

**APPLICATION FOR ENGAGEMENT OF A SERVICE PROVIDER FOR PROVIDING
MANPOWER AT CORPORATION OWNED CORPORATION OPERATED
RETAIL OUTLETS AT:**

Passport Size
Photograph
with specimen
signature on
the
photograph.

Location _____ Rev. Distt. _____ State _____

Advertised on _____ (Date) in _____ (Name of Newspaper) by
HINDUSTAN PETROLEUM CORPN.LTD.

**Status of applicant: Individual, Partnership / Regd. Co-Operative Society/Govt. organizations/
Govt. Body, PSU, Limited Company [Tick as applicable]**

1. **Individual** : (Individual to enclose Affidavit as per Appendix 'A')

[a]. Name (In Block Letters): Shri/Ms/M/s _____

[b]. Father's / Husband's Name: _____

[c]. Address: _____

_____ PIN: _____

Telephone No. _____ E-mail ID: _____

[d]. Nationality: _____

[e]. Date of Birth: _____ Completed Age as on date of application: _____
[Proof to be attached]

[f]. Educational Qualification (s) _____ (Proof to be attached).

[g]. Resident of _____ town _____ District _____ State.

[h]. Gender _____ [Male / Female]

[i]. Marital Status: _____ [Unmarried/Married/Widow/Widower/Divorcee].

Name of Spouse: _____

Full Name of unmarried Children:

i. _____

ii. _____

iii. _____

[k]. In case of unmarried applicant please give:

- i. Full name of Father _____
- ii. Full name of Mother: _____
- iii. Full name(s) of unmarried brother (s) / Unmarried Sister(s)

[l]. Last Rank held (For DGR Nominees & Ex-Defence Personnel applying thru advertisement): _____ (Proof to be attached)

[m]. Present Occupation: _____

[n]. In case you are in Income Tax Assesse, Please furnish PAN No: _____
(Proof to be attached)

[o]. Do you confirm that you are eligible to apply for service provider and meet multiple dealership norms as per Para No.2 of Appendix 'A' enclosed – **Yes / No**

[p]. In case of partnership, please give name of each of the partners and attach Proposed Partnership Deed. Application(s) of all the partners(s) should be attached together while submission.

2. Non-Individual Entity (Non-Individual entity to enclose Affidavit as per Appendix 'A1')

(a) Name of the Non-Individual Entity _____

(b) Name and Designation of the authorized person (Submit authority/resolution for application from the entity) _____

(c) Address: _____

Telephone /Mobile No. _____ E-mail Address _____

[d]. PAN No. of Non-individual entity: _____ (Proof to be attached)

[e]. Completed age (No. of years of existence) as on date of application: _____ (Certificate of incorporation to be attached)

[f]. In case of Registered Co-operative Society, whether entity made net profit during preceding three financial years, as per audited balance sheet, prior to the year of application: _____ (Copies of audited balance sheets to be attached)

[g]. Do you confirm that you are eligible to apply for service provider and meet multiple dealership norms as per Para No.7 of Appendix 'A1' enclosed – **Yes / No**

3. For All Applicants (Individuals and Non-Individuals):

[a]. Whether Registered with E.P.F. and E.S.I.C: **Yes / No** (Attach Copy of valid Registration Certificates)

[b]. Give details of source of funds:

The details to cover free & unencumbered Deposits in Bank accounts/ Govt. Securities/ Fixed Deposits, NSC, Bonds, Mutual Funds, Shares (in D-Mat form) of listed companies etc. Details of other assets like immovable property (land, building etc.) / movable properties like vehicle etc. The details under “Finance” may be provided in the following format: (**Attach Separate Sheet if required**).

Type	Details of a/c. No. etc.	Name of the Holder	Relationship with applicant	Amount(Rs.)

Note-1: Documents submitted in support of Deposits as mentioned above should be valid as on date of application.

Note-2: In cases where above deposits/assets are not exclusively owned by the applicant and are under joint account or joint ownership with member (s) of his family unit as mentioned in Para 2 of Appendix 'A' enclosed, the same can be considered for evaluation subject to consent on notarized affidavit of the respective member of family unit, giving details of such accounts / assets along with supporting documents.

[c]. **In case of DGR nominee:** Do you have managerial Experience of working in specific Sector e.g. Petroleum, Automobile/Transport Service or any other sector (attach the experience certificate).

[d]. **In all cases except DGR Nominees:** Do you have experience of providing services of deploying Manpower in specific sector e.g. Petroleum, Automobile/Transport Service or any other sector (attach documentary evidence)

[e]. **Payment Details:** Demand Draft No. _____ dated _____ for Rs. 1000/- drawn on _____ (Bank's Name) in favour of Hindustan Petroleum Corporation Limited payable at _____ is enclosed.

[f]. Have you ever been convicted by a court of law for any criminal offence involving moral turpitude and / or economical offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-Op.Society, Co-Op. Society as an entity and also organized body as an entity).- **Yes / No**

[g]. Any other information:

[h]. UNDERTAKING :-

I undertake to produce Originals of all the attachments enclosed with this application at the time of Interview, if called and is aware that in the event I fail to produce the Originals, my application for dealership will be disqualified.

That, if selected, I undertake that I will be required to furnish a Bank Guarantee of required value as per the policy of HPCL.

I, _____
hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for my selection as service provider.

Place :

Signature

Date :

(Name in Block Letters)

NOTE : Affidavits to be enclosed in original. In respect of all other certificates / documents, duly attested Photo Copy / True Copy ONLY need be attached along with the application. However, originals of all these will have to be brought at the time of interview, if called for.

Encl: Total of ____ no. of documents with this application.

Encl: Checklist for supporting documents / affidavits.

APPENDIX 'A'

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

AFFIDAVIT FOR INDIVIDUALS & PARTNERS

I, _____ son/daughter/wife of
_____ Age _____ years, residing at
_____ do hereby solemnly affirm and

say as under :

1. That I am an Indian National.
2. That I am unmarried. That neither I nor my Father, Mother, Unmarried brother(s), Unmarried Sister(s) have dealership/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company or have Service Provider/Contractorship for any COCO of any oil company.

OR

That I am married. That neither I Nor my spouse, unmarried son(s)/ Unmarried daughters(s) have dealership / distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company or have Service Provider/Contractorship for any COCO of any oil company.

3. I have never been convicted and / or no charges have been framed by a court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle.)
4. I hereby confirm that I was never a signatory to a dealership / distributorship /Service Provider/Contractorship for COCO operation agreement of any oil company, which was terminated for proven adulteration /malpractices.
5. That against item no. 3[b] of my application form details of various sources of funds required for providing labour and for the contracted operation of the outlets been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required for offer of contractorship, at any stage, can be withdrawn and that I will have no claim / damages whatsoever against the oil company.
6. That neither I nor any of my family members (as stated in Para 2 above) is owning the land, wholly or partly, on which the retail outlet is constructed and for which I have applied for the selection as Service Provider.
7. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. If any information / declaration given by me in my / our application or in any documents submitted by me / us in support of application for the engagement of contractor for labour service or in this affidavit shall be found to be untrue or incorrect or false. Hindustan Petroleum Corporation Ltd. would be within its rights to withdraw the offer letter / terminate the contractor-ship (if already appointed) and that we would have no claim, whatsoever, against Hindustan Petroleum Corporation Ltd., for such withdrawal / termination.

Solemnly affirmed and declared before me.

This _____ day of _____.

Signature & Seal of Magistrate / Judge.
/Notary Public.

Signature of person making affidavit.
(Name in Block Letters)

APPENDIX 'A1'

(To be submitted by Registered Co-Operative societies, Organised bodies, Fleet Operators, Charitable Trusts and Corporate Houses)

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

AFFIDAVIT

In the matter of engagement of service provider at Company Owned Company Operated (COCO) Retail outlet (RO) of Hindustan Petroleum Corporation Ltd. at _____ (Location), Whereas M/s _____ (Name of the Non-individual Entity) _____ (Address) has applied for COCO service provider-ship.

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

1. That through a resolution passed by M/s _____, I have been authorised to apply for the said Service Providership. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s _____ is duly registered with competent authority and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said entity M/s _____ is a Registered Co-operative Society* and is a profit making body during last 3 consecutive Financial years. A copy of certificate from chartered accountant along with copies of related balance sheets, is enclosed herewith forming part and parcel of this affidavit.
4. That on behalf of entity M/s _____, I undertake that I will observe all the relevant guidelines issued by Hindustan Petroleum Corporation Ltd., / Government of India or any other statutory body from time to time, with regard to award / operation of the said Service Providership of Hindustan Petroleum Corporation Ltd.
5. That the said entity M/s _____ is a Registered Co-operative Society Registered under Societies act 1860*/is a company registered under companies act 1956*/ is a _____ *(Specify the type of entity) Registered under _____ *(specify the authority) and does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences. Moreover, none of the partners / members of its Governing Body*/Managing Body*/Any such other Body _____ *(please specify)/Directors* have been convicted and/or no charges have been framed by a court of law against them for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle).
6. That the said entity M/s _____ is a Registered Co-operative Society Registered under Societies act 1860*/is a company registered under companies act 1956*/ is a _____ *(Specify the type of entity) Registered under _____ *(specify the authority) and that neither this entity itself nor any of the members of its Governing Body*/Managing Body*/Any such other Body _____ *(please specify)/Directors* was ever signatory to a dealership / distributorship /Service providership of any oil company, which was terminated for proven adulteration / malpractices.
7. That the said entity M/s _____ is a Registered Co-operative Society Registered under Societies act 1860*/is a company registered under companies act 1956*/ is a _____ *(Specify the type of entity) Registered under _____ *(specify the authority) and that neither this entity itself nor any of the members of its Governing Body*/Managing Body*/Any such other

Body _____*(please specify)/Directors* or his /her family members (family unit as defined in the Para2 of appendix 'A') is having Retail outlet /SKO-LDO dealership / LPG distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company or have Service Provider/Contractorship for any COCO of any oil company.

8. That the said entity M/s _____ is a company registered under companies act 1956 and that neither the holding company nor any of its subsidiary company is having is having Retail outlet /SKO-LDO dealership / LPG distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company or have Service Provider/Contractorship for any COCO of any oil company.
9. That the shareholders (put together) of the said entity M/s _____ are not having controlling stake i.e. 51% or more.
10. That neither this entity itself nor any of the members of its Governing Body*/Managing Body*/Any such other Body _____*(please specify)/Directors* or his /her family members (family unit as defined in the Para2 of appendix 'A') is owning the land (wholly or partly), of the subject Retail Outlet and for which this application is being made for the engagement of Service Provider.
11. That against item no. 3[b] of my application form details of various sources of funds required for the contracted operation of the outlets has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of service provider, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the Hindustan Petroleum Corporation Ltd.
12. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information / declaration given by me in my application or in any document submitted by me in support of my application for the award of the Service Providership or in the affidavit shall be found to be untrue or incorrect or false, Hindustan Petroleum Corporation Ltd., would be within its right to withdraw the letter of offer / terminate the Service Providership (if already appointed) and I would have no claim, whatsoever against Hindustan Petroleum Corporation Ltd., for such withdrawal / termination.

***Strike out whichever is not applicable**

Solemnly affirmed and declared before me.

This _____ day of _____.

Signature and Seal of
Magistrate / Judge/ Notary Public.

Signature of person making Affidavit
(Name & Designation in Block Letters)