' time to make suitable amendment / addendum to the lease agreement failing which the selection of the candidate will get rejected.

However, for locations advertised under SC/ST category such candidates will get an opportunity along with Group - 3 applicants, provided he / she was originally not in Group – 3 or have not been moved to Group – 3 earlier.

**(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 a copy of the certificate issued by the competent authority, notified by Govt. of India, certifying that the candidate belongs to Schedule Caste / Schedule Tribe as per Appendix – VI.

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

**b) Other Backward Classes (OBC)**

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

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

**c) Defence Personnel (DEF)**

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

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

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

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

**d) Government Personnel including Para Military Personnel (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 official duties will be eligible under this category. In case of death, while performing official duties, their widows/ dependants will be eligible under this category.

Applicants under this category would be required to submit as and when advised by Oil Company,

- a. a copy of relevant certificate as per **Appendix - VIII**, signed by an Officer not below the rank of Under Secretary to the Government, for personnel of Central / State Government Departments
- b. a copy of relevant certificate as per **Appendix - VIII**, signed by the competent authority in Personnel /HR of the concerned Public Sector undertakings of the Central/State Government, for personnel of Public Sector undertakings of the Central/State Government
- c. a copy of relevant certificate as per **Appendix - VIII**, signed by the competent authority in Personnel / HR or Commandant of the unit, for personnel of PMP

**e) Physically Handicapped (PH) Category:**

Applicants under this category should fulfil criteria covered under the target group as defined under Section 2(r) of The Rights of Persons with Disabilities Act, 2016 issued vide Gazette Notification no. S.O. 1215 (E) dated 19.04.2017. Applicants under this category with minimum degree of 40% disability are only eligible to apply.

In the case of amputation or permanent paralysis of limbs or dwarfism and in case of blindness the candidate applying for a location reserved for "PH" category will be required to submit a certificate issued as per **Appendix - IXA**.

In the case of multiple disability the candidate applying for a location reserved for "PH" category will be required to submit a certificate issued as per **Appendix - IXB**

In case of other disabilities which are not covered under **Appendix - IXA & Appendix - IXB** the candidate applying for a location reserved for "PH" category will be required to submit a certificate issued as per **Appendix - IXC**.

Disability certificate as per **Appendix - IXA, Appendix - IXB & Appendix - IXC** should be issued by the "Notified Medical Authority", i.e., a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No. 489 dated 15.06.2017.

In case, the disability certificate as per **Appendix IX-C** is issued by a Medical Authority who is not a Government Servant, the certificate shall be considered as valid only if the same is also countersigned by the Chief Medical Officer / Medical Superintendent / Head of Government Hospital.

The applicants will be required to submit a copy of the certificate (**Appendix - IXA or IXB** or **IXC** as applicable) as and when advised by Oil Company.

**f) Outstanding Sports Persons (OSP):**

The following persons will be eligible:

- Arjuna Awardees / Khel Ratna Awardees.
- Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions.
- First position holders of recognized National Championships held for senior level (men & women)

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

**g) Freedom Fighter (FF):**

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

**(viii) Specific Requirement of applicants applying under Partnership:**

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

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

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

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

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

iii. Eligibility criteria as applicable to individual applicants / partnership firm applicants will also be applicable to SKO Dealers.

**Note: With regard to submission of documents by provisionally selected candidates:**

1. Certificates/documents required for meeting Eligibility/Specific eligibility criteria should be in possession of the applicant and valid as on date of application. However, certificates issued by Directorate General of Resettlement (DGR), Ministry of Defence, Government of India for Defense personnel and caste certificates (SC/ST/OBC) can be of a date after the date of application but should be submitted within 10 days of intimation by Oil Company.

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

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

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

The provisionally selected candidate would be given opportunity to provide the rectified/corrected documents under rectifiable deficiency within 21 days' time. If the provisionally selected candidate fails to provide the required corrected/rectified certificates/documents, within 21 days, his/her candidature would be rejected under intimation through SMS/e-mail. However, for locations advertised under SC/ST category, in case of non-rectification / non-submission of documents relating to rectifiable deficiency w.r.t offered land, the applicant would be given an opportunity along with applicants under Group – 3, provided he / she was originally not in Group – 3 or have not been moved to Group – 3 earlier.

4. In case of change in name of the applicant, relevant Gazette Notification in support of name change will have to be submitted by the applicant as and when advised by the OMC. However, in case of change in name of female applicants, arising out of marriage, affidavit as per **Appendix - XA** containing relevant clause will suffice.

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

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

Non-individual applicants are eligible to apply only under 'Open' category (except Primary Agricultural Credit Society (PACS) who can also apply for locations reserved under Open CC-2) subject to the following: -

- (i) Residential status: The entity should be registered in India.
- (ii) Age: The date of Registration / Incorporation of the firm / entity should be at least 3 years prior to the date of application.
- (iii) Land: With regard to land, all conditions covered for individuals would apply excepting clauses given for land owned by family member(s). In other words, the offered land should either be owned or on long lease in the name of entity for Group 1 and a firm offer in the name of the entity for Group 2.
- (iv) Finance: Registered Societies / Companies should have made a net profit for previous 3 consecutive financial years duly certified by a Chartered Accountant. However, this condition shall not be applicable for Primary Agricultural Credit Society (PACS).

**Specific Eligibility Criteria for applying in reserved category (Open-CC2) is as under:**

**Primary Agricultural Credit Society (PACS):**

The applicant would be required to submit as and when advised by the Oil Company a certificate of registration issued by the Registrar of Co-operative Societies under Co-Operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States. The applicant must also meet the other eligibility criteria as described under clause No. 5 for “Non- Individual” entity.

**Note:**

- a. All Non-individual entities applying for the dealership should meet the Land requirement as specified under Individual applicants to become eligible for the draw/bidding. The land should be in the name of the entity and not in individual names. They should not have any disqualification criteria specified under Clause “**DISQUALIFICATION**”.
- b. Registered Societies / Charitable Trusts/ Companies will have to furnish appropriate resolution to show that person making the application on its behalf is empowered / authorized to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.
- c. With regard to submission of documents by provisionally selected entities, time limits as given under individual applicants would apply.

## 6. RETAIL OUTLET MANAGEMENT

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

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

In case the selected applicant or the members of his/her/their “Family Unit” is a Company Owned Company Operated (COCO) Service Provider of any Oil Company (“Family Unit” as mentioned under Note (b) of Clause 10 A) or are holding LOI/LOA for the same then the COCO Service Provider /LOI/LOA must be surrendered prior to being appointed as a dealer.

However, a self-employed person not being obligated to any employer can be a Retail Outlet dealer provided, he/she pays attention towards day to day working of the dealership by personally managing the affairs of the dealership while continuing with his self-employment venture.

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

## **7. SPOUSE AS CO-OWNER**

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

For making spouse as partner a letter as per **Appendix - IIA** along with an Affidavit from the Spouse as per **Appendix - IIB** 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 her/him being gainfully employed, Affidavit as per **Appendix - IIB** should be obtained for records.

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

## **8. BASIC FACILITIES REQUIRED FOR OPERATION OF RO DEALERSHIPS**

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

S.N.	Type of Facility	TYPE OF SITE	
		"A" / "CC" site including CFS locations	"B"/ "DC" Site
Provision of Facility by:			
<b>A</b>	<b>Infrastructural Facilities:</b>		
i.	Developed land including land development of the entry / exit / acceleration / de-acceleration / service road with boundary /compound / retention wall as per OMC Specification	Dealer	Dealer
ii.	Tanks, Dispensing Units, Signages, Automation, etc.	OMC	OMC
iii.	Sales Office, Storeroom, Toilet, Electrical Room, Electrical connection (of capacity as advised by OMC), Water Connection, Yard Lighting, etc.	OMC	Dealer
iv.	Generator / Invertor	Dealer	Dealer
v.	Compressor with Electronic Gauge for Air Filling (As decided by OMC)	OMC / Dealer	Dealer
vi.	Driveway	OMC	Dealer
vii.	Canopy (as per OMC's requirement)	OMC	Dealer
<b>B</b>	<b>Customer Convenience Facilities:</b>		
i.	Clean Drinking Water, Maintenance of Neat & Clean Toilet, Telephone, etc.	Dealer	Dealer

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

#### **B. Firefighting & Safety Equipment**

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

#### **C. Investment Required:**

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

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

#### **D. Statutory Approvals / NOCs / Licences:**

The concerned OMC office shall prepare layouts / applications for obtaining all statutory approvals / licenses required for development of the retail outlet on the plot of land offered by the LOI holder. The LOI holder shall furnish to the concerned OMC office all requisite documents pertaining to the offered plot for enabling preparation of layouts / applications for seeking the statutory approvals / licenses.

The LOI holder shall coordinate with the concerned statutory authorities for issuance of all requisite NOCs / Statutory approvals / Licences which are required for development of the retail outlet.

LOI holder is also required to obtain all requisite statutory approvals / licences for operation of retail outlet dealership.

#### **E. Licence Fee:**

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

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

Petrol :	Rs.435.83 / KL
Diesel :	Rs.363.19 / KL

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

Petrol :	Rs.196.51 / KL
Diesel :	Rs.163.76 / KL

#### **9. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DEALERSHIPS UNDER "CORPUS FUND SCHEME" (CFS)**

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

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

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

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

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

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

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

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

## **10. DISQUALIFICATION**

### **A. Individual Applicants:**

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

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

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

#### **Note:**

- a) Existing "B" / "DC" site RO/SKO-LDO dealers /LPG distributors {other than those distributorships developed under Corpus Fund Scheme and other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.)}. and LOI holders including members of his/her 'family unit' may apply for "B" / "DC" site RO dealerships.

- b) Existing unviable SKO dealers of OMCs (individual & partnership firms only) can also apply for RO dealerships (for both "A" / "CC" site & "B" / "DC" site ROs) as per Clause 4 (ix).

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

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

In addition, they should:

- (ii) Not have been convicted for any criminal offence involving moral turpitude/ economic offences (other than freedom struggle).
- (iii) Not have been a signatory to a dealership / distributorship terminated on account of proven malpractices or should not be a member of "family unit" of such signatories.
- (iv) Not be Mentally unsound / totally paralyzed.
- (v) The members of the "Family Unit" (as per definition under multiple dealership norm) of the employees of Indian Oil Corporation Ltd, Bharat Petroleum Corporation Ltd. & Hindustan Petroleum Corporation Ltd. (who are employed at the time of application) would not be permitted to apply for RO dealership.
- (vi) To be eligible to apply for new RO dealership, RO/SKO-LDO Dealerships and LPG Distributorships and their "family unit", as defined under Dealership/Distributorship Selection Guidelines, should not belong to a dealership/distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/distributorship under critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.
- (vii) Not have been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.
- (viii) HUF (Hindu Undivided Family) are not eligible to apply.

The applicant has to submit an undertaking of not being disqualified under para no. 10 A (i) to (vii).

## **Partnership firms**

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

### **B. Non-Individual applicants (Entity)**

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

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

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

- The Company itself.
- 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 shareholders (put together) of the applicant company have a controlling stake i.e., 51% or more.

- (ii) If any individual, partnership firm, company, trust or society already holding Corporation owned "A" / "CC" site RO / SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company, acquire controlling stake in a company having RO / SKO-LDO dealership/LPG distributorship then the RO/ SKO-LDO dealership /LPG distributorship of the acquirer would be liable to be terminated.

- (iii) If any individual, partnership firm, company, trust or society already holding RO / SKO-LDO dealership/LPG distributorship acquires controlling stake in a company having a Corporation owned "A" / "CC" site RO/SKO-LDO dealerships or RO/SKO-LDO dealerships /LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company, then the RO/ SKO-LDO dealership /LPG distributorship of the acquirer would be liable to be terminated

- (iv) For the charitable trusts registered with the charity commissioner of the respective State Government and Societies Registered under Societies Registration Act 1860 / Societies Registered under Cooperative Societies Act 1912 or Co-operative Societies Act as enacted by concerned states:

Such entities will not be eligible for RO / SKO-LDO dealership, if any of the Corporation owned "A" / "CC" site RO / SKO-LDO dealership or RO/SKO-LDO dealerships/LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any Oil Company is held by such entities or any of the Member of the Governing Body/Managing Body/Any such other Body or his family members (family as defined in the case of multiple dealership norms for individuals).

- (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) 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.
- (viii) None of the members of the Governing / Managing Committee of the Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013 or the members of their “family unit” 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.
- (ix) To be eligible to apply for new RO dealership, the entity or none of the members of the Governing / Managing Committee (including members of their “family unit”) of the Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013, should be a signatory to a dealership/distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/distributorship under critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.
- (x) Not have been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

The applicant has to submit an undertaking of not being disqualified under para no. 10 B (i) to (x).

**Note:**

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

## **11. AFFIDAVIT**

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

**Note:**

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

## **12. NON-REFUNDABLE APPLICATION FEE**

Non-refundable application fee (inclusive of GST) payable at the time of application is as under:

### **For Regular ROs:**

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

### **For Rural ROs:**

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

## **13. NON-REFUNDABLE FIXED FEE / BIDDING AMOUNT**

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

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

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

## **14. SELECTION PROCEDURE**

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

### **A. Draw of Lots**

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

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

### **B. Bidding Process**

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

**C. Advertisement:**

Advertisement will be released in Newspapers inviting applications for Retail Outlet dealerships.

All details in this regard like Name of RO location, District, State, Category etc. will be hosted in website [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in)

Guidelines for selection (Brochure) will also be hosted in the website [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in). Brochure for selection of Retail Outlet dealerships can be downloaded from the website of OMCs / [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in).

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

**D. Cut-off date for receipt of Applications:**

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

The facility for submission of on-line application will be withdrawn immediately after the cut-off date. Applicants will have the option to withdraw and re-submit his/her application afresh till the cut-off date of submission of application.

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

**E. Application:**

Application is to be submitted only through on-line mode on prescribed web portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in).

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

The applicant will have to register in the web portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in) for creating a login id and password. The login id and password once created for an applicant will be used for filling of on-line application in the web portal. Acknowledgement of successful registration on the web portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in) will be sent by the portal through SMS/e-mail. As all communications are sent only to the mobile no. / e-mail Id used by the applicant during registration, it will be the responsibility of the applicant to mention correct mobile no./e-mail Id, during the registration process and to regularly check the information sent by the OMC through SMS/e-mail. No request from applicants for extension of any timelines shall be entertained for the applicant's failure to check/read information sent by the OMC through SMS/e-mail. OMC's shall also not be responsible for failure in delivery of SMS/e-mail arising out of any technical issues of the communication server.

While registering the prospective applicant to note that the details on the portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in) should be filled up diligently / carefully as these details will be picked up automatically in the relevant field on the application form and that there will be no further scope for editing after the registration process is completed.

An applicant can submit only one application for a location.

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

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

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

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

- i. Acknowledgement of registration by an applicant indicating the Name, PAN, Mobile no. and e-mail ID of the applicant.
- ii. Acknowledgement of receipt of the application form submitted.
- iii. Non-refundable application fee receipt.
- iv. The list of candidates for the location as per priority Group-1, Group-2 and Group-3 will be available in the portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in)
- v. Intimation for the draw of lots / Bid opening date, venue and time.
- vi. Intimation to the applicant regarding provisional selection in Draw of Lots / Bid Opening / Direct Selection.
- vii. Intimation to the provisionally selected candidate for uploading required documents through the online portal (for conducting Land evaluation and Field Verification of Credentials) and remittance of 10% of Security deposit (Initial Security Deposit - ISD) through the online portal/link within 10 days from the date of intimation.
- viii. In case the provisionally selected candidate does not upload the documents and/or remit 10% of the Security Deposit (Initial Security Deposit) within 10 days' notice period, an auto generated reminder will be sent with the notice period of another 10 days that in case the required documents and/or ISD are not uploaded / remitted the candidature is liable for rejection. In case the provisionally selected candidate fails to upload the documents and/or remit 10% of the Security Deposit (Initial Security Deposit) through the online portal, within this additional 10 days, his candidature will be rejected under intimation.
- ix. Scrutiny of the documents would be carried out only after receipt of 10% of the Security Deposit (Initial Security Deposit) and documents through the portal.
- x. In case of rectifiable deficiency in the documents submitted, intimation to the provisionally selected candidate to submit the required corrected documents within 21 days.

- xi. In case the rectified documents are not submitted within stipulated time or the submitted rectified documents are not as per requirement, intimation regarding rejection of his/her candidature will be sent to the provisionally selected candidate. However, for locations advertised under SC/ST category if rectified documents related to offered land are not submitted, the applicant will be given intimation regarding consideration of his/her candidature along with Group - 3 applicants, provided all other deficiencies have been rectified and the candidature of the applicant was originally not in Group – 3 or was not moved to Group - 3 earlier.
- xii. Intimation to the candidate regarding date and time for visit of committee for land evaluation (LEC) giving 10 days' time.
- xiii. In case land is not found suitable by LEC, intimation to the candidate regarding rejection of the offered land. However, for locations advertised under SC/ST category intimation regarding subsequent consideration of the applicant along with Group - 3 applicants shall be sent provided the candidature of the applicant was originally not in Group – 3 or was not moved to Group - 3 earlier.
- xiv. In case land is found suitable, intimation to the candidate regarding date and time of FVC giving 10 days' time.
- xv. In case of rejection at FVC stage, intimation to the candidate regarding rejection of his candidature.
- xvi. In case FVC is found OK, intimation to the provisionally selected candidate regarding issuance of LOI and collection of the same from the concerned office of the OMC giving 10 days' time.

#### **F. Person Applying for Different Locations**

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

#### **G. Submission of Financial Bid**

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

#### **H. Selection Through Draw of Lots / Bidding**

- a. All online draws / bid opening would be conducted at the office of the District Collector/District Magistrate as far as possible or at any public halls/ hotels/ OMCs' offices in presence of invited guest(s).
- b. All registered applicants can see the status of their application on the portal [www.petrolpumpdealerchayan.in](http://www.petrolpumpdealerchayan.in). The list of applicants (Group-1 and Group-2 on the basis of land offered in the application) who are eligible for Draw of lots/bidding will be made available on the same portal.
- c. In case of locations involving selection through draw of lots, if there is only one eligible applicant, no draw of lots is required. The lone eligible applicant would be declared as provisionally selected and e-mail will be sent to the single eligible applicant's e-mail id intimating selection.

- d. In case of locations involving selection through bidding, if there is only one eligible applicant, the bid of the lone eligible applicant will be opened in line with procedure for multiple applicant location and he/she would be declared as provisionally selected and e-mail will be sent to the single eligible applicant's e-mail id intimating selection.
- e. **Draw of lots/Bid opening will be held first for the eligible applicants in Group - 1.** Draw of lots/Bid opening for the eligible applicants of Group – 2 will be held only if there is no applicant in Group - 1 or applicants in Group - 1 have been disqualified/not found suitable or LOI issued have been withdrawn.
- f. In case of more than one eligible applicant, selection of RO dealer for an advertised location will be done through computerized draw of lots / bid opening from the eligible applicants for that location.
- g. In case draw of lots for a particular location has been carried out and the provisionally selected candidate is found ineligible, then redraw would be carried out from amongst balance eligible candidate of Group - 1 or Group - 2 as applicable. In case of bidding process for a particular location has been carried out and the candidate provisionally selected is found ineligible, in that case the next highest bidder would be declared as provisionally selected.

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

The candidate provisionally selected in the draw of lots/bidding process for each location will be intimated through e-mail/SMS to remit Initial Security Deposit (ISD) through the on-line portal/link & also submit requisite documents-within 10 days of the intimation. In case ISD is not paid and/or requisite documents are not uploaded, applicant would be given another 10 days' time to upload the requisite documents and remit Initial Security Deposit (ISD) through the on-line portal/link. In case of non-payment of ISD and/or non-submission of requisite documents within the extended timeline, the candidature shall be cancelled under intimation to the provisionally selected candidate through SMS/e-mail.

The list of documents required to be uploaded/ submitted by the provisionally selected applicant depending on the category of location is given below.

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

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

2. Additional documents in support of specific Eligibility criteria:

<b>Category</b>	<b>Eligibility Certificate format</b>
SC/ST	Appendix - VI
SC/ST CC1	Appendix - VI, VIII or DGR certificate/Discharge Order or Pension Order as applicable
SC/ST PH	Appendix – VI, IX A / IX B / IX C
OBC	Appendix – VII A & VII-B
OBC CC1	Appendix – VII A, VII-B, VIII or DGR certificate/Discharge Order or Pension order as applicable
OBC PH	Appendix – VII A & VII B, IX A / IX B / IX C
Open CC1	Appendix VIII or DGR certificate/Discharge Order or Pension Order as applicable
Open CC2	Certificate applicable for OSP/FF (for individual applicants)
Open PH	Appendix – IX A / IX B / IX C
Partnership applicants	Draft Partnership deed (for applicants under partnership)
Non-Individual applicants	Attested copy of Registration certificate / copy of Certificate of Incorporation of the entity from competent authority.
Non-Individual applicants	Attested copies of audited Profit and Loss a/c statement for preceding 3 financial years only for Registered Societies / Companies. However, this shall not be applicable for PACS
Non-Individual applicants	Authority letter & copy of Resolution specifying name of the authorized person for making application.
SKO dealers	Proof of allocation of less than 75 KLPM from allocating authorities. Copy of valid dealership agreement.

**I. Land Evaluation:**

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

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

- Land falls within the advertised area / stretch, as on date of advertisement
- Land dimensions meets requirement after leaving Right of Way (ROW) line of the road.
- Land meets NHAI norms (for sites on NH)
- Land has no HT line (>11 KV) crossing

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

**Note:**

Offered land should meet all the following: -

1. Minimum frontage as specified in advertisement.

2. Minimum area as specified in advertisement.
3. Minimum depth (as specified in advertisement) perpendicular to the frontage at least at one place after leaving the ROW line.

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

In case land is not found suitable, the provisionally selected candidate will be informed about his / her ineligibility and rejection of his/her candidature. The selection process will be continued with the balance applicants. However, for locations advertised under SC/ST category the candidate would be considered for selection along with Group 3 applicants provided the candidature of the applicant was originally not in Group – 3 or was not moved to Group - 3 earlier and intimation will be sent to the candidate.

## **15. FIELD VERIFICATION OF CREDENTIALS (FVC)**

Field Verification of Credentials (FVC) will be carried out for the provisionally selected candidate in respect of details given by the candidate in the application form. The objective of the FVC is to verify the correctness of the details given by the candidate in the application and the documents submitted thereafter. Failure to present these documents in original at the time of Field verification can result in cancellation of selection.

Intimation regarding FVC will be given to the provisionally selected candidate 10 days in advance by SMS/e-mail. In case of any request for change of date/extension the next date will be given by mutual consent. However, the rescheduled date cannot be more than 10 days from the originally proposed FVC date.

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

The candidate would be required to produce all original documents at the time of FVC which were uploaded after provisional selection for verification.

Original affidavits, copies of which were uploaded would be required to be submitted by the candidate to the FVC committee.

## **16. LETTER OF INTENT**

If the information given in the application by the applicant is found to be correct, and no selection related complaint / court case is pending for decision, Letter of Intent will be issued to the provisionally 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 - XA**) or as per clause 11 (e) of affidavit (**Appendix - XB**) and fulfill the other requisite conditions as mentioned in the LOI. The dealer select under Group - 1 category would be given 2 months and 4 months would be given to Group - 2 category for making land available along with all relevant land documents in respect of the land offered in the application for enabling OMCs to prepare layouts / applications for seeking the statutory approvals / licenses so that the Retail Outlet can be developed, failing which OMC can withdraw the LOI and proceed further with selection process.

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

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

### **Withdrawal of LOI**

In case LOI holder 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 would be given to the LOI holder and based on his reply decision to withdraw LOI can be taken by OMC. In such situations Initial Security Deposit would be forfeited.

The Initial Security Deposit would also be forfeited if the LOI holder is unable to submit the total bidding amount/fixed fee within the stipulated time or the LOI holder surrenders his/her LOI for any reason or withdraws for any reason. In such case his/her selection would be treated as cancelled and LOI withdrawn.

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

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

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

In case of locations involving Draw of Lots, the remaining eligible applicants would be advised for redraw by e-mail/SMS. In case only one remaining applicant, he/she would be advised by e-mail/SMS regarding his/her provisional selection and uploading/remitting of documents/Initial Security Deposit.

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

## **18. GRIEVANCE REDRESSAL SYSTEM**

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

(i) Complaints received before or after draw of lots/bidding process along with requisite fee of Rs.5000/-, will be kept in record and investigation carried out after successful completion of scrutiny, land evaluation and Field Verification of Credential for the selected candidate only in following cases:-

- General complaints with verifiable facts
- Complaints against selected candidate\*

\* Selected candidate means the candidate who has completed Field Verification of Credentials successfully and is eligible for issuance of LOI.

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

## 19. COMMISSIONING OF THE DEALERSHIP

LOI holder would be required to fulfil the terms and conditions within the stipulated time period as contained in the LOI, so as to commission the dealership. If the progress is not found to be in line with the given timelines, LOI shall be withdrawn unless there are justifiable reasons for the same.

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

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

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

The LOI holder shall have to deposit the following: -

- An interest free refundable Security Deposit(SD) as mentioned below before issuance of LOA.

### **Regular ROs**

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

### **Rural ROs**

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

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

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

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

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

## **21. TENURE OF DEALERSHIP**

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

## **22. FALSE INFORMATION**

If any statement made in the application or in the documents uploaded/ submitted or subsequently uploaded/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.

## **23. LIST OF NON-RECTIFIABLE DEFICIENCIES IN APPLICATIONS**

The following deficiencies in the application form for Retail Outlet Dealer Selection are non-rectifiable and such applications will not be considered for further selection process.

- a) Age of applicant as on the date of application is less than 21 completed years or more than 60 years except for Freedom Fighters applying for locations reserved under Combined Category 2 (CC2).
- b) Applicant does not belong to the category for which the subject dealership is reserved.
- c) Applicant does not have the required educational qualification on the date of application except for Freedom Fighters applying for locations reserved under Combined Category 2 (CC2).
- d) Applicant is not an Indian Citizen.
- e) Applicant is not a Resident of India as per IT Rule<sup>1</sup>. (<sup>1</sup>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)
- f) The same land offered in multiple applications for the same location, all such applications will get rejected.
- g) Group of land as declared by the applicant in the application.
- h) Applicant is member of "family unit" of IOC / BPC / HPC employees as defined under "Disqualification" clause of Brochure.
- i) Initial security deposit not submitted within stipulated time.
- j) Documents not submitted for scrutiny within stipulated time as advised by OMC.
- k) Rectifiable deficiency not corrected within the specified time (21 days).
- l) Non production of original documents for verification at the time of FVC.
- m) Change in Mobile No. & e-mail id
- n) PAN No. mismatch / Incorrect PAN No. / PAN No. does not belong to the applicant.
- o) Applicant could not produce certificates in support of eligibility criteria
- p) Changes in Khasra / Khatouni / Gut / Survey No. etc. of offered land.
- q) Offered land is not in the advertised location/stretch and/or not meeting the Dealer selection guidelines / statutory norms, etc.
- r) Applications for CC - "A Site" (Non-Corpus fund) dealerships with bid amount lower than the applicable minimum bid amount.
- s) Affidavit **Appendix – III** is of a date later than the date of application.

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.

\*\*\*\*\*

**Detailed information in respect of advertisement hosted in website**

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

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

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

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

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

**Column 4**

**Regular ROs:** Locations on highways (National Highway (NH) / State Highway (SH) etc.) and Urban / Semi Urban areas (within Municipal Limits of a City / Town).

**Rural ROs:** Locations in rural areas but not on highways (NH / SH etc.) and outside Municipal Limits of a City / Town .

### Column 6

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

### Column 7

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

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

### Column 10

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

#### **1. General Conditions pertaining to Advertisement**

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

of individual concerned, unmarried son(s)/unmarried daughter(s) for the purpose of this entire application.

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

<b>Application for Retail Outlet Dealership (Format For Individual Applicants)</b>																																		
(FORM TO BE FILLED UP IN CAPITAL LETTERS)																																		
Application No. →																																		
		Application date				D	D	-	M	M	-	Y	Y	Y	Y																			
Name of Oil Company: (IOC/BPC/HPC)																																		
Name of Divisional / Territory / Regional Office:																																		
Particulars of application fee (Rs.)																																		
Transaction No.																																		
Transaction Date & Time																																		
Payment Mode																																		
<table border="1"> <thead> <tr> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>SC/ST</td> <td>3000</td> </tr> <tr> <td>Regular</td> <td>OBC</td> <td>5000</td> </tr> <tr> <td>Regular</td> <td>Open</td> <td>10000</td> </tr> <tr> <td>Rural</td> <td>SC/ST</td> <td>2500</td> </tr> <tr> <td>Rural</td> <td>OBC</td> <td>4000</td> </tr> <tr> <td>Rural</td> <td>Open</td> <td>8000</td> </tr> </tbody> </table>														Type of RO	Category	Application fee in Rs.	Regular	SC/ST	3000	Regular	OBC	5000	Regular	Open	10000	Rural	SC/ST	2500	Rural	OBC	4000	Rural	Open	8000
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Rural	OBC	4000																																
Rural	Open	8000																																
Note: Same application fee is applicable for sub-categories under respective main category.																																		

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

\*\*For CC1/CC2 subcategory to be provided by applicant thru drop down

Eligibility certificate(s) for the category applied as above is/are available with me/us and/or will be submitted as and when advised by the Oil Company (IOC/BPC/HPC).

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

Existing unviable SKO dealer		Proof of allocation of less than 75 KLPM from allocating authorities. Copy of valid dealership agreement.							
6	Advertised on (Date)				In				
7	Type of Site of Location			CC/DC/CFS					
8	Type of RO			Regular / Rural					
9	Group of the Applicant on the Basis of land being offered / not offered.			Group - 1, Group - 2, Group - 3 (Applicant without offer of land)					
10	Type of applicant			Proprietor / Partner	If "Partnership" details of each partner must be provided separately.				
11	Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of Brochure on intimation by OMC, upon selection.								
11.1	Name (Mr / Mrs / Kumari)		First name		Middle name		Surname		
11.2	Father's/Husband's Name (Mr)		First name		Middle name		Surname		
11.3	Address								
	District		State		Pin Code				
	Tel. No.					Mob. No.			
	Email id					PAN			
11.4	Indian Citizen	Yes	No	Resident of India as per IT Rules			Yes	No	
	If "No" applicant is not eligible			If "No" applicant is not eligible					
11.5	Gender (Tick mark whichever is applicable)			Male			Female		
11.6	Date of Birth			YYYY	Age (Proof to be submitted as when asked by OMC) as on date of application. Document referred for proof of age.	Years	Months	Days	
		DD	MM						
11.7	Marital status (Tick mark whichever is applicable)			Single	Married	Widow / Widower	Divorcee		
11.8	Name of spouse (if married)			Mr. / Mrs.					
	Spouse employed (Tick mark whichever is applicable)			Yes			No		

11.9	Employed in Private Sector or drawing any salary/perks/emoluments from State / Central Government		Yes	No				
	Note: If yes, the applicant 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							
12	Educational Qualification (Proof of qualifying certificate as per Eligibility criteria would be required to be submitted as and when asked by OMC)							
	Qualification	Name of Board/University/Institution	Certificate / Degree	Diploma				
i)	10 <sup>th</sup> Pass							
13	<p>Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below)</p> <p>Copy of proof of ownership of land would be required to be uploaded / submitted as &amp; when advised by OMC - (Group - 1 &amp; Group - 2)</p> <p>(Not required for applicants under Group - 3): For Group - 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Group - 1 and Group - 2 and Applicants under Group - 3 are considered, I/we shall arrange land as advised by OMC, for consideration in further selection process.)</p>							
	Name(s) of the owner of Land / Lease holder	Relationship with applicant	Date of registration of sale deed/gift deed / lease deed/ date of mutation/date of Notarized Affidavit for offer of land as per Appendix III	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 meter	Depth in meter	Area (Sq. m)
a)	Are you willing to transfer the land on sale/long lease to Oil Company? YES/NO (applicable only for CC/CFS sites)							
	If yes, at what rate?							
b)	The above plot owned by me / my family member (as defined under <b>Clause 4 (vi) h of Brochure</b> ) either by way of ownership / long term lease would be made available for a period as per the terms and condition of the advertisement published by the Oil Company (Name of the Oil Company).							
	That as per the documents available with me/us, my/our offer qualifies for being considered under " <b>GROUP - 1</b> " as defined in <b>Clause 4 (vi) of the Brochure</b> for retail outlet dealer selection by the Oil Company (Name of the Oil Company).							
	OR							
c)	The said 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 as per the terms and condition of the advertisement published by the Oil Company. (Name of the Oil Company)							
	That as per the documents, available with me/us, my/our offer qualifies for being considered under " <b>GROUP - 2</b> " as defined in <b>Clause 4 (vi) of the Brochure</b> for retail outlet dealer selection by the Oil Company (Name of the Oil Company).							
<b>(For Group – 1 tick (b) and for Group – 2 tick (c))</b>								

**Note:**

In case land belongs to member of 'Family' / Co-owners / Others, before submission of application, notarized affidavit as per **Appendix – III** should be available with the applicant, which will have to be uploaded / submitted as and when asked by OMC.

- d) The said land has been offered for purchase / lease / sub-lease to the Oil Company for a period as per the terms and condition of the advertisement published by the Oil Company (Name of the Oil company). (Applicable only for location advertised under Corporation Owned Dealer Operated (CC)/CFS sites).
- e) In case the offered land has multiple Khasra / Khatauni / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application.

**The site map/layout sketch (as indicated in Appendix - V of the Brochure) indicating dimensions/ area pertaining to the part/portion of the total land where retail outlet is proposed to be developed, will be uploaded by me as and when advised by OMC**

14	Requirement of Finance: I undertake that funds as mentioned in the advertisement will be made available by me/us as and when required for setting up of RO and operation of RO (thereon depending upon category of RO site).  a) Fund for development of infrastructure for RO (Rs. _____) b) Working capital for operation of RO (Rs. _____)
15	Is any member of your "family unit" (as defined under Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No (if yes, not eligible)
16	Is any member of your "family unit" (as defined under Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No

## 15. UNDERTAKING BY THE APPLICANT

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company's standard layout, then the offer / allotment of dealership made to me will be cancelled.
- d. I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by the Oil Company (Name of the Oil Company) in the advertisement/LOI, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
- e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by the Oil Company (Name of the Oil Company) in the advertisement or in the event of non fulfilment of LOI conditions, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).

- f. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
- g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.
- h. I confirm that none of the members of my “family unit” (as per definition of family under multiple dealership norm) are employees of Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd. or Hindustan Petroleum Corporation Ltd.
- i. I am fully aware that If selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.
- j. I undertake to fulfill the conditions of \_\_\_\_\_ (OMC) with regard to inducting Spouse as Co-owner in the dealership, if the dealership is awarded to me.
- k. That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. \_\_\_\_\_ as per the policy of the \_\_\_\_\_ (OMC).
- l. That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of the \_\_\_\_\_ (OMC) (applicable for Dealer owned sites). **(For DC sites)**  
OR

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

- m. I am also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by me has been offered by other applicant(s) for this location then my candidature for RO dealership will be rejected / dealership terminated, if already appointed.
- n. I confirm that I am of sound mental health and I am not totally paralysed.
- o. I confirm that I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- p. I hereby confirm that neither I nor any member of my “family unit” (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- q. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
- r. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- s. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

- t. I confirm that the mobile no., e-mail Id and address mentioned in this application form belongs to me.

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, the .....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.

Place: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date<sup>#</sup>: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

<b>Application for Retail Outlet Dealership (Format Non-Individual Applicants)</b>																						
Application No. ----→		Application date D D - M M - Y Y Y Y Y																				
Name of Oil Company: (IOC/BPC/HPC)																						
Name of Divisional/Territory/Regional Office:																						
Particulars of application fee (Rs.)																						
Transaction No.		Latest Passport Size Photograph (Authorized signatory)																				
Transaction Date & Time																						
Payment Mode																						
<table border="1"> <tr> <td>Type of RO</td> <td>Category</td> <td>Application fee in Rs.</td> </tr> <tr> <td>Regular</td> <td>Open</td> <td>10000</td> </tr> <tr> <td>Rural</td> <td>Open</td> <td>8000</td> </tr> </table>			Type of RO	Category	Application fee in Rs.	Regular	Open	10000	Rural	Open	8000											
Type of RO	Category	Application fee in Rs.																				
Regular	Open	10000																				
Rural	Open	8000																				

1	Sr. No of location in advertisement			
2	Name of the Location			
3	District			
4	State			
5	Category			
Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co- Operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013.				
For Open-CC2 subcategory Primary Agricultural Credit Society (PACS) are eligible to apply				

6	Advertised on (Date of advertisement)		In	(Please write Newspaper name)
7	Type of site	CC / DC		
8	Type of RO	Regular / Rural		
9	Group of the Applicant on the Basis of land being offered.	Group 1 / Group 2		
10	Type of applicant	Registered Society / Company / Charitable Trust / Govt. Organization / Primary Agricultural Credit Society (PACS) (Please tick whichever is applicable)		
11	Applicant would be required to submit Affidavit in original as per the format given in Appendix – XB of Brochure as and when advised by OMC, upon selection.			
11.1	Name of authorized person			

		First name	Middle name	Surname
11.2	Father's/Husband's Name (Mr)	First name	Middle name	Surname
11.3	Address			
	District	State		Pin Code
	Tel. No.			Mob. No.
	Email id			PAN
12	Details of Registered Society/Company/Charitable Trust/Govt. Organization/PACS			
a)	Name			
b)	Address of Regd. Office			
	District	State		Pin Code
	Tel. No.			Mob. No.
	Email id			PAN (This PAN should be used while registering in the portal)
<b>Note:</b> The entity should be registered in India.				
c)	Date of Registration/Incorporation (DD/MM/YYYY) (Copy of registration certificate / certificate of incorporation will be required to be produced as and when advised)			
d)	Profit / loss made during the last 3 financial years as certified by C.A. (Copy of certificate will be required to be produced as and when advised)	Profit After tax (Rs)		Loss (Rs)
i)				
ii)				
iii)				
<b>Note:</b> Only Registered Societies/Companies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply. However, the same shall not be applicable for PACS				
13	Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below) Copy of proof of ownership of land would be required to be submitted as and when advised by OMC - (Group - 1 & Group - 2).			
Name(s) of the owner of Land / Leaseholder		Date of registration of sale deed/gift deed / Regd lease deed/ date of	Location of the land with respect to Reference point / Land mark (Specify land mark)	Khasra No / Khatouni / Gut No
			Dimensions of land	

	mutation / / date of Notarized Affidavit for offer of land as per Appendix III	/ Reference point and distance from the same)	/Survey No	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?

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- b) The above plot owned by us either by way of ownership / long term lease, would be made available for a period as per the terms and condition of the advertisement published by the \_\_\_\_\_ Oil Company (Name of the Oil Company).

That as per the documents available with us, 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 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 as per the terms and condition of the advertisement published by the \_\_\_\_\_ Oil Company. (Name of the Oil Company)

That as per the documents available with us, 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).

**(For Group – 1 tick (b) and for Group – 2 tick (c))**

**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, before submission of application, notarized affidavit as per **Appendix – III** should be available with the applicant, which will have to be uploaded as and when asked by Oil Company.

- d) The said land, has been offered for purchase / lease / sub-lease to the Oil Company for a period as per the terms and condition of the advertisement published by the \_\_\_\_\_ Oil Company (Name of the Oil company) (For location advertised under Corporation Owned Dealer Operated sites).

- e) In case the offered land has multiple Khasra/ Khatauni / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application

The site map/layout sketch (as indicated in Appendix - V of the Brochure) indicating dimensions/ area pertaining to the part/portion of the total land where retail outlet is proposed to be developed, will be uploaded by me as and when advised by OMC

- 14 Requirement of Finance: We undertake that funds as mentioned in the advertisement will be made available by us as when required for setting up of RO and operation of RO thereon (depending upon category of RO site).

a) Fund for development of infrastructure for RO (Rs. \_\_\_\_\_)

b) Working capital for operation of RO (Rs. \_\_\_\_\_)

15	<p><b>For Companies</b></p> <p>Is your company (including it's holding / subsidiary companies / any other company or Firm where your company is having a controlling stake i.e., 51% or more) or "Family Unit" of any Director of your company (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?</p> <p><b>For Registered Societies / Trusts</b></p> <p>Is your organization or "Family Unit" of any member of the governing body / managing committee of your organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?</p> <p>Yes / No (if Yes, not eligible)</p>
16	<p><b>For Companies</b></p> <p>Is your company (including it's holding / subsidiary companies / any other company or Firm where your company is having a controlling stake i.e., 51% or more) or "Family Unit" of any Director of your company (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?</p> <p><b>For Registered Societies / Trusts</b></p> <p>Is your organization or "Family Unit" of any member of the governing body / managing committee of your organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) a RO/SKO-LDO Dealer or LPG Distributor of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?</p> <p>Yes / No</p>

## 17. UNDERTAKING BY THE APPLICANT

- a. We are aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by us is incorrect / false / misrepresented then our candidature will stand cancelled and we will be declared ineligible for the Retail Outlet Dealership.
- b. We also confirm that we are in possession of the supporting documents in original in respect of the information given by us in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. We are fully aware that if we are unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company's standard layout, then the offer / allotment of dealership made to us will be cancelled.
- d. We are also aware that in the event of our inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by the Oil Company (Name of the Oil Company) in the advertisement/LOI, the allotment can be withdrawn and we will have no claim/damages whatsoever against the Oil company \_\_\_\_\_ (Name of the Oil Company).
- e. We are also aware that in the event of our inability to arrange the funds required towards working capital for operation of the RO as specified by the Oil Company \_\_\_\_\_ (Name of the Oil Company) in the advertisement or in the event of non fulfilment of LOI conditions,

- the allotment can be withdrawn and we will have no claim/damages whatsoever against the Oil company \_\_\_\_\_ (Name of the Oil Company).
- f. I also confirm on behalf of M/s \_\_\_\_\_, that my Organization will manage the Retail Outlet dealership by itself and not on contract basis.
- g. That, if selected, we undertake that we will be depositing an interest free Security deposit of Rs. \_\_\_\_\_ as per the policy of the \_\_\_\_\_ (OMC).
- h. That, if selected, we undertake that we will pay a non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of the \_\_\_\_\_ (OMC) (applicable DC sites).

OR

- That, if selected, we undertake that we will pay a non-refundable final Bid amount as per the policy of the \_\_\_\_\_ (OMC) (applicable for CC sites).
- i. We are also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by us has been offered by other applicant(s) for this location then our candidature for RO dealership will be rejected and the dealership terminated (if already appointed).
- j. We confirm that we have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- k. We hereby confirm that neither we nor any member/s (including members of their "family unit") of our organization (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria) were ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- l. We do hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the "Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
- m. We confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by us or any member/s (including members of their "family unit") of our organization (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. We understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- n. We hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

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

**Signature of applicant \*(authorized person)** \_\_\_\_\_

**Name of authorized person** \_\_\_\_\_

**Date#:** \_\_\_\_\_ **Name of applicant (entity)** \_\_\_\_\_

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

# USER MANUAL

## FOR

### Petrol Pump Dealer Chayan Portal



<https://www.petrolpumpdealerchayan.in>

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

- Keep email id, mobile no and PAN no ready for registration
- Visit <https://www.petrolpumpdealerchayan.in>
- Click on "**Advertisements 2023**" Tab
- Register on the Portal <https://www.petrolpumpdealerchayan.in/2023>
- Login into the abovementioned Portal
- Select the advertisement
- Choose the Location of your choice to apply
- Fill the application form
- Make online payment
- Submit application form

## **Step 1: Registration**

Interested applicants must register themselves in the portal to apply for dealership.

To register:

- Go to **www.petrolpumpdealerchayan.in**
- Click “**Advertisements 2023**” Tab (**See Screen Shot 1**)
- Click on “**Register Now**” Tab (**See Screen Shot 2**)
- Fill all the details in the form up till masked and visible E-mail id correctly. (**See Screen Shot 3**)
- Click on Generate OTP button. OTP will be sent to the given Email id to verify mail id.
- Enter the OTP in the field for successful verification of Email id
- Fill up your mobile no in masked and visible field correctly with other details like PAN / Gender etc.
- Generate OTP to receive on your given mobile no.
- Enter OTP in relevant field to complete the registration.
- A success message will be displayed on the screen. Now registration has been completed successful.
- You will receive Email from **noreply@petrolpumpdealerchayan.in** for username and password. (**Screen Shot 4**) to use it for log in to the portal (**Screen Shot 5**)

## **Step 2: Login on to the Portal**

- Go to **https://www.petrolpumpdealerchayan.in**
- Click “**Advertisements 2023**” Tab (**See Screen Shot 1**)
- Click on Login button available at home page
- Email Id will be used as username at the time of login.
- Use password sent to your registered Email Id. It is advisable to change password after first log in and remember the same for future use.
- Password must be of at-least 8 Characters - at least one character must be a numerical, one special Character and one alphabet.
- Enter password that you received in your email Id. Applicant logged in successfully will be directed to applicant dashboard.

### **Step 3: Fill the Application Form**

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

1. Dashboard: Here user can see two options (**See Screen Shot 6**)
  - a) Available Advertisement
  - b) Applied Advertisement
2. Available Advertisement: Here user can find all the advertisement state wise for which user has not applied.
3. Applied advertisement: Here user can see details of advertisement for which he/she has applied.
4. Profile: Here user can edit their details filed at the time of registration expect Email Id, PAN and Mobile No.
5. Change Password: Here user can change the password.

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

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

- All the locations available under that advertisement will be displayed on the screen (**See Screen Shot 7**)
- Select the location for which he/she want to apply (**See Screen Shot 8**)
- Click on "Apply" tab to apply for that location
- After clicking, applicant will be directed to the application form. Here applicant can see all the details of that particular location. (**See Screen Shot 9**)
- Scroll down to see application form and start filling application form carefully
- Scroll down to select the "save" tab to save the application form.
- Application form can be edited any time and can be saved temporarily if it was not submitted finally (**See Screen Shot 10**)
- Once an application has been saved, applicant can use the "Applied Advertisement" tab/link to edit the application form (**See Screen Shot 11**)
- After filling complete details in application form, click the "Submit & Proceed to Pay" to pay the application fee online (**See Screen Shot 12**)
- Once application form is submitted successfully, it cannot be edited or changed
- Applicant can use "Save" tab if he/she want to save the application temporarily and fill / submit it later (**See Screen Shot 12**)

- Applicants can also cancel his/her application after clicking the "Cancel" tab (**See Screen Shot 12**)

#### **Step 4: Make Online Payment**

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

Without payment, applications will not be considered for selection / processing and will be rejected.

To make the online payment, follow the below process.

- Go to Applied Advertisement link.
- All the applications of logged-in applicant will be displayed on the screen (**See Screen Shot 14**)
- A time period of 40 mins is available for filling saving/submitting application form.
- It is advisable to download the Brochure and read it before moving further in filling up the application form.
- Keep jpg/jpeg/png image of size max 2 MB for photograph and 1 MB for signature ready on your desk top.
- If application is finally submitted and payment is to be made, then a tab of "Pay Online Payment" is displayed there (**See Screen Shot 13**)
- Applicant have to click on that tab and will be directed to the checkout page (**See Screen Shot 14**)
- Click on the "Checkout" tab
- Applicant will be directed to Payment Gateway page (**See Screen Shot 15**) Complete the payment.
- After successful payment done, applicant can download a PDF copy of application. In the PDF, all details will be shown that was filled by applicant.
- Now application is completed. All the details of application will be sent to applicant's email id.

#### **Note:**

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

## Screen Shot 1

The screenshot shows the homepage of the Petrol Pump Dealer Chayan website. At the top, there are logos for IndianOil, Bharat Petroleum, and HPCL. The title 'Petrol Pump Dealer Chayan' is displayed. Below the title, there are images of various petrol pump outlets. A central banner reads 'Retail Outlet (Petrol Pump) Dealer Selection Portal for Oil Marketing Companies'. To the right, there are two blue boxes labeled 'Advertisements 2018' and 'Advertisements 2023'. A notice at the bottom left states: 'Notice : initial security deposit only through this website. Oil companies are not responsible for any payment made thru Dealerships for Regular & Rural Retail Outlets (Petrol Pump)'. A note below it says: 'Network expansion has been an important business activity of PSU Oil Marketing Companies (OMCs) for increasing the reach of petroleum products across the country.' The footer contains copyright information, a note about best viewing conditions, and a contact email. The taskbar at the bottom shows various application icons.

## Screen shot 2

The screenshot shows the '2023' selection portal page of the Petrol Pump Dealer Chayan website. The layout is similar to the homepage, featuring the same top navigation and branding. The central banner reads 'Retail Outlet (Petrol Pump) Dealer Selection Portal for Oil Marketing Companies'. On the right side, there is a 'LATEST UPDATES' section with three items: 'Appointment of Retail Outlet Dealerships in the State of Bihar By IOCL-IOPC', 'Appointment of Retail Outlet Dealerships in the State of Bihar By BPCL-BPC', and 'Appointment of Retail Outlet'. Below this is a 'View All/Apply' button. There is also an 'IMPORTANT LINKS' section with links to various websites. The footer contains copyright information, a note about best viewing conditions, and a contact email. The taskbar at the bottom shows various application icons.

### Screen Shot 3

Register Applicant

https://www.petrolpumpdealerchayan.in/petrol-2023/applicant-register

Petrol Pump Dealer Chayan

Create your account

Success! Email is verified successfully.

NAVNEET  
VINEET  
KUMAR  
.....  
kumarmavheet27@gmail.com  
90421

.....  
8769388889

Select Gender\*

Enter date of birth\*

Enter PAN No\*

Re-enter PAN No\*

E<sup>P</sup>G7n3

Enter captcha\*

Generate OTP

All fields (\*) are required.

Type here to search

37°C Mostly cloudy

21:41 14-06-2023

### Screen shot 4

From: Petrol Pump Dealer Chayan <[noreply@petrolpumpdealerchayan.in](mailto:noreply@petrolpumpdealerchayan.in)>

Date: Wed, 14 Jun 2023 at 10:50

Subject: New Petrol Pump Dealer Chayan Registration

To:



Dear User

New User XXXX has registered. Please use below password to access and reset password

User Name	XXXX
User Email	<a href="mailto:XXXX123@gmail.com">XXXX123@gmail.com</a>
Password	IoLXRd

Petrol Pump Dealer Chayan

## Screen Shot 5

Kindly Login using your registered Email Id with password to apply and for all communications

Petrol Pump Dealer Chayan

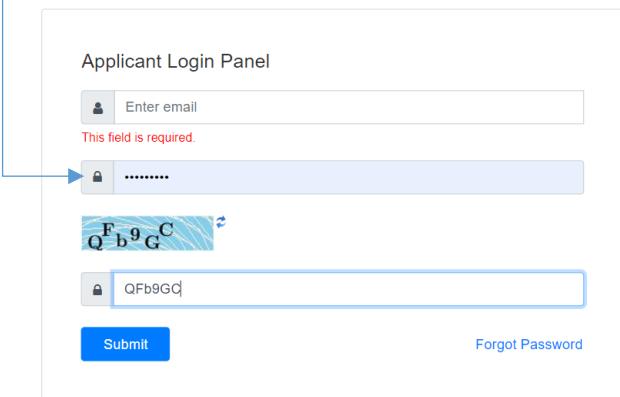
Applicant Login Panel

Enter email  This field is required.

Enter password

Captcha: QFb9GQ

Submit [Forgot Password](#)



## Screen Shot 5

Applicant Login

https://www.petrolpumpdealerchayan.in/petrol-2023/applicant-login

Petrol Pump Dealer Chayan

Applicant Login Panel

You are successfully registered. Please check mail for password.  
Please login within 30 minutes otherwise your registration will be cancelled.

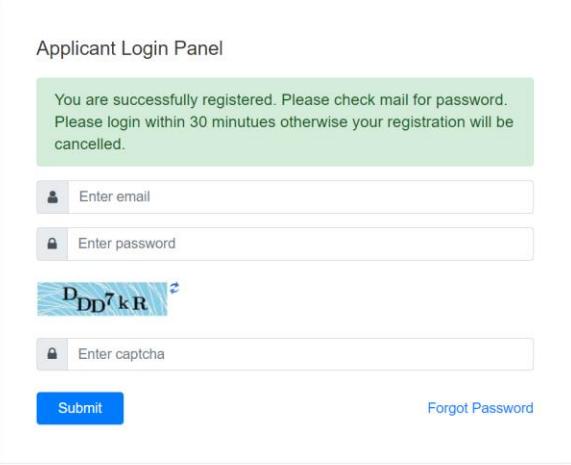
Enter email

Enter password

Captcha: DDD7kR

Enter captcha

Submit [Forgot Password](#)



Type here to search

37°C Mostly cloudy 2148 14-06-2023 20

## Screen Shot 6

The screenshot shows a web browser window for the 'Applicant Dashboard' at <https://www.petrolpumpdealerchayan.in/petrol-2023/applicant-dashboard>. The user is logged in as NAVNEET KUMAR, with the date 14-Jun-2023 displayed. The left sidebar contains links for Dashboard (Home), Available Advertisements, Applied Advertisements, Profile, Change Password, Delete Account, and Logout. The main content area displays two large blue buttons: 'Available Advertisements' and 'Applied Advertisements'. At the bottom, there are links for FAQs, Divisional Offices(IOC), Territory Offices(BPC), Regional Offices(HPC), and a note about supported browsers. The status bar shows system information like temperature (37°C), weather (Mostly cloudy), and date (14-06-2023).

## Screen Shot 7

The screenshot shows the 'Available Advertisements' page from the dashboard. The left sidebar is identical to Screen Shot 6. The main content area has a heading 'Available Advertisements' and a table with columns: Title, Company, State, Opening Date, Closing Date, and Action. The table lists three entries:

Title	Company	State	Opening Date	Closing Date	Action
Appointment of Retail Outlet Dealerships in the State of Bihar By BPCL	BPC	BIHAR	05-May-2023	14-Sep-2023 23:59:59	<button>View Details</button>
Appointment of Retail Outlet Dealerships in the State of Bihar By HPCL	HPC	BIHAR	05-May-2023	14-Sep-2023 23:59:59	<button>View Details</button>
Appointment of Retail Outlet Dealerships in the State of Bihar By IOCL	IOC	BIHAR	05-May-2023	14-Sep-2023 23:59:59	<button>View Details</button>

At the bottom, it says 'Showing 1 to 3 of 3 entries' and includes navigation buttons for Previous, Next, and a page number '1'.

## Screen Shot 8

The screenshot shows a user interface for managing advertisements. On the left, a sidebar menu includes options like Dashboard (Home), Available Advertisements, Applied Advertisements, Profile, Change Password, Delete Account, and Logout. The main content area displays an advertisement titled "Appointment of Retail Outlet Dealerships in the State of Bihar By HPCL". It shows details such as Company Name: Hindustan Petroleum Corporation Ltd., Published Date: 05 May 2023, Closing Date: 14 September 2023, and State Name: BIHAR. Below this, a section titled "View Advertisement Details" lists "Advertisement Detail - Locations". A table provides a breakdown of locations by Region and District, including their descriptions, location numbers, types, modes of selection, categories, and actions. The table has columns for Region, District, Location Description, Location Sl. No., Type of RO, Mode of selection, Category Name, and Action.

Region	District	Location Description	Location Sl. No.	Type of RO	Mode of selection	Category Name	Action
Begusarai	CHAMPARAN - EAST	Within 5 km from Janta Chowk, Chauradono towards Adapur on Gandak Road	594	Rural	Bidding	OPEN CC 1	<button>Apply Now</button>
Begusarai	KATIHAR	Between Chhethariyapir Chowk & Dighri Chowk on Chhethariyapir-Dighri Road.Korha Block,Katihar	631	Rural	Bidding	OPEN PH	<button>Apply Now</button>
Patna	ROHTAS	Within 3 Km from Uchhtar Madhyamik Vidyalaya, Nauhatta towards Akbarpur on Akbarpur- Yadunathpur Road	6	Rural	Draw of Lots	SC	<button>Apply Now</button>
Patna	GAYA	BETWEEN KURWA AND NAIBAZAR ON SH-4	7	Regular	Draw of Lots	OPEN	<button>Apply Now</button>

## Screen Shot 9

The screenshot shows a detailed application form for an advertisement. The top right corner indicates a time limit of "Time left: 29:40". The form includes sections for "Advertisement" (with fields for Title, Published On, Company Name, Location, District, State / UT, and a "View" button), "Personal Information" (with fields for First Name, Last Name, Mob. No., Address, State, Email Id, PAN NO., and dropdowns for Middle Name, Gender, Landline No., Pin Code, District, and a "Select" button), and "Resident of India as per IT Rules" (with fields for Age, Resident of India as per IT Rules, and a "Yes" or "No" checkbox). Other sections include "Whether Applicant is Indian Citizen?", "Date of Birth", "Document Relied for proof of Age" (with a dropdown for "Please Select"), "Father's / Husband's Name" (with fields for First Name, Middle Name, and Last Name), and "Marital Status" (with radio buttons for Single, Married, Widower, and Divorce). At the bottom, there is a note about submitting an affidavit in original format and a link to "View/Download Format".

## Screen Shot 10

AVUSH Gupta

**Land Details (Please read Clause no. 4 (vi) of Brochure before providing the information below).**  
Copy of proof of ownership of land would be required to be uploaded/submitted as & when advised by OMCS(Hindustan Petroleum Corporation Ltd.).

**Group Type\***: Select Group

**Time left: 27 : 13**

Name(s) of the owner of Land / Leaseholder*	Relationship with applicant*	Date of registration of sale deed/gift deed / lease deed/ date of mutation/ date of Notarized Affidavit for offer of land as per Appendix III*	Location of the land with respect to Reference point / Land mark/Specify land mark / Reference point and distance from the same*	Khasra No/Khatoumi/Gut No/Survey No*	Dimensions of Land*			Details of co-owner(s)
					Frontage in Meter*	Depth in Meter*	Area(Sq m)*	
Name	Select	DD-MM-YYYY	Location of the land with respect to Reference point	Khasra No/Khatoumi/Gut No	35.00	35.00	1225.00	Add More

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

Note: In case land belongs to member of Family / Co-owners / Others, before submission of application, notarized affidavit as per Appendix - III should be available with the applicant, which is to be uploaded/submitted as and when advised by Oil Company/Hindustan Petroleum Corporation Ltd. The said land, has been offered for purchase / lease / sub-lease to the oil company for a period as per the terms and condition of the advertisement published by the Oil company (Hindustan Petroleum Corporation Ltd.). (Applicable only for location advised under Corporation Owned Dealer Operated/CODS sites). In Case the offered land has multiple Kharsa / Khatoumi / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application.

The Site map/Layout sketch (as indicated in Appendix - V of the Brochure) indicating dimensions/ area pertaining to the part/portion of the total land where Retail Outlet is proposed to be developed, will be uploaded by me as and when advised by Oil Company/Hindustan Petroleum Corporation Ltd.

**Requirement of Finance :** I undertake that funds as mentioned in the advertisement will be made available by me/us as when required for setting up of RO and operation of RO.

a) Fund for development of infrastructure for RO (Rs. 6000000.00)  
b) Working capital for operation of RO , (Rs. 2500000.00)

**Undertaking By The Applicant(Croll down to accept)**

I confirm that: I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than fraud, embezzlement, etc.)  
I hereby confirm that neither I nor any member of my "Family Unit" (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), was ever a signatory to dealership/distribution agreement of any Oil Company, which was terminated for proven malpractices and / or violations of provisions of the Marketing Discipline Guidelines.  
I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the "Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.  
I confirm that in the event of any proceeding pending against the dealership/distribution (Court cases, Show Cause notices, etc.) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceeding. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.  
I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the Oil Company for providing false information/misrepresentation of facts/submitting false/false documents while applying for RO/SIO-DDO Dealership / DGS Distribution.  
I confirm that the mobile no., e-mail id and address mentioned in this application form belongs to me.  
I am aware that this is only a business offer and the oil company/Hindustan Petroleum Corporation Ltd.) reserves the right to cancel the advertised location and I shall not claim any damage/compensation from the oil company/Hindustan Petroleum Corporation Ltd.

Accept

**Declaration**

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

**Applicant photo & signature**

**Applicant Photo \***

Choose File | No file chosen  
(Format: jpg/jpg/png only)  
Size: 2 MB max

**Applicant Signature \***

Choose File | No file chosen  
(Format: jpg/jpg/png only)  
Size: 1 MB max

**Submit & Proceed to Pay** **Save** **Cancel**

## Screen shot 11

The screenshot shows a web browser window for 'petrolpumpdealchayan.in/petrol-2023/applicant-dashboard/applied-advertisements'. A green success message at the top says 'Your application has been saved.' On the left, a sidebar menu includes 'Available Advertisements', 'Applied Advertisements' (which is selected), 'Profile', 'Change Password', 'Delete Account', and 'Logout'. The main content area displays a table titled 'Applied Advertisements' with columns: Title, Type of RO, Category, Mode Of Selection, Name Of Location, Closing Date, Applied On, and Action. The first row shows an appointment for a Retail Outlet in Uttar Pradesh by IOCL, categorized as OPEN, with a bidding mode and location A. The status is 'Pending for Final Submission'. The second row shows another appointment for a Retail Outlet in Uttar Pradesh by IOCL, categorized as ST, with a draw of lots mode and location C. The status is 'Pending for Payment'. The third row shows an appointment for a Retail Outlet in Uttar Pradesh by IOCL, categorized as ST, with a draw of lots mode and location B. The status is 'Pending for Payment'. The fourth row shows an appointment for a Retail Outlet in Uttar Pradesh by IOCL, categorized as OPEN, with a bidding mode and location A. The status is 'Pending for Payment'. Arrows point from the sidebar menu to the 'Available Advertisements' link and the 'Action' column.

Title	Type of RO	Category	Mode Of Selection	Name Of Location	Closing Date	Applied On	Action
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	OPEN	Bidding	A	28-Sep-2023	26-Jun-2023 14-44-44	Status: Pending for Final Submission.
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	ST	Draw of Lots	C	28-Sep-2023	26-Jun-2023 14-33-32	Status: Pending for Payment. Your last transaction is in queue. Please check after 1 hour and 30 minutes.
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	ST	Draw of Lots	B	28-Sep-2023	26-Jun-2023 13-50-01	Select partner to download PDF Select Value Select partner to view Select Value Cancel Status: Pending for Payment. Your last transaction is in queue. Please check after 1 hour and 30 minutes.
Appointment of Retail Outlet	Regular	OPEN	Bidding	A	28-Sep-2023	26-Jun-2023 13-	Select partner to download PDF Select Value

## Screen shot 12

The screenshot shows a web browser window for 'petrolpumpdealchayan.in/petrol-2023/applicant-dashboard/apply-ad/ODIzNjg/MTkw#no-back-button'. A green success message at the top says 'Accept\* Time left: 38 : 40'. On the left, a sidebar menu includes 'Available Advertisements', 'Applied Advertisements' (selected), 'Profile', 'Change Password', 'Delete Account', and 'Logout'. The main content area shows a 'Declaration' section with a note: 'I, RAHUL Chaudhary son of Shri ABC QWE QWERTY hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, the Oil Company (Indian Oil Corporation Ltd..) would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.' Below this is a 'Applicant photo & signature' section. It contains fields for 'Applicant Photo \*' (choose file: ddee61cf3-8258-45c2...cf-cfc31d8a9037.jpeg, Format: jpg/jpeg/png only, Size: 2 MB max) and 'Applicant Signature \*' (choose file: Picture 1.jpg, Format: jpg/jpeg/png only, Size: 1 MB max). A note at the bottom states: 'Note: \* is mandatory field.' At the bottom are three buttons: 'Submit & Proceed to Pay', 'Save', and 'Cancel'. Arrows point from the sidebar menu to the 'Available Advertisements' link and the 'Save' button.

**Declaration**

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

**Applicant photo & signature**

**Applicant Photo \***

Choose file: ddee61cf3-8258-45c2...cf-cfc31d8a9037.jpeg  
(Format: jpg/jpeg/png only, Size: 2 MB max)

**Applicant Signature \***

Choose file: Picture 1.jpg  
(Format: jpg/jpeg/png only, Size: 1 MB max)

Note: \* is mandatory field.

Submit & Proceed to Pay    Save    Cancel

## Screen Shot 13

Applied Advertisements

Show 10 entries

Title	Type of RO	Category	Mode Of Selection	Name Of Location	Closing Date	Applied On	Action
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	SC	Draw of Lots	A	28-Sep-2023	26-Jun-2023 15-08-56	<a href="#">Download PDF</a> <a href="#">View</a> <a href="#">Cancel</a> Status: Pending for Payment. Your last transaction is in queue. Please check after 1 hour and 30 minutes.
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	OPEN	Bidding	A	28-Sep-2023	26-Jun-2023 14-50-42	<a href="#">Download PDF</a> <a href="#">View</a> <a href="#">Cancel</a> Status: Pending for Payment. <a href="#">PAY ONLINE</a>
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	ST	Draw of Lots	C	28-Sep-2023	26-Jun-2023 14-53-32	<a href="#">Download PDF</a> <a href="#">View</a> <a href="#">Cancel</a> Status: Pending for Payment. Your last transaction is in queue. Please check after 1 hour and 30 minutes.
Appointment of Retail Outlet Dealerships in the State of Uttar Pradesh by IOCL	Regular	ST	Draw of Lots	B	28-Sep-2023	26-Jun-2023 13-50-01	Select partner to download PDF <a href="#">Select Value</a> Select partner to view <a href="#">Select Value</a> <a href="#">Cancel</a> Status: Pending for Payment.

## Screen Shot 14

DAVINDER KUMAR GOYAL

Advertisement ADVT FOR NEW ROS IN ANDHRA PRADESH

Name of the Location TADIPATRI TOWN

Application Details

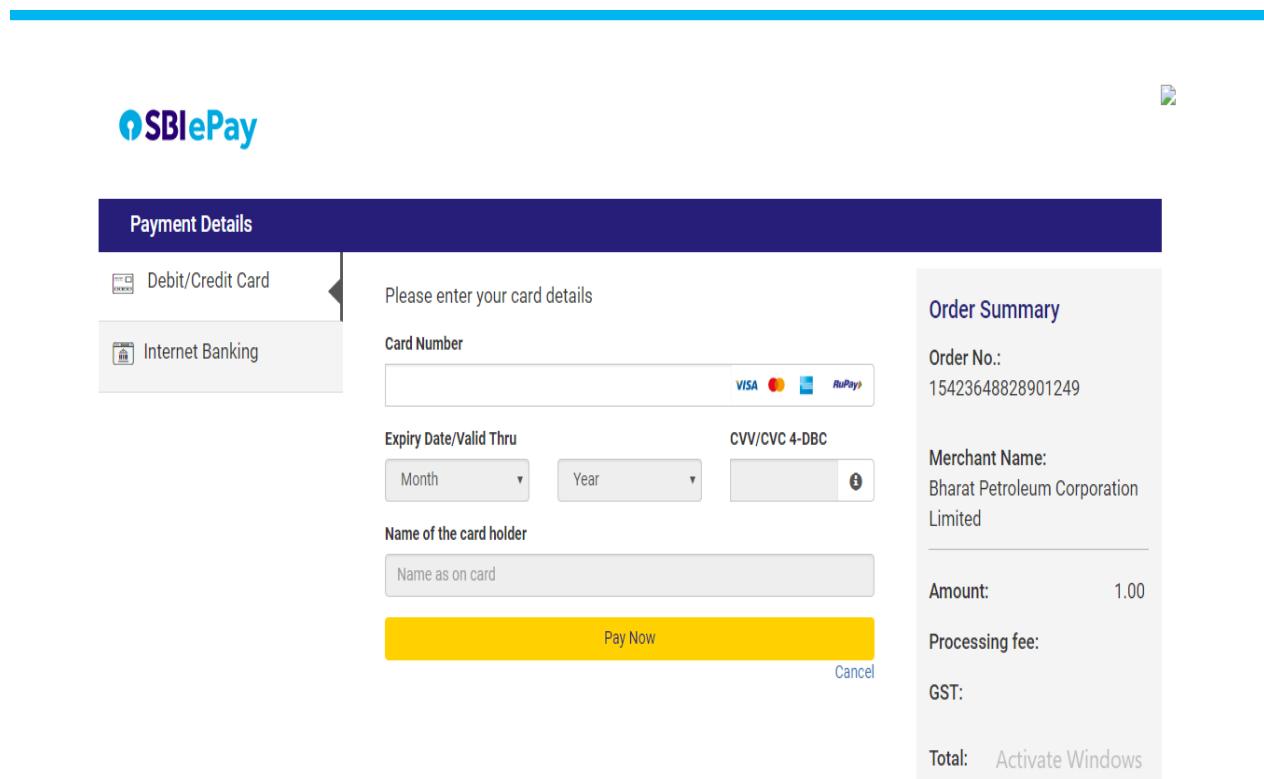
Applicant Name	DAVINDER KUMAR GOYAL
Mobile No	9646668166
Application Fee	Rs. 1.00

Terms & Conditions

I accept Terms & Conditions

[Proceed To Pay](#)

## Screen Shot 15



The screenshot shows a payment interface for SBlePay. At the top left is the SBlePay logo. Below it, a dark blue header bar contains the text "Payment Details". On the left, there is a sidebar with two options: "Debit/Credit Card" (selected) and "Internet Banking". The main content area has a light gray background. It starts with a placeholder text "Please enter your card details". Below this are fields for "Card Number" (with icons for VISA, MasterCard, and RuPay), "Expiry Date/Valid Thru" (with dropdown menus for Month and Year), and "CVV/CVC 4-DBC" (with a text input field and a small icon). Further down are fields for "Name of the card holder" (with a placeholder "Name as on card") and a large yellow "Pay Now" button. To the right of the "Pay Now" button is a "Cancel" link. On the far right, there is a "Order Summary" section with the following details:

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

**Format of Letter to be given by the LOI holder 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 the name of my spouse is \_\_\_\_\_. I am aware that as per Terms and Conditions of the Dealer Selection, my spouse will be co-owner i.e., 50% partner of RO dealership with me unless my spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per **Appendix - IIB** affirming that he/she wishes to be made a partner before issuance of Letter of Appointment (LOA). I shall complete all necessary documentation/formalities with respect to Partnership, etc. with my spouse before issuance of Letter of Appointment (LOA) / signing of Agreement. I am also aware that the Agreement will be signed by both of us jointly.

OR

\*\* I am married and the 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. 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 Appointment (LOA) / signing of Agreement.

OR

\*\* I am unmarried / widow / widower / divorcee. In case of my marriage / remarriage in the future, I undertake to inform the company about my marriage and undertake to fulfill the conditions of \_\_\_\_\_ (Name of the Oil Company) with regard to inducting Spouse as Co-owner in the dealership within one year of my marriage / remarriage.

\*\* Strike off whichever is not applicable.

Thanking you,

Yours faithfully

**Notarized Affidavit from Spouse of LOI holder 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 Ltd.\* / Bharat Petroleum Corporation Ltd.\* / Hindustan Petroleum Corporation Ltd.\* 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 Letter of Appointment (LOA).

OR

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

Details of employment with Employer's address.

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

OR

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

\*Strike off whichever is not applicable.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature  
Name of Deponent**

**Note: The stamp paper should be purchased in the name of the deponent**

**Appendix – III**

**Notarized Affidavit for offer of land from family member and/or third party supported by land documents – All the joint owners / co-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: -

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

\* That I am a member of Family of (Shri/Smt/Kum) \_\_\_\_\_ (name), as per definition for Selection of Dealer for Regular and Rural Retail Outlets, who is applying for Retail Outlet dealership of IOC\*/BPC\*/HPC\* at \_\_\_\_\_ (location) under “\_\_\_\_\_” category against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_.

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

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

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Khasra / Gut / Survey No	Dimensions of land		
				Frontage in meter	Min. Depth in meter	Area of the land (Sq. m)
1						
2						
3						

\*Strike off whichever is not applicable.

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

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

That I have no objection if the above mentioned land is used for setting up of Retail Outlet facilities by Shri / Smt. / Kum / M/s.(name of the Entity) \_\_\_\_\_ at the above mentioned location.

4. I hereby confirm that the said piece of land has not been offered by me to any other person for Retail Outlet dealership of this location against the above mentioned advertisement.
5. I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

**Signature and Seal of**

**Signature**

**Magistrate/Judge/Notary Public**

**Name of Deponent and Relationship with applicant**

**Note: The stamp paper should be purchased in the name of the 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 Ltd.\* / Bharat Petroleum Corporation Ltd.\* / Hindustan Petroleum CorporationLtd.\* 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

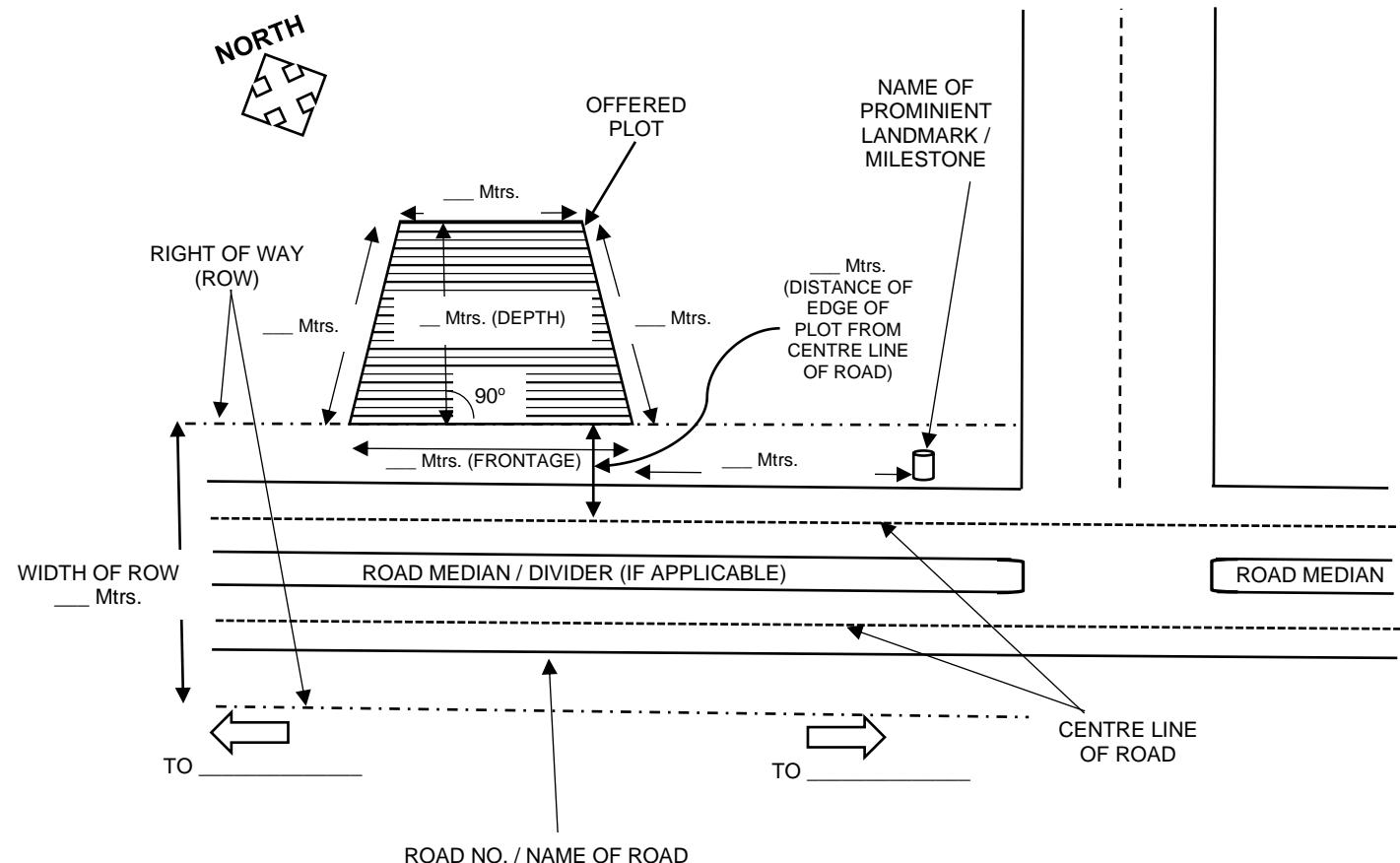
This \_\_\_\_\_ day of \_\_\_\_\_

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

**Signature  
Name of Deponent**

**SAMPLE SITE MAP / LAYOUT SKETCH OF OFFERED PLOT OF LAND ALONG WITH DIMENSIONS**

<b>1.</b> Advertised Location:			
<b>2.</b> Offered Plot Details:			
<b>a.</b> Plot No.: (Khasara/Khatauni/Patta/Dag/Gatta/Gut/Survey/Plot no. etc.)			
b. Revenue Village:	c. Tehsil:	d. District:	
e. State:			
<b>3.</b> Plot Dimension: Frontage _____ Meters, Depth _____ Meters, Area _____ Sq. Meters			
<b>4.</b> Distance Of Plot From Prominent Landmark: _____ Meters FROM _____ (Name Of Landmark)			
<b>5.</b> Distance Of Edge Of Plot (Along Front Of Plot) From Centre Line Of Road: _____ Meters			
<b>6.</b> Width Of Right Of Way (Row) Of Road: _____ Meters			
<b>7.</b> Name / Number Of Road Abutting Offered Plot: (NH/SH/MDR/ODR/Road no. or name of road)			



**Appendix – VI**  
**Standard Format for SC/ST Category Certificate**

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

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) 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. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Caste / Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950

The Constitution (Scheduled Tribes) order, 1950

The Constitution (Scheduled Castes) Union Territories order, 1951\*

The Constitution (Scheduled Tribes) Union Territories Order, 1951\*

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002.

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate \_\_\_\_\_ issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\*

\_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

% 3. Shri/Shrimati/Kumari \_\_\_\_\_ and /or\* \_\_\_\_\_ his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
\*\* Designation (with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate only from the revenue divisional officer.

## 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 thereof 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.

Signature of the Candidate  
(Deponent)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

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

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

(For personnel of Central / State Government Departments, the certificate is to be given by an Officer not below the rank of Under Secretary to the Central / State Government. For personnel of Public Sector undertakings of the Central/State Government, the certificate is to be given by the competent authority in Personnel /HR of the concerned Public Sector undertakings of the Central/State Government. For personnel of PMP the certificate is to be given by the competent authority in Personnel / HR or Commandant of the unit

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

Reference No

Date

Eligibility Certificate for Paramilitary/Police/PSU/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 : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal:

**Form II****Disability certificate****(In cases of amputation of permanent Paralysis of limbs and in cases of blindness)****( See rule 4)****( NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

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

Certificate No.

Date:

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

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

- Loco-motor disability
- Dwarfism
- Blindness

(B) The diagnosis in his/her case is \_\_\_\_\_

THE GAZETTE OF INDIA: EXTRAORDINARY

( PART II-SEC. 3 (1))

(A) She /He has \_\_\_\_\_ %( in figure) \_\_\_\_\_ percent (in words) permanent physical impairment / Blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified)

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

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

Certificate No.

Date:

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

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

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures \_\_\_\_\_ %  
 in words \_\_\_\_\_ percent

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

2. This condition is progressive/non progressive/ likely to improve/ not likely to improve
3. Reassessment of disability is:
  - (i) not necessary  
OR
  - (ii) is recommended after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_  
(DD)      (MM)      (YY)

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

# e.g. single eye/both eyes

£ e.g. Left/Right/both ears.

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

Name of Document	Date of Issue	Details of authority issuing certificate

- 5 Signature and seal of the medical Authority.

Name and seal of Member	Name and seal of Member	Chairperson

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

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

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

Certificate No.

Date:

1. This is to certify that I have carefully examined Shri/Smt/Kum. \_\_\_\_\_ Son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, Male/Female \_\_\_\_\_ ( DD/MM/YYYY) Registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that he / she is a case of \_\_\_\_\_ disability. His/ Her extent of permanent physical impairment/disability have been evaluated as per guidelines ( \_\_\_\_\_ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

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

2. She / He is not totally paralyzed or mentally unsound or suffers from insanity deprived of cognitive faculties
  3. The above condition is progressive/non progressive/ likely to improve/ not likely to improve.
  
  4. Reassessment of disability is:
    - (i) not necessary
- OR

(ii) is recommended after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_  
(DD)    (MM)    (YY)

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

# e.g. single eye/both eyes

€ e.g. Left/Right/both ears.

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

Name of Document	Date of Issue	Details of authority issuing certificate

(Authorized signatory of notified medical Authority)  
(Name and Seal)

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

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

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

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

(To be submitted by individual applicants)

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_

Age \_\_\_\_\_ years residing at \_\_\_\_\_. In connection with my application for RO dealership at \_\_\_\_\_ (Location) \_\_\_\_\_ (Dist.) \_\_\_\_\_ (State) I do hereby solemnly affirm and say as under :

<b>1</b>	That I am an Indian Citizen and resident of India (as per Income Tax Rules <sup>1</sup> )			
<b>2</b>	That my date of birth is  d d  /  m m  /  y Y y y			
<b>3</b>	That I have passed the Matriculation / 10 <sup>th</sup> Std. Examination conducted by Board in the year / Certificate issued by Armed Forces as equivalent to 10 <sup>th</sup> Class pass in the year  y y y y			
<b>4</b>	That I hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the " Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.			
<b>5</b>	That I hereby confirm that none of my family members (as defined under Clause "DISQUALIFICATION" of brochure) are employees of Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd. and Hindustan Petroleum Corporation Ltd.			
<b>6(a)</b>	That I am Unmarried Or That I am Married and the name of my spouse is Shri/Smt._____			
<b>6(b)</b>	My name before my marriage was _____ and after my marriage to Shri _____ my name has been changed to Smt. _____. (only for female applicants, wherever applicable)			
<b>6(c)</b>	That my name earlier was Shri/Smt./Kum _____ and has been changed to Shri/Smt./Kum _____ w.e.f. _____ (Applicable in case of name change by applicant)			
<b>7</b>	That, I am of sound mental health & I am not totally paralyzed.			
<b>8</b>	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).			
<b>9</b>	I confirm that arrangement will be made for taking delivery of products on ex-MI basis from the Oil Company within 4 months of intimation thereof from the Oil Company to this effect.			
<b>10</b>	I hereby confirm that neither I nor any member of my "family unit" (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), was ever 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			
<b>11</b>	In case I am selected for RO dealership, I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by the Oil Company _____ (Name of the Oil Company) in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.			

	<p>That the details mentioned in Clause No. 9 of the application form, affidavit of Co-owner/s (if applicable) pertaining to Land:-</p> <ul style="list-style-type: none"> <li>a) Are true and land documents in support of the claim would be submitted as and when advised by the Oil Company.</li> <li>b) That in case I am selected for RO dealership, I undertake to arrange the said plot as mentioned in the application form for setting up of retail outlet at the location for which I have made the application.</li> <li>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.</li> <li>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).</li> <li>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 including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murram, 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 meter, designed as per site conditions and approved by OMC engineers.</li> <li>f) I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by the Oil Company _____ (Name of the Oil Company) in the advertisement/LOI, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company _____ (Name of the Oil Company).</li> <li>g) 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.</li> </ul>
12	<p>That I hereby confirm that I will neither take up any other employment nor will draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.</p>
13	<p>If I am already employed I will resign from the employment and produce proof of acceptance of resignation by my employer before the acceptance of Letter of Appointment to be issued by the Oil Company.</p>
14	<p>I undertake 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</p>
15	<p>I am married. I undertake to fulfill the conditions of _____ (Name of the Oil Company) with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.</p>

**OR**

I am unmarried. I undertake to inform the company of my marriage and undertake to fulfill the conditions of \_\_\_\_\_ (Name of the Oil Company) 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 Ltd\* / Bharat Petroleum Corporation Ltd\* / Hindustan Petroleum Corporation Ltd\* / 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 the Oil Company) 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.

**18** That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. \_\_\_\_\_ as per the policy of the Corporation.

**19** That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of the Oil Company (applicable for Dealer owned sites). **(For DC sites)**

**OR**

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

**20** I am aware that in the event of any proceedings pending against the dealership/distributorship held by me or my "family unit" (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.

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

**22** I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at \_\_\_\_\_ (Location) of Indian Oil Corporation Ltd.\* / Bharat Petroleum Corporation Ltd. \* / Hindustan Petroleum Corporation Ltd\*. 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.

**23** Only for applicants applying under the category of SKO dealers\* (\**Strike off whatever is not applicable*)

a. That I am the sole proprietor / partner of SKO dealership of \_\_\_\_\_ (OMC Name) in the Name and style of \_\_\_\_\_ at \_\_\_\_\_ (Location) operating below an average allocation of 75KL of SKO per month during the immediate preceding 12 month prior to the month of advertisement for the RO dealership.

b. That I have not been penalized for violation of marketing Discipline Guidelines within last 5 years preceding the date of advertisement and / or there are no proceeding pending against my dealership under Marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.

c. That I am aware that if I am selected for the RO dealership, I will have to surrender my SKO dealership before being appointed as RO dealer by IOC/BPC/HPC.

<sup>1</sup> 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**

**Note : The stamp paper should be purchased in the name of the deponent**

**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 Ltd.\* / Bharat Petroleum Corporation Ltd.\* / Hindustan Petroleum Corporation Ltd.\* 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 \_\_\_\_\_ 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 is formed under the companies act 1956 or 2013* /Charitable Trust* is registered with Charity Commissioner of State Government of _____ * (name of the State) on _____ (date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3	That our Registered Society*/Company* had made net profit during the previous consecutive 3 financial Years as certified by Chartered Accountant (Not applicable for PACS). OR That our society is a registered Primary Agricultural Credit Society (PACS).
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 Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.* / 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 our self
6	That neither our Registered Society*/Company*/Charitable Trust* nor any Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* has been convicted by any court of law for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)
7	That neither our Registered Society*/Company*/Charitable Trust* nor any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* including members of their "Family Unit" (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria) was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice

	and/or for violation of Marketing Discipline Guidelines. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)
8	We hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the "Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
9	That on behalf of the Registered Society*/Company*/Charitable Trust*, I undertake that arrangement will be made for taking delivery of products on ex-MI basis from the Oil Company within 4 months of intimation thereof from the Oil Company to this effect.
10	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by the Oil Company (Name of the Oil Company) in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.
11	<p>That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that the details mentioned in Clause No. 9 of the application form pertaining to Land :-</p> <ul style="list-style-type: none"> <li>a) Are true and land documents in support of the claim would be submitted as and when advised by the Oil Company.</li> <li>b) That in case we are selected for RO dealership, we undertake to arrange the said 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.</li> <li>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.</li> <li>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)</li> <li>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 including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murram, 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.</li> <li>f) We are also aware that in the event of our inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by the Oil Company _____ (Name of the Oil Company) in the advertisement/LOI, the allotment can be withdrawn and we will have no claim/damages whatsoever against the Oil company _____ (Name of the Oil Company).</li> </ul>

	<p>g) 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.</p>
12	I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by Indian Oil Corporation Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.* / Government of India or any other statutory body from time to time.
13	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of Indian Oil Corporation Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.*. 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.
14	That, if selected, I undertake that we will be depositing an interest free Security deposit of Rs. _____ as per the policy of the Corporation.
15	That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Corporation (applicable for Dealer owned sites). <b>(For DC sites)</b>
	<b>OR</b>
	That, if selected, I undertake that I will pay the non-refundable Final Bid amount (applicable for Corporation owned sites except for Corpus fund ROs). <b>(For CC Sites)</b>
16	I am aware that in the event of any proceedings pending against the dealership/distributorship held by us or any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* or the members of their family unit (as defined under Multiple dealership norm for individuals of Disqualification criteria) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., the allotment made will be conditional and subject to the outcome of such proceedings. I understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
17	I hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship
18	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of Indian Oil Corporation Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.*. 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.
19	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 Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.* 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 Ltd.* / Bharat Petroleum Corporation Ltd.* / Hindustan Petroleum Corporation Ltd.* 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)**

**Note: The stamp paper should be purchased in the name of the deponent**