

BROCHURE FOR
SELECTION OF
DEALERS FOR REGULAR & RURAL RETAIL OUTLETS

(Applicable to all locations Advertised / Re-advertised
between

September 2011
To
20th May 2014

ONLY)



HINDUSTAN PETROLEUM CORPORATION LTD

BROCHURE

FOR SELECTION OF PETROL/DIESEL RETAIL OUTLET DEALERS

(Applicable for MS/HSD dealership advertisements from September, 2011)



Guidelines for Selection of Retail Outlet Dealers

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Guidelines for Selection of Retail Outlet Dealers

HINDUSTAN PETROLEUM CORPORATION LTD follows the following transparent guidelines for appointment of dealers for retail outlets. This revised information brochure is applicable for MS/HSD dealership advertisement from September, 2011

1. Identification of Locations

Locations for setting up Petrol/Diesel retail outlets are identified by HPCL after carrying out required feasibility study and commercial viability.

2. Mode of selection of dealers

(a) The locations identified, as above, are advertised under applicable category in at least two newspapers, one English and one regional vernacular newspaper in case of regular ROs and in case of Hamara Pump (in rural markets) in one local/vernacular newspaper, having wide circulation in the area where location falls and in one State level Newspaper, having wide circulation in the State. Persons meeting the eligibility criterion can apply and the selection will be made from amongst eligible applicants after the due process of technical evaluation of RO sites, interview and post selection scrutiny

(b) Government Agencies / PSUs can be considered for award of dealership directly without advertisement in addition to their eligibility under open category as well

3. Reservation for retail outlet (RO) dealerships

(a) **The percentage reservation, state wise, for various categories is as under:**

Details of Category	Category Code	Reservation %
Scheduled Castes/ Scheduled Tribes*	SC/ST	25%
Physically Handicapped Persons	PH	5%
Paramilitary/Police/Govt. Personnel	PMP	8%
Defence Personnel	DC	8%
Freedom Fighters	FF	2%
Outstanding Sports Persons	OSP	2%
Open	OP	50%



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Reservation for Dealerships in tribal areas in North Eastern States are as under:

State	%age of Dealerships to be awarded to	
	ST Category	Balance to Open Category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

(b) Reservation for women:

33% of the dealerships in each category will be reserved for Women belonging to that category.

4. Eligibility Criteria :

(a) Individuals

(i) **Nationality :** Should be Indian national.

(ii) **Age :** As on the date of application (in completed years) not less than 21 years

(iii) **Educational Qualifications :** Minimum Matriculation or recognised equivalent for all categories except FF, OSP, PMP & DC categories. However, persons applying under these categories will be assessed for this criterion.

(iv) **Residence:** The applicant shall be the resident of anywhere in India except, in case of Hamara Pump (in Rural Markets), where he should be a resident of the concerned District. To qualify for such candidature for 'Hamara Pumps', the candidate must attach proof of residence with the application, as per Appendix C

(b) Various Reserved Categories

(i) **Scheduled Castes/ Scheduled Tribes (SC/ST) :** Those recognised as Scheduled Castes / Scheduled Tribes (SC/ST) under the Constitution of India.

(ii) **Physically Handicapped Persons (PH):** The person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/ partial disability of either upper or lower limbs or 50% permanent/ partial



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disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physically Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply. **Deaf, Dumb and blind** persons will also be eligible to apply for dealerships under this category.

In this connection the Govt. notification no. 154 published on 13.06.2001 by Ministry of Social Justice & Empowerment will be applicable. PH category persons have to submit certificate as per APPENDIX B.

(iii) Defence Category (DC) : The following persons will be eligible

- a) Widows/dependents of Posthumous gallantry award winners.
- b) War widows/dependents of those who died in war.
- c) War disabled.
- d) Widows/dependents of those who died in harness due to attributable causes.
- e) Disabled in peace due to attributable causes.

The inter-se priority under this category will also be in the above order.

Certificate to be produced from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the dealership for which he/she has applied. Certificate of eligibility issued for one dealership is **not** valid for another 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.

(iv) Outstanding Sports Persons (OSP) :

The following persons will be eligible

- Arjuna Awardees.
- Winners of Medals at Olympics/ Asiad /Commonwealth Games and Recognised World Champions / World Champions.
- First position holders of Recognised National Championships held for senior level (Men and Women) only.

Candidates should attach a copy of 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.)



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- (v) **Paramilitary/Police/Govt. Personnel (PMP)** : The following persons will be eligible:

The personnel of Paramilitary/Police Personnel including persons having served in BSF, CRPF, CISF, ITBP, Railway Protection Force, Special Reserved Police, Special Armed Police, Coast Guards, Assam Rifles etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti-Evasion and Directorate of Revenue Intelligence and those serving in different Departments of Central/State Governments who are incapacitated OR disabled while performing their duties. In case of death while performing duties, their widow/ dependants will also be eligible.

Inter-se Priority, for this category shall be as under :

- (a) Widows/dependants of posthumous gallantry award winners.
- (b) Widows/dependants of persons having died in action.
- (c) Personnel disabled on duty.
- (d) Widows/dependants of persons who died while in service
- (e) Disabled in peace due to attributable causes

Persons. applying under this category, must attach attested copies of such qualifying awards/ certificates, issued by an appropriate and competent authority, from the concerned organization/ Govt.Department signed by the Head of Office or an Officer not below the rank of Under Secretary to the Govt. indicating that the applicant belongs to the concerned category, along with their applications for dealership.

- (vi) **Freedom Fighters (FF):**

Persons applying for dealerships under this category should attach 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, Govt of India for the grant of Swatantrata Sainik Samman Pension under “Freedom Fighter Pension Scheme” as proof of their having been Freedom Fighters.



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(c) Others :

- (i) **Partnerships:** In case of partnerships, all partners should individually fulfil the eligibility criteria as specified at 4 (a) above and each partner should submit application forms.
- (ii) **Registered Co-op./Consumer Societies:** Registered co-operative/consumer societies are eligible to apply under the respective category provided all the members of the society belong to the same category for which the location has been advertised. In respect of such applications against reserved women category locations, all members of the society should be women. Only the Society making a net profit for the previous three consecutive financial years as certified by a Chartered Accountant will be eligible. They are also eligible to apply under OPEN category. Educational qualification will not be applicable in their cases.
- (iii) Organised Bodies such as registered bus/truck associations etc, Charitable Trust and Corporate Houses, i.e. Government Organisations/Bodies, PSUs, Companies registered under Companies Act 1956 are eligible to apply under **OPEN** category. Educational qualification will not be applicable in their cases. **Pvt Ltd Companies are not eligible to apply.**

5. Disqualification

The following are not eligible:

- (a) Candidates convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude/economic offence (other than freedom struggle).
- (b) Mentally unsound person / totally paralysed person.
- (c) Signatory to an agreement of a RO / SKO-LDO dealership / LPG distributorship of any oil company terminated on the grounds of adulteration / malpractice.
- (d) Guilty of wilfully giving wrong information.

6. Multiple dealership norms (relationship clause) :

For Individuals including Partnerships

Persons desirous of applying should not be having either letter of Intent (LOI) or Dealership/ Distributorship of MS/HSD/SKO-LDO/LPG of any Oil Company in his/her own name or in the name family members in his/her **family unit..**



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Family unit, in case of married applicant, for this purpose, would comprise of i) Spouse ii) unmarried Son (s)/ unmarried Daughter(s) and in case of unmarried applicant would comprise of (i) his/her unmarried brother(s) /unmarried sister(s) and (ii) parents

For Non-Individual entities:

For Companies registered under Companies Act 1956:

- i.** The applicant company will not be eligible for RO/SKO/LPG dealership/distributorship, if any RO/SKO/LPG dealership/ distributorship or Letter of Intent (LOI) is held by the applicant Company or by any of the following :
 - a.** Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals)
 - b.** Holding company or Subsidiary company.
 - c.** Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.
- ii.** If any individual, partnership firm, company, organized body, trust or society, already holding RO dealership, SKO/LPG distributorship acquire controlling stake in a company having RO dealership, SKO/LPG distributorship, then the RO dealership, SKO/LPG distributorship of the acquirer is liable to be terminated.
- iii.** Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organizations will be exempted from the multiple dealership norms as per existing policy adopted by OMCs.

For organized bodies, charitable trusts registered with the Charity Commissioner of the respective State Government and Societies registered under Societies Registration Act, 1860.

Such entities will not be eligible for RO/SKO/LPG dealership/distributorship if any RO/SKO/LPG dealership/distributorship or Letter of Intent (LOI) is held by it or by any 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).



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7. Personal supervision by dealer (for all categories):

A person selected for the dealership/distributorship 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 other employment. If the selected person is already employed he/she will have to resign from the employment prior to appointment as dealer/distributor.

8. Scheme of financial assistance to SC/ST category dealerships under 'Corpus Fund' scheme:

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

(i) In respect of locations reserved for SC/ST categories, the concerned oil company will make available the ready Retail outlets with all basic facilities at its own cost. Therefore the applicants belonging to SC/ST categories applying against locations covered under 'Corpus Fund Scheme' are not expected to offer land, infrastructure/facilities and finance.

(ii) Oil Company will also provide adequate working capital loan, as per policy for a full operation cycle of the operation of the Dealerships. Both the working capital loan as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments from the 13th month of commissioning of the Dealership.

(b) Corpus fund facilities for women

(i) War widows will be eligible for corpus fund facilities as mentioned under 8(a) above, in case they are selected for award of dealership.

(ii) On their request for Corpus Fund Facilities, **at the time of application for dealership** and subject to the satisfaction of the company, widows and unmarried women (above 40 years of age without earning parents) who have been awarded dealership under all categories will be eligible for the facilities as mentioned under 8(a) above.

(iii) Widows and unmarried women (above 40 years of age without earning parents) applying for dealerships reserved for "Women" Category will not be assessed under the parameters "Capability to provide land and infrastructure/facilities and Capability to arrange finance" For determining the priority to be given to such candidates over other women candidates, the marks secured by other women under these two parameters will be excluded from the total marks secured by them for the purpose of evaluation.



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9. Application form :

Application form for dealership is a part of the Advertisement published in the newspapers. The application format can also be downloaded from our website www.hindustanpetroleum.com.

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee (non refundable) : Rs.1000/- (**Rs.500/- in respect of SC/ST candidates**) for regular ROs and Rs.100/- (**Rs.50/- in respect of SC/ST candidates**) in case of Hamara Pumps (in Rural Markets).
- c) In case of partnership, each partner will have to submit separate application along with separate application fee as applicable. However, while submitting the filled forms, their application forms have to be clubbed together.
- d) Filled and completed application form along with relevant enclosures, complete in all respects, should be submitted so as to reach the office address mentioned in the advertisement for the location, before the due date and time.
- e) **Original** of the Affidavits and attested copies of the other supporting documents should be submitted along with the completed application form, duly signed.
- f) The applicant should affix his / her recent photograph in the space provided for in the application form.
- g) No addition / deletion / alteration will be permitted in the application form after cut-off date for submission of applications.
- h) No additional documents whatsoever will be accepted or considered after the cut off date for submission of application.
- i) Applications received after the cut-off date for any reason, including postal delay, and those without accompanying valid documents, Affidavits, Medical Certificates etc., application fee or incomplete in any respect will not be considered and no correspondence will be entertained by the oil company in such cases whatsoever.
- j) After the cut off date for receiving the applications as given in the advertisement the applications received are scrutinised. In case of applications rejected at the time of scrutiny, the concerned applicant will be advised the reasons for rejection in writing and such applicants will not be called for interviews.
- k) If any statement made in the application or in the document enclosed therewith by the candidate at any stage is found to be incorrect or false and/or the applicant conceals any information, which if declared, would have made him/her ineligible for dealership, the application is liable to be rejected 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 HPCL.
- l) A person selected for dealership after issuance of letter of appointment (LOA) will have to execute a dealership agreement with HPCL as per its terms and conditions, detailed there in.



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10. Person applying for different locations :

While one person can apply for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case. Each application should be complete in all respect and documents attached with one application cannot be considered for other application(s).

11. Eligibility to Apply:

While any individual meeting the eligibility criteria, can apply under “OP” category, Individuals can apply for any location reserved for a particular category only if the individual meets all the eligibility criteria specified for that category.

12. Availability of suitable land:

Availability of suitable land for setting up of retail outlets at the advertised location is the essence of the dealership. Wherever it has been indicated in the advertisement that land is also required at the advertised location, the applicants who readily have suitable site available for setting up of Retail Outlet or have a firm commitment from the land owner for purchase / lease of site, considering the location of the land from the point of view of suitability from technical and commercial angle and rates acceptable to HPCL, applicants willing to transfer the land on ownership / long term lease to HPCL are given marks under the head ‘**Land and Infrastructure**’. The above is subject to considering the location of the land from the point of view of suitability from technical and commercial angle and rates acceptable to HPCL. However, the land and details offered along with the application alone will be considered for this purpose and the applicant will not be given the opportunity to offer any other land subsequently.

However, if an applicant, after selection, is unable to provide the land indicated in the application within a period of two months from the date of Letter of Intent (LOI), HPCL will have the right to cancel the allotment of dealership made to the applicant. The suitability of the Land offered by the applicant will be decided by HPCL. However, there is no commitment from HPCL for taking the offered land from the applicant.

In case of lease, the same will be for a period of minimum 30 years. However, if need arises, some outlets can be developed by HPCL as dealer owned without taking the land on lease, if specified in the advertisement.

The land owned by the “family unit” will also be considered as belonging to the applicant subject to producing the consent letter from the concerned member of “family unit”. In case of **married person/applicant** the “family unit” consists of



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self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the “family unit” consists of self, father, mother, unmarried brother(s) and unmarried sister(s).

Documents for Offered Land

The applicant(s) should furnish at least one of the following documents in support of ownership of land offered for Retail outlet:

- i. Khsara/Khatauni or any equivalent revenue document or certificate from revenue official confirming status of ownership of the land
Or
- ii. Registered sale deed
Or
- iii. Registered lease deed for a minimum period of 30 years.
Or
- iv. Any other type of ownership transfer deed/ document
Or
- v. Lease agreement or Firm allotment letter issued by Government/Semi-Government bodies

Consent letter to Lessee by Lessor for sublease of offered land to HPCL to be submitted unless lease agreement specifies that no consent for sublease is required.

In addition to the above, following documents are also required, as applicable, for evaluation as “**Own land/Firm offer**”:

S. No.	Situation of ownership	Share of applicant in land	Documents required in addition to above	Evaluation as
1	Self	Full	Nil	Owned
2	Self with members of family unit	Part	Consent letter from members of family unit	Owned
3	Self with other owner(s)	Part	Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	Owned
4	Self and members of family unit with other owner(s)	Part	Consent letter from members of family unit and Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	Owned
5	Only members of family unit	Nil	Consent letter from members of family unit	Owned
6	Members of	Nil	Consent letter from members of	Owned



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	family unit with other owner(s)		family unit and Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	
7	Self with members of family unit	Part but area more than HPCL requirement	Consent letter from members of family unit not available	Firm offer
8	Self with other owner(s)	Part but area more than HPCL requirement	Consent letter from other owner(s) not available	Firm offer
9	Self and members of family unit with other owner(s)	Part but area more than HPCL requirement	Consent letter from members of family unit and other owner(s) not available	Firm offer
10	Other owner(s)	Nil	Agreement to purchase/Offer letter on stamp paper/Affidavit/ Power of attorney	Firm offer
11	Land owned by Government/ Semi-Government bodies	Nil	Letter from the Government/ Semi-Government bodies that land will be allotted in case dealership is awarded	Firm offer

In all cases, site map with dimensions indicating survey no., hissa no., name of the road (NH/SH/Other road), nearest KM Stone, total land area and offered land, as applicable in respect of the plot being offered for Retail Outlet are to be attached.

13. Evaluation of the site offered by the applicants :

The technical / commercial suitability of the land/site offered by the applicants for any location against an advertisement will be ascertained by a committee of HPCL officers before the interview for that location based on the following parameters :

Retail Outlet Site Evaluation Parameters			
Sl.No	Evaluation Parameter	Retail Outlets (Maximum Marks)	
		City / Towns	Highway/Rural/ Others
1	Sales potential	20	15
2	Frontage	15	12
3	No earth filling required	8	7
4	No earth/rock cutting required	6	4
5	No Low Tension Over Head Line	3	3
6	No Over Head Telephone Line	3	3



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7	No Trees	3	2
8	Proximity to culvert (farther from culvert desirable)	2	11
9	Soil Type (Soft)	7	5
10	Availability of Power	10	8
11	Availability of Water	9	8
12	Visibility from Road	7	9
13	No Presence of Divider	7	4
14	Outside Octroi Limits.	0	9
	Total	100	100

Notes

1. Frontage of plot required for dealership will be indicated in the advertisement and plot meeting minimum frontage will be given 80% of the marks and plots with bigger frontage, higher marks upto a maximum of 15 for city outlets and 12 in case of outlets located on Highways/others.
2. In case the land offered is on National Highway the same should meet the criteria as per NHAI guidelines as contained in GOI, Ministry of Road Transport and Highways letter no. RW/NH-33023/19/99-DO-III dated 25-9-03/ 17-10-03 and further amendments if any, as applicable from time to time, failing which the offered land will not be evaluated as above and the candidate will be treated at par with those candidates who have not offered land. If high-tension overhead line more than 11 KV passes over the plot, the same will be disqualified. However, against item 5, Zero Marks will be given, without disqualifying, if over head electric line is less than or equal to 11 KV, passing through the plot. The shifting of the same will be at the cost of the applicant concerned. The offered land should also meet norms of statutory bodies like forest, explosive etc. and land should be convertible for commercial and petrol pump use.
3. In case the land is located on Highway but within town/city limit, such land will be evaluated on parameters as applicable to town/city and not as applicable to Highway/others as may be applicable as per NHAI Guidelines for setting up retail outlets.
4. During the interview, the site selection report in respect of the site offered by an applicant will be shown to the concerned applicant.
5. For setting up the facilities, the selected candidate has to handover the offered land duly developed, upto the road level, with good earth/murram, layerwise compacted as per standard engineering practices to the satisfaction of HPCL. The selected candidate is also required to provide retaining wall and compound wall of minimum height 1.5 metre, designed as per site condition and approved by HPCL Engineer.



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Type of Retail Outlet Dealerships /License Fees :

HPC is setting up 3 types of outlets:

1. Company Owned: In case the outlet is developed under company owned category, the land only will be taken on lease for a period of 30 years. Rental will be paid by HPCL, and will not be recovered from the dealership. The superstructure will be provided by the company and SSLF as applicable will be charged at a higher rate, which at present, is Rs.47/- per KL for MS and Rs.40/- per KL for HSD.

2. Dealer Leased: In case the outlet is to be developed under this category, the land and superstructure, will be taken from the selected candidate on lease for a period of 30 years. The rental will be paid by HPCL and recovered from the dealership as additional licence fee. The Service Station Licence Fees (SSLF) as applicable will be charged at a lower rate which, at present, is Rs.17/- per KL for MS and Rs.15/- per KL for HSD.

3. Dealer Owned : On strategic consideration, company may decide to develop certain retail outlets on Dealer owned basis. In such cases, the land and superstructure will not be taken on lease from the selected candidate. The Service Station Licence Fees (SSLF) as applicable will be charged at a lower rate which, at present, is Rs. 17/- per KL for MS and Rs.15/- per KL for HSD.

Note: All allottees, including those availing the Corpus Fund facilities will have to pay licence fee to HPCL as applicable from time to time for the above mentioned applicable type of outlet.

14. Provision of basic facilities at the retail outlets :

(a) The applicant, on selection, should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the oil company. The estimated requirements of funds expected to be made available by the applicant excluding the cost of land for the setting up / operation of the dealership will be indicated in the advertisement for the location.

(b) Following basic facilities will be provided by each dealer-select at the Retail Outlet :

Drinking Water, Free Air @, First Aid kit with medicines, Toilet @, Pollution under Control Equipment (PUC) wherever it is mandatory, Telephone, Adequate illumination@.

@ Provided by the oil company to those dealers who are entitled for financial assistance under `Corpus Fund Scheme.

(c) In addition to the above, for **dealer leased** and **dealer owned** outlets, the applicant, if selected for the award of the dealership, will also have to set up all the fixed facilities at their own cost in accordance with the requirements of HPCL on the land owned/arranged by them. Some of the facilities to be provided by the



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candidate in such cases will be as under as per layout & standards prescribed by HPCL at his/ her own cost:

- **Mandatory Facilities** : Land & its development, Driveway, Compound wall, Sales Office, Show Room, Store, Toilets, Generator & Compressor Room, Yard lighting, Air & Water Facilities, Generator, Fire Fighting Facilities, etc.
- **Additional Facilities (Site specific)** : All such facilities required for customer service such as Staff Room cum Change Room, Canopy, Service Station, Rest Room, Restaurant, Telephone Facilities, PUC facility (if mandatory) and/other Facilities as may be specified by HPCL from time to time.

15. Interviews

The candidates should produce originals of the documents submitted by them with the application, at the time of interview failing which the applicants will be rendered ineligible. The candidates will have to submit an Affidavit, again as per Appendix-A or Appendix – A1 as applicable prior to the interview, signed and notarised not earlier than 3 working days prior to the date of interview, failing which the candidate will be considered as ineligible and will not be interviewed by the selection committee. A committee comprising of three officers of HPCL will scrutinise the applications and evaluate for the parameters based on the documents submitted by the candidates along with their applications. Thereafter, the interview shall be held for all the eligible candidates for the non- document based parameters by a three member selection committee nominated by the competent officer of the corporation.

In case for any reason the interview carried out for a specific location has been nullified and re-interview has to be held then all the candidates who have appeared for the original interview only will be called for the re-interview. Wherever re-interview is to be held, a committee comprising of three officers of HPCL will scrutinise the applications and evaluate for the parameters based on the documents submitted by the candidates along with their applications. Thereafter, the re-interview shall be held for all the candidates who have appeared for the original interview for the non- document based parameters by a three member selection committee nominated by the competent officer of the corporation.

16. Norms for evaluating the candidates :

- (a) The candidates will be assessed under the following parameters and in case one or more of the evaluation parameter is not applicable for any section of applicant or category of dealerships as listed below, the evaluation will be done excluding those marks and evaluating them only on the applicable marks. The maximum marks on which various categories of applicants will be evaluated as under:



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Dealership Category Evaluation Parameters	Individual/ Partnership	Corpus Fund Locations- Individuals	Corpus Fund Locations -Societies	Non-individual entities i.e. Corporate House, Organised Bodies, Societies, Charitable Trust
Land	35	NA	NA	35
Finance	25	NA	NA	25
Education	15	15	NA	NA
Business Generation	10	10	25 *	25 *
Age	4	4	4@	4@
Experience	4	4	4^	4^
Business Ability	5	5	7	7
Personality	2	2	NA	NA
Max. Marks	100	40	40	100

Note: Detailed evaluation parameters for Business Generation, (marked as *), Age (marked as @) and Experience (marked as ^) for **Corpus Fund Locations-Societies & Non-individual entities i.e. Corporate House, Organised Bodies, Societies, Charitable Trust** are further explained below at item c) :

b) Allocation of marks on various parameters :

Parameter	Sub-heads	Description	Max Marks	Evaluation
Land and infrastructure (Max. 35 marks) both for individual & non individual	Suitable land for retail outlet	Having “own land” or having land on long lease (registered) for a minimum period of 30 years and willing to give to HPCL on long term lease at rentals acceptable to HPCL.	35	Based on verification of the land titleship documents submitted by the applicant alongwith his application.
		Having “firm offer” of land and willing to give to HPCL on long term lease at rentals acceptable to HPCL.	25	
Finance (Max. 25 marks) both for individual & non individual	Financially sound	Ready availability of Finance (20 marks)		Based on the verification of the supporting documents submitted by the applicant along with his application.
		Liquid cash in the form of bank balance, Fixed deposits, shares of listed companies etc.	12	
		Fixed and movable assets includes own land, buildings, shops, house, vehicles, etc.	4	



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		Income includes agricultural income, business income, interest, rent, royalty, etc. duly supported by documentary evidence.	4	Valuation report duly certified by Govt. approved values in support of assets is necessary.
<p>Note:</p> <ol style="list-style-type: none"> 1. The maximum marks i.e., 25 under the parameter “Finance” will be proportionately distributed in the ratio of maximum marks of 12, 4, 4, 5 under each sub-parameter and this ratio will be applied on the total finance requirement advertised for each location. The applicant will qualify for full marks if the actual fund available based on the documents submitted by the applicant is either equal to or more than the proportionate maximum fund requirement worked out as above under each sub-parameter and pro-rata for lower availability of fund. 2. The finance owed by the family unit will also be considered as belonging to the applicant subject to his providing a consent letter from the concerned member from the family unit. The family unit is already defined in the Para 6 above. With regard to source of funds declared by the applicant in the application form, it is necessary that the same would be made available for the RO development purpose as and when required. The applicant should submit an affidavit in this regard. In case the applicant fails to make available the funds committed at the time when it is actually required or could not substantiate at a later date, the candidature/dealership is liable to be cancelled. 3. Liquid Cash: Following will be considered : <ul style="list-style-type: none"> • Funds/Deposits with Bank/Registered Companies/Postal Schemes/Saving Accounts. • Shares of listed Companies in D-mat form (@60% of market value on last working day of previous month of application). Valuation certificates to be provided. • National Savings Certificates etc; (@ redemption value on date of application. Valuation certificates to be provided). • Mutual Funds@ 60% of NAV on last working day of previous month of application . Valuation certificates to be provided • Bonds : Redemption value on date of application. Valuation Certificates to be provided. 				
	Credit worthiness	Letter ensuring credit: Bank / Financial Institution / individuals / party's letter ensuring credit / Credit worthiness certificate from scheduled Bank / Financial institutions.	5	Credit worthiness certificate (Appendix-A2) from scheduled bank/ financial institutions and/or expressing



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				willingness to extend loan if required
		The applicant on selection should be capable to raise necessary funds of effectively operating the dealership to the satisfaction of the oil company. The estimated requirements of funds expected to be made available by the applicant excluding the cost of land for the setting up/operation of the dealership will be indicated in the advertisement for any location..		
Educational Qualification (Max. 15 marks) For individual	Based on the educational qualification proof provided by the applicant, the following marks will be awarded.			Based on documentary evidence by furnishing certificate / mark sheet from Board / University Examination as applicable, along with the application.
	I (i) Post Graduation in Management (ii) Diploma in Management from Indian Institute of Management (iii) Graduation in engineering (iv) Graduation in Law (v) Chartered Accountant	15 marks		
	II (i) Post Graduation in any other field not covered in para I above (ii) Graduation in any other field not covered in para I above (iii) Cost Accountant (iv) Company Secretary (v) Diploma in Engineering	12 marks	Based on documentary evidence by furnishing certificate / mark sheet from Board / University Examination as applicable, along with the application	
	III Matriculation	10 marks	Based on documentary evidence by furnishing certificate / mark sheet from Board Examination as applicable, along with the application	
Age (Max. 4 marks) For	(Completed in years as	Marks will be awarded on the following basis: 21 years and more but less than 26	2	Based on documentary evidence



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individual	on date of application)	years		(Affidavit, school leaving certificate, Passport, PAN card) as applicable, along with the application	
		26 years and more but less than 46 years	4		
		46 years and more but less than 56 years	2		
		56 years and more but less than or equal to 65 years	1		
Capability to generate business (Max. 10 Marks) For individual	Tapping of Sales potential	Tie up of sales volumes with prospective customers (Based on Affidavit produced with the application. Tie up of 1/3 rd or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume).	5	i) Applicant's ability to tap the sales potential for both MS & HSD, based on the volume of tied up quantity as per Affidavit <u>Appendix-A3</u> from prospective customers, submitted alongwith his application..	
		Project report	Project Report for realizing sales potential submitted by the applicant.	3	Based on the evaluation of the project report submitted by the candidate along with his application.
		Assessment of committee	On the overall judgment of candidate's ability to generate business including future plans	2	As per the assessment of the selection committee based on leading questions during the interview
		<p>Note: Sales potential, as estimated by HPCL will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under: :</p> <p>Tied up volume with transporters / Taxi / Rickshaw Operators / Transport</p>			



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	Association / private cars / agricultural equipment / mining / earth moving equipment / Own Vehicles / equipments / machinery, tie up with Industries regarding requirement or power generation etc. In case the affidavit is not factual or not substantiated during interview/at a later date, the candidature /dealership is liable to be cancelled			
Experience (Max. 4 marks) For individual	Business experience	Retail trade of Petroleum products	4	Based on furnishing of documentary evidence, along with the application, to establish the relevant service. Managerial/supervisory experience of one year, as on date of application will qualify for full marks. No marks for experience of less than 1 year.
		Related petroleum trade / transport / automobiles	3	
		Hospitality / Service industry / FMCG	2	
		Others	1	
Business ability / acumen (Max.5 marks) For individual		Marks will be awarded based on leading questions on project report as also earlier experience of : <ul style="list-style-type: none"> • Management of people • Management of finance / infrastructure • Trade related 	5	Based on leading questions relating to project report and earlier handling of business & specific situations during the interview
Personality (Max. 2 marks) For individual		Assessment of the committee on the following parameters: <ul style="list-style-type: none"> • Communication/articulation skills • Polite, presentable and well mannered • Enthusiasm/energetic/medical history • Self confidence / convincing power. 	2	Assessment based on observation and leading questions during the interview.
		Grand total	100	

(c) * Evaluation of Parameter 'Business generation' for non-individual



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candidates will be done as follows : (Maximum marks 25)

Parameter	Sub-heads	Description	Max. Marks	Evaluation
Capability to generate business. (Max 25 Marks) For non individual	Tapping of sales potential	Tie up of sales volumes with prospective customers (Based on Affidavit produced with the application. Tie up of 1/3rd of higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume).	13	i)Applicant's ability to tap the sales potential for both MS & HSD, based on the volume of tied up quantity as per Affidavit Appendix- A3 from prospective customers, submitted along with his application.
	Project report	Project Report for realizing sales potential submitted by the applicant.	8	Based on the evaluation of the project report submitted by the candidate along with his application.
	Assessment of committee	On the overall judgment of candidate's ability to generate business including future plans	4	As per the assessment of the selection committee based on leading questions during the interview.

Note : Sales potential, as estimated by HPCL will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under :

Tied up volume with transporters/Taxi/Rickshaw Operators/Transport Association/private cars/agricultural equipment/mining/earth moving



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equipment/Own Vehicles/equipments/machinery, tie up with Industries regarding requirement or power generation etc. In case the affidavit is not factual or not substantiated during interview/at a later date, the candidature/dealership is liable to be cancelled.

**@ Evaluation of `Age` for non-individual candidates will be done as follows:
(Max marks 4)**

Sr. No	Number of years of existence	Marks to be awarded
1	Less than 3 years	0
2	Equal to or more than 3 years but less than 5 years	2
3	Equal to or more than than 5 years	4

**^ Evaluation of non-individual candidates under `Experience` will be as Follows :
(Max marks 4)**

Sr. No	Sector	Max. Marks \$
1	Petroleum	4
2	Automobile/Transport services	2
3	Any sector other than mentioned above	1

\$ For this purpose, at least 1 year of experience of providing services in a particular sector will entitle the candidate for full marks. No marks shall be given for service/experience of less than 1 year.

In respect of partnerships all partners will have to attend the interview together and they will be evaluated individually for individual parameters like age, educational qualification, etc. The land and finance owned by any one of the partners will be treated as the same being owned by the firm as a whole for evaluation purposes.

In respect of "Land" and "Finance" parameters as indicated above the ownership of land / finance by any member of the "family unit" as defined under Para 6 above, will be considered as owned / belonging to the applicant subject to producing consent letters as applicable from the concerned member of the "family unit". In case the land / finance is owned by the applicant or members of "family unit" jointly with third person, the consent letter on stamp paper or an Affidavit or POA of such third person is required to qualify for marks as applicable for own land and finance.

Land procured on long lease (registered) for more than 30 years will be considered as "own land".



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In case of **married person/applicant** the “family unit” consists of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the family unit” consists of self, father, mother, unmarried brother(s) and unmarried sister(s).

- (d) The “firm offer” of land will include land offered from third person based on Agreement to purchase, offer letter on stamp paper, Affidavit or Power of Attorney duly supported by land documents.
- (e) The land qualifying for setting up of Retail Outlet shall be awarded marks in proportion to the marks allotted by the land evaluation committee for the plot offered by the applicant.
- (f) The maximum marks i.e., 25 under the parameter “Finance” will be proportionately distributed in the ratio of maximum marks of 12, 4, 4, 5 under each sub-parameter and this ratio will be applied on the total finance requirement advertised for each location. The applicant will qualify for full marks if the actual fund available based on the documents submitted by the applicant is either equal to or more than the proportionate maximum fund worked out as above under each sub-parameter and pro-rata for lower availability of fund.
- (g) The applicant will qualify for full marks if the actual fund available based on the documents, such as Credit Worthiness certificate and or Letter Of Credit, submitted by the applicant is either equal to or more than the proportionate maximum fund requirement worked out as above under each sub-parameter and pro-rata for lower availability of fund. No marks shall be given in case value of credit worthiness/credit proposed to be extended is not mentioned in the concerned document/certificate.
- (h) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

17. Inters-se-priority for "DC" and "PMP" categories :

Candidates securing minimum qualifying % of marks will be eligible for inter-se priority marks as given below. Such candidates will be selected after considering the following inter-se priority marks as allowed by the competent authority.

(a) For Defence Category (DC)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	War Widows / dependants of those who died in war	32 Marks



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Priority III	War disabled	24 Marks
Priority IV	Widows /dependants of those who died in harness due to attributable causes	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

(b) For PMP Category (PMP)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	Widows / dependants of persons having died in action	32 Marks
Priority III	Persons disabled on duty	24 Marks
Priority IV	Widows /dependants of persons who died while in service	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

18 Results of the interview:

- (a) After completion of the interview for a location, result along with the detailed marks scored will be displayed on the notice board of the interviewing location. This list will contain the names of all the candidates who appeared for the interview in descending order of marks scored as a percentage of "applicable marks" for that category along with the details of marks scored by each candidate under various parameters.

The minimum qualifying marks for any candidate to be eligible for consideration for award of dealership would be 60% of the applicable marks in respect of OPEN category. In respect of reserved categories including OPEN (W), the minimum qualifying marks would be 50% of the applicable marks.

If none of the candidates scored the minimum qualifying marks as above, the location will be declared as "no candidate found suitable". Otherwise a maximum of 3 candidates starting with sl.no.1 in the list published on the notice board will be treated as included in the "merit panel" for award of dealership for that location. This result will also be available on the web site of the HPCL. The name of persons included in the 'Merit Panel' will be highlighted in the published list in Bold letters and also in some colour (say red) for easy identification. The marks awarded by the dealer selection committee to the candidates in the merit panel, displayed on the Notice Board by the selection committee are subject to scrutiny by a senior officer of the Corporation,



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subsequently who will submit his scrutiny report to Head Zone. The merit panel so displayed by the selection committee after the interview would be considered to be final only after scrutiny of marks is conducted by senior officer of the Corporation and found to be in order by Head Zone.

(b) Complaints, if any against the dealer selection, received after 30 days of publication of results of the interview shall not be considered / entertained under any circumstances.

(c) Offer of dealership and field verification

- The dealership will be offered to the No.1 candidate in the merit panel on the basis of the interview after necessary field verification. Letter of Intent (LOI) will not be issued before 30 days from the date of publication of merit panel or till disposal of complaints if any received with regard to the selection for that location.
- If the no.1 candidate is not found suitable / fails to full fill the terms and conditions of the award of dealership or the award is to be cancelled for any reason attributable to the candidate, the dealership will be offered to the 2nd candidate in the merit panel after necessary field verification.
- If the 2nd candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason attributable to the candidate, then the dealership will be offered to the 3rd candidate in the merit panel.
- If the 3rd candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason attributable to the candidate, or in case where no 2nd or 3rd candidates are available in the "merit panel" as explained above, the location may be re-advertised at the discretion of the oil company.
- A person who has been issued the LOI would be required to full fill the terms and conditions of the same within the specified time period for speedy commissioning of the dealership.

(d) Validity of merit panel

The merit panel will be valid for a period of one year from the date of commissioning of the dealership. If within this period, the dealership offered to the first or second empanelled candidate is to be withdrawn for any reason whatsoever or the dealership is terminated for any reason, the oil company will have the option of awarding dealership to the next candidate in the merit panel if he / she meets the eligibility criteria at that point of time and after necessary Field verification.

(e) Post selection scrutiny of Merit Panel

The Merit Panel declared/displayed the Selection Committee after the interview, shall be deemed to be final only after its post selection scrutiny of



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marks by a competent Senior Officer of the Corporation. In case, it is found during scrutiny of the Merit Panel that marks awarded by the dealer selection committee to any empanelled candidate(s) are getting changed resulting in change in Merit Panel, the competent authority of HPCL will write a letter to the said empanelled candidate(s), through registered post, mentioning the reasons for such change in Merit Panel. A candidate aggrieved by the above letter can reply to the said competent authority of HPCL within 15 days of receipt of such a letter. The competent authority of HPCL will examine the response of such an aggrieved candidate, if any, and pass a speaking order within 1 month from the date of receipt of the candidate's response. Copy of speaking order will be given to all concerned

(f) Security deposit

The selected candidate before being issued the appointment letter will have to pay an interest free refundable security deposit amount, ranging from Rs.2 lakhs to Rs 5 lakhs onwards basis the trading area sales volumes worked out for the immediate previous financial year after the issue of Letter of intent but prior to issue of letter of appointment. The amount mentioned in the advertisement against each location is only indicative and the actual amount payable will be based on the sales volume as stated above. The security deposit amount applicable in case of Rural Retail outlets (Hamara Pumps) will be Rs. 10000/- irrespective of any sales volumes.

HPCL reserves its rights to adjust any dues to it from this amount at the time of resignation / termination. However, In case of termination of the dealership on account of proven adulteration / malpractice, the said security deposit will be forfeited.

SC/ST candidates, war widows & Women/widows availing corpus fund facility are not required to pay security deposit.

19. Grievance / Complaint redressal system :

- (a) An aggrieved person may send his/her complaint to the oil company at the address of the customer service cell displayed at the nearest retail outlet of the concerned oil company. Complaints can also be lodged on the website of the oil company. No complaints against dealer selection will be entertained after 30 days from the date of publication of the result of the interview under any circumstances. Pending disposal of complaints, issuance of LOI shall be kept in abeyance. Disposal of complaints shall be as per established complaint redressal system as specified herein below



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- (i) Anonymous /pseudonymous complaints will not be investigated.
 - (ii) On receipt of a complaint, a letter will be sent by the HPCL to the complainant through Registered Post asking the complainant to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. The complainant will be clearly advised that the oil company will examine the complaint and if it is established that the complaint does not have any substance, he/she will be liable for legal action. The oil company 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.
- (b) When a decision is taken to investigate the complaint, the investigation will be done by one Senior Officer of HPCL. In case, it is found after investigation of the complaint that marks awarded by the dealer selection committee to the complainant and/or any empanelled candidate(s) are getting changed resulting in change in Merit Panel, the competent authority of HPCL will write a letter to the candidate(s) effected by change in Merit Panel, through registered post, mentioning the reasons for such change in Merit Panel. A candidate aggrieved by the above letter can reply to the said competent authority of HPCL within 15 days of receipt of such a letter. The competent authority of HPCL will examine the response of such an aggrieved candidate, if any, along with the findings after investigation of the complaint and pass a speaking order after giving due opportunity to the complainant. Efforts will be made to ensure that the complaints are disposed of within three months from the date of receipt of response of the complainant. Copy of the speaking order will be given to all concerned. Thereafter, decision on the complaint will be taken as under:
- (i) **Complaints not substantiated:** The complaint will be filed and the complainant will be advised accordingly.
 - (ii). **Established complaint:** Action will be taken as under
 - a) In case the selection process for a location was found to be not in accordance with the laid down guidelines resulting in wrong selection of first empanelled candidate, the merit panel will be cancelled and all the candidates who have appeared for the original interview only will be called for the re-interview.
 - b) In case the dealer selection was done as per laid down guidelines and complaint against the first empanelled candidate is established, action will be taken to cancel the selection of the first empanelled candidate and issuance of LOI to the next candidate in merit panel. Similar action will be taken in case of established complaint against second empanelled candidate also.
 - c) If complaint is established against all the empanelled candidates, the location will be re-advertised if it is viable.



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20. Tenure of dealership

The tenure of Retail Outlet dealership will be for an initial period of 10 years and renewable for every 10 years thereafter, subject to the examination of the performance of the dealership by the Oil Company.

21. Furnishing of false information / concealing information

If any information furnished by the applicant is found to be false at any point of time before or after appointment as a dealer or conceals any information which if declared would have made him/her ineligible for dealership, the allotment will be cancelled forthwith and dealership terminated, in case commissioned.

22. Amendment / Modification

The above are only for the information of the public and the oil company reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion. The applicant will be governed by the terms and conditions published in the advertisement for the location against which he/she is applying and if the application is not submitted strictly in accordance with the terms referred therein, the same is liable to be rejected.



Guidelines for Selection of Retail Outlet Dealers

Total No. Of Pages 1 to.....

APPLICATION FOR HPCL RETAIL OUTLET (PETROL PUMP) / SKO-LDO DEALERSHIP

(Please go through the “Brochure” available on our website or at our Regional Offices carefully before filling in this application format)

Location(at) _____ Rev. Distt. _____ State _____

Category _____ (OP/ OP-W/ SC/SC-W/ ST/ ST-W/ PH/ PH-W/ PMP/ PMP-W/ DC/ DC-W/ FF/ FF-W/ OSP/ OSP-W): (Please attach copy of certificates as proof from the respective competent authorities).

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

**Status : Individual/ Partnership/Regd. Co-operative Society/Organised body/Corporate House/Fleet Operator/Charitable Trust
(Tick as applicable)**

Passport Size
Photograph
with
specimen
signature on
the
photograph

1. Individual : (Individuals to enclose Affidavit as per Appendix ‘A’)

(a) Name (in Block Letters) : Mr / Ms. _____

(b) Father’s/ Husband’s Name: _____

(c) Address: _____

_____ PIN: _____

Telephone No. : _____ E-Mail Address: _____

(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 _____
(Residence Proof to be attached in case of “Hamara Pumps” in Rural Market)

(h) Gender : _____ (Male / Female)

(i) Marital Status: _____ (Unmarried/Married/Widow/Widower/Divorcee)

(j) In case of married applicant please give:

Full Name of Spouse: _____

Full Name of unmarried Children:

1. _____

2. _____

3. _____

(k) In case of unmarried applicant please give:

1. Full name of Father: _____

2. Full name of Mother: _____

3. Full name(s) of unmarried brother(s) /unmarried sister(s) _____

✓ In case of unmarried woman above 40 years of age :



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- Are your parents (Mother/ Father) earning ? YES/ NO
- Do you wish to avail the Corpus Fund facilities YES/NO

✓ In case of widows,

- Please advise the date of expiry of your husband (DD/MM/YY)
- Do you wish to avail the Corpus Fund facilities YES/NO

Please attach death certificate of your husband & also affidavit that you are not remarried.

✓ Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

✓ In case of War widows, please attach supporting documents issued by competent authority.

2. Are you or any of your following close relatives is dealer or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship of any oil company ?

In case of married applicant: (i) Spouse (ii) Unmarried sons/unmarried daughters: YES/ NO

In case of unmarried applicant (i) Parent (ii) unmarried brothers/unmarried sisters: YES/NO

If yes, please furnish details : _____

3. Gross Income during last financial year ended (state year) _____ Gross Income in Rs _____
Attach Certificate

4. Present occupation : _____

5. In case you are an income Tax Assesee, please furnish PAN NO: _____

6. Do you have business / selling experience? if yes, give full details _____
(attach addl sheets)

7. Do you have experience of supervision of personnel ? if Yes, give full details.
_____ (attach addl sheets)

8. Please attach a separate sheet giving your detailed plans to run the dealership.

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

10. Were you a signatory to a retail outlet / SKO-LDO dealership / LPG distributorship of any Oil company terminated for proven adulteration / malpractice? If yes, give details. Otherwise submit an affidavit as per Appendix 'A'.

11. **Registered Co-op. Society/ Organised body: (Organised bodies can apply under 'OPEN' category only)**

(a) Name of the Society/organized body :

(b) Address : _____

_____ PIN: _____
Telephone No.: _____ E-Mail Address: _____



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(Enclose affidavit as per Appendix 'A1')

Copies of audited Profit & Loss account statement for the previous 3 financial years to be enclosed

12. Land details (to be provided by all applicants) :

(a) Do you have a suitable site readily available at the location where the dealership has been advertised ? **Yes / No**

If Yes, City/Town/Village

_____ District _____ State: _____ Survey No : _____ Hissa

No.: _____ Name of the Road: _____

NH No. / SH No. / Other Road : _____ Nearest Km Stones : _____ Total land area : (Acre/Sq.m) _____ **(Site map with dimensions to be attached)**

(b) Name of the owner of the land : _____ **(proof to be attached)**

(c) Relationship of land owner with the applicant : _____

(d) Are you willing to transfer the land on sale/long lease to the oil Co. ? **Yes / No**

If yes, at what rate/ terms. _____

(In case the applicant is not the land owner, consent letter/ Legal documents from the Land owner to be enclosed)

13. Give details of source of funds: (to be provided by all applicants)

The details to cover free & unencumbered Bank accounts/ Govt. Securities/ fixed deposits, bankers/financial institution certificate for credit worthiness(in the enclosed **Appendix A2** / loans, UTI,NSC, Bonds, Shares of public limited companies etc., details of other assets like immovable property (land, building etc.). Movable properties like vehicle etc., any other sources of income like from interest, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format: **(Attach Separate sheet as required)**

Type	Details of a/c No. etc	Name of the holder	Relationship	Amount (Rs.)
------	------------------------	--------------------	--------------	--------------

NOTE : Candidates applying under Category reserved for SC/ ST need not provide details under para 12 & 13. Widows (including War widows) and Unmarried women above 40 years of age without earning parents applying against locations reserved for Women Category and proposing to avail Corpus Fund Scheme Facilities also need not provide details under 12 and 13 above.

14. Wherever applicants state that they would be having tie up on sales volume with prospective customers they would be required to submit an affidavit along with application, from such prospective customers in the prescribed format as per Appendix A 3.

15. Have you ever been convicted by a court of law for any criminal offence involving moral turpitude and / or economic 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)
Please state **YES or NO** _____

16. Demand Draft/ Pay order No. _____ dated, _____ for Rs. _____ drawn on _____ (State Bank's name) in favour of Hindustan Petroleum Corporation Limited payable at _____ is enclosed.

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.



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17. Any other information:

18. 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 I am fully aware that M/s Hindustan Petroleum Corporation Ltd. under its policy will not appoint me as their dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to HPCL before issuance of Letter of Appointment for the dealership.

That, If selected, I undertake that I will be required to deposit an interest free Security deposit 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 the dealership.

Place:

Date:

Signature

(Name in block letters)

Encl: Total of _____ no. of documents with this application,

Encl: Checklist for supporting documents/affidavits



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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 dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

OR

That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

- 3.@ That I am an unmarried woman above 40 years of age without earning parents
- 4.@ That I am a widow and not re-married.

[@ DELETE THESE IF NOT APPLICABLE]

5. 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).
6. I hereby confirm that I was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration/malpractices.
7. That against item no.13 of my application form details of various sources of funds required for setting up and operation of the dealership 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
8. 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 document submitted by me/us in support of application for the award of _____ dealership 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 letter of intent / terminate the dealership (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 and Seal of
Magistrate/Judge/Notary public

Signature of person making Affidavit
(Name in block letters)



Guidelines for Selection of Retail Outlet Dealers

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 OF REQUIRED VALUE)

AFFIDAVIT

In the matter of _____ dealership of , Hindustan Petroleum Corporation Ltd, at _____
(Location) Whereas _____ (Name of the Co-operative Society*/organised body*)
_____ (Location) has applied for RO dealership of , Hindustan Petroleum Corporation Ltd at
_____.

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

1. That through a resolution passed by the Co-operative society*/organised body* I have been authorised to apply for the said dealership. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society*/organised body* is duly registered and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said Co-operative Society / organised body is a profit making body during last 3 consecutive Financial years. (Delete if not applicable).A copy of certificate from chartered accountant is enclosed herewith forming part and parcel of this affidavit.
4. That on behalf of the Co-operative Society*/organised body*, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said dealership issued by the , Hindustan Petroleum Corporation Ltd /Government of India or any other statutory body from time to time.
5. That all members of the Co-operative Society belong to the reserved category for which the location has been advertised including for women and none of the members 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). Moreover, none of the members was ever signatory to a dealership/distributorship of any oil company, which was terminated for proven adulteration/malpractices. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit .(applicable for co-operative societies/consumer societies only).
6. That the Co-operative Society*/organised body* 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.
7. That the Co-operative Society*/organised body* was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration / malpractices.
8. That the applicant company hereby confirms that the applicant company or any of the following do not hold RO/SKO/LPG dealership/distributorship or Letter of Intent (LOI) :
 - a. Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals)



Guidelines for Selection of Retail Outlet Dealers

- b. Holding company or Subsidiary company.
- c. Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

OR

Organized bodies, charitable trusts registered with the Charity Commissioner of the respective State Government and Societies registered under Societies Registration Act, 1860, hereby confirm that no RO/SKO/LPG dealership/distributorship or Letter of Intent (LOI) is held by it or by any 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).

- 9. @ That against item no.13 of my application form details of various sources of funds required for setting up and operation of the dealership 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the , Hindustan Petroleum Corporation Ltd.
- 10. 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 dealership 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 letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against , Hindustan Petroleum Corporation Ltd for such withdrawal/termination.

*strike out whatever 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)



Guidelines for Selection of Retail Outlet Dealers

APPENDIX- A2

(To be submitted by all applicants except those applying under category reserved from SC/ST and War Widows applicants)

To whomsoever it may concern

Shri /Ms /M/s. _____ is a customer of this bank / institution for last _____ years and he / she / they, is/are enjoying the following facilities of our bank / institution:

- a.
- b.
- c.

During the above period, the dealing of Shri / Ms/ M/s _____ with the bank and he /her / their conduct has been satisfactory. In case, a dealership is allotted to him / her / them, we will be willing to extend a loan of Rs. _____ (Rupees _____ (in words).

Signature

Name and Designation :

Office Seal :

Date :



Guidelines for Selection of Retail Outlet Dealers

APPENDIX- A3

(To be obtained from the prospective customers and to be submitted by the applicant along with the application)

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

AFFIDAVIT

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

1. _____ (Name of applicant), son / daughter of _____, resident of _____ (address) has applied for Retail Outlet dealership at _____ (location) of _____ (name of Oil Co.).
2. I am having approx. consumption of _____ kl per month of _____ (name of product) required for _____ (purpose).
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking my supplies through him to the extent of _____ kl per month subject to the commercial terms and conditions agreed mutually
4. I hereby confirm that this type of commitment has not been given to any other candidate applied for the above location.
5. 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.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)



Guidelines for Selection of Retail Outlet Dealers

APPENDIX 'B'

CERTIFICATE OF MEDICAL OFFICER FOR PHYSICALLY HANDICAPPED CANDIDATES

Certified that I, Dr _____ Registration No _____ have, this _____ day of _____ examined the candidate, whose particulars are given below:

1. Name : _____
2. Identification Marks: _____
3. Sex : _____
4. Father's / Husband's Name : _____
5. Approximate Age : _____
6. (A) Orthopaedically Handicapped
 - i) Nature of disability (tick the relevant from the following) : Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
 - ii) Extent of disability
 - iii) Estimate percentages
 - iv) Use of appliance (if any)
 - v) Any operation done or indicated

(B) Handicapped by way of "being blind"
(C) Handicapped by way of "being dumb"
(D) Handicapped by way of "being deaf"

7. Any other particulars to clarify : The nature and extent of disability that the surgeon might like to point out :

Place : _____

Signature of Orthopaedic Surgeon
/ Eye Surgeon / ENT Surgeon

Date : _____

Designation
(Seal)

Counter –signed by Civil Surgeon /
Chief Medical Officer / Supt. Govt. Hospital



Guidelines for Selection of Retail Outlet Dealers

Appendix C

Residence Certificate

Ref No. _____

Date _____

This is to certify that Shri/Smt/Kum _____ Son/Wife/Daughter of _____

is a resident of _____

District _____ State _____

(_____)

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

Or

(_____)

Signature of
Dy. Commissioner/
Commissioner of Police

Seal of Office



Guidelines for Selection of Retail Outlet Dealers

ADDRESSES OF ZONAL & RETAIL REGIONAL OFFICES	
NORTH ZONE	Hindustan Petroleum Corporation Ltd, 6 th , 7 th and 8 th Floors, North Tower, Core-2, Scope Minar District Centre, Laxminagar, Delhi - 110092
Delhi RO	Hindustan Petroleum Corporation Ltd, Delhi Retail Region, 7 th Floor, North Tower, Core-2, Scope Minar District Centre, Laxminagar, Delhi -110092
Chandigarh RO	Hindustan Petroleum Corporation Ltd, Chandigarh Retail Region, Tel Bhawan, Plot No.6-A, Madhya Marg, Sector 19-B, Chandigarh - 160 019
Jalandhar RO	Hindustan Petroleum Corporation Ltd, Jalandhar Retail Region, Jalandhar POL Depot, Suchi Pind, G.T. Road, Jalandhar - 144 009 (Punjab)
Jammu RO	Hindustan Petroleum Corporation Ltd, Jammu Retail Region, Opp. Asia Hotel, Gandhi Nagar, Jammu - 180004.
Panipat RO	Hindustan Petroleum Corporation Ltd, Panipat Retail Region, E-22, Industrial Area, Court Road, Near SDM's Residence, Panipat -132 103
Bhatinda RO	Hindustan Petroleum Corporation Ltd, Bhatinda Retail Region, Phoos Mandi, Mansa Road, Bathinda – 151001
Gurgaon RO	Hindustan Petroleum Corporation Ltd, Gurgaon Retail Region, Camp Office, 605, Park View Apartments, Plot 36 C, Sector 56, Gurgaon - 122011
EAST ZONE	Hindustan Petroleum Corporation Ltd, No.6, Church Lane, Kolkata - 700 001.
Kolkata RO	Hindustan Petroleum Corporation Ltd, Kolkata Retail Region, 'Industry House', 8 th floor, 10, Camac Street, Kolkata - 700 017
Durgapur RO	Hindustan Petroleum Corporation Ltd, Durgapur Retail Region, NH-2, At Post Rajbunndh Chatti, Rajbunndh, Durgapur - 713212 (West Bengal)
Bhubaneshwar RO	Hindustan Petroleum Corporation Ltd, Bhubaneshwar Retail Region, 5 th floor, Alok Bharati Bldg., Shaheed Nagar, Bhubaneshwar - 751007 (Orissa)
Guwahati RO	Hindustan Petroleum Corporation Ltd, Guwahati Retail Region, H.D. Complex, 2 nd floor, Janapath Lane, Ulubari, G.S. Road, Guwahati – 781 007. (Assam)
Ranchi RO	Hindustan Petroleum Corporation Ltd, Ranchi Retail Region, 5 th Floor, Maru Tower, Kanke Road, Ranchi 834 008 (Jharkhand)
Raipur RO	Hindustan Petroleum Corporation Ltd, Raipur Retail Region, Madina Manzil, 2 nd Floor, Medical College Road, Raipur 492 001 (Chattisgarh)
WEST ZONE	Hindustan Petroleum Corporation Ltd, Richardson & Cruddas Bldg, 2 nd floor, Sir J.J. Road, Byculla, Mumbai - 400 008.
Mumbai RO 1	Hindustan Petroleum Corporation Ltd, Mumbai Retail Region-1, 3/4, Jn of S.V. Road & Turner Road, Bandra (W), Mumbai - 400 050



Guidelines for Selection of Retail Outlet Dealers

ADDRESSES OF ZONAL & RETAIL REGIONAL OFFICES	
Vashi RO	Hindustan Petroleum Corporation Ltd, Vashi Retail Region, C/o Vashi Terminal, D-500, TTC Indl. Estate, P.B. No.2, Vashi 400 705 (Navi Mumbai)
Nagpur RO	Hindustan Petroleum Corporation Ltd, Nagpur Retail Region, Oriental Bldg, 2nd Floor, S.V. Patel Marg, P.B. No.8, Nagpur - 440 001 (Maharashtra)
Pune RO	Hindustan Petroleum Corporation Ltd, Pune Retail Region, No.3-C, Dr.Ambedkar Road, Post Box 90, Camp, Pune - 411 001
Aurangabad RO	Hindustan Petroleum Corporation Ltd, Aurangabad Retail Region, Plot No.39, Sector - G, Town Centre, P.B. No.667, CIDCO, Aurangabad - 431 003 (Maharashtra)
Bhopal RO	Hindustan Petroleum Corporation Ltd, Bhopal Retail Region, Gautam Nagar, Govindpura, Bhopal - 462 023
Indore RO	Hindustan Petroleum Corporation Ltd, Indore Retail Region, C/o Manglia POL Depot, Manglia Village, Dist. Indore. Pin Code 453 773 (Madhya Pradesh)
Vasco RO	Hindustan Petroleum Corporation Ltd, Vasco Retail Region, C/o Vasco Terminal, F.L. Gomes Road, P.B. No.48, Vasco-Da-Gama - 403 802 (Goa)
Jabalpur RO	Hindustan Petroleum Corporation Ltd, Jabalpur Retail Region, 74 - 75 Gol Bazar, Shaheed Smarak, Near Gangotri Apartment, Jabalpur - 482 002
SOUTH ZONE	Hindustan Petroleum Corporation Ltd, Thalamuthu Natrajan Bldg, 4 th floor, P.B. No.3045, Gandhi Irwin Rd, Egmore, Chennai - 600 008.
Chennai RO	Hindustan Petroleum Corporation Ltd, Chennai Retail Region, Thalamuthu Natarajan Bldg, 3rd floor, P.B. No. 3045, No. 8, Gandhi Irwin Rd, Egmore, Chennai - 600 008.
Coimbatore RO	Hindustan Petroleum Corporation Ltd, Coimbatore Retail Region, HP House, 18/3 Big Bazar Street, Coimbatore - 641 001 (Tamil Nadu)
Madurai RO	Hindustan Petroleum Corporation Ltd, Madurai Retail Region, 3 rd Floor, Rakesh Towers, S.S. Colony, Bye-Pass Road, Madurai - 625 010 (Tamil Nadu)
Kozhikode / Calicut RO	Hindustan Petroleum Corporation Ltd, Kozhikode Retail Region, Elathur Oil Depot, NH-17, Kannur Road, Nr. Elathur Rly. Stn, Kozhikode - 673 303 (Kerala)
Cochin RO	Hindustan Petroleum Corporation Ltd, Cochin Retail Region, Post Box 1601, Tatapuram, Ernakulam North PO, Cochin - 682 018
NORTH WEST ZONE	Hindustan Petroleum Corporation Ltd, C/o Auto Care Centre, HPC Petrol Pump, Near Satyagraha Chavni, Bodakdev, Ahmedabad - 380 015 (Gujarat)
Ahmedabad RO	Hindustan Petroleum Corporation Ltd, Ahmedabad Retail Region, Behind Memnagar Fire Stn, Navrangpura, P.B. No. 4032, Ahmedabad - 380 009 (Gujarat)
Rajkot RO	Hindustan Petroleum Corporation Ltd, Rajkot Retail Region, Tel Bhavan, 1 st Floor, University Road, Rajkot - 360 005 (Gujarat)



Guidelines for Selection of Retail Outlet Dealers

ADDRESSES OF ZONAL & RETAIL REGIONAL OFFICES	
Baroda RO	Hindustan Petroleum Corporation Ltd, Baroda Retail Region, (Vadodara RO), HPC Petrol Pump, 1st Floor, Water Tank Road, Ambalal Park, Karelibaug, Vadodara - 390 018 (Gujarat)
Jaipur RO	Hindustan Petroleum Corporation Ltd, Jaipur Retail Region, Tel Bhavan, Sahkar Marg, Jyoti Nagar, Jaipur - 302 005
Jodhpur RO	Hindustan Petroleum Corporation Ltd, Jodhpur Retail Region, Bhagat-Ki-Koti, Jodhpur - 342 005 (Rajasthan)
Udaipur RO	Hindustan Petroleum Corporation Ltd, Udaipur Retail Region, No.50 Saheli Nagar, Opp. New POLO Ground, (Near Hanuman Temple), Udaipur - 313 001 (Rajasthan)
NORTH CENTRAL ZONE	Hindustan Petroleum Corporation Ltd, 1 Nehru Enclave, Gomti Nagar, Lucknow - 226010 (U.P)
Lucknow RO	Hindustan Petroleum Corporation Ltd, Lucknow Retail Region, 1, Nehru Enclave, Gomti Nagar, Lucknow – 226010
Mathura RO	Hindustan Petroleum Corporation Ltd, Mathura Retail Region, D/2, UPSIDC Industrial Area, Site ' B' Opp. IOC Refinery, Mathura – 281005
Mughalsarai RO	Hindustan Petroleum Corporation Ltd, Mughalsarai Retail Region, Village: Saresar, Ali Nagar, Sakaldeeha Rd, Mughalsarai, Dist. Chandauli - 232 101 (Uttar Pradesh)
Meerut RO	Hindustan Petroleum Corporation Ltd, Meerut Retail Region, Village - Poota, Vedvyas Puri, Partapur Industrial Estate, Meerut - 250103 (Uttar Pradesh)
Patna RO	Hindustan Petroleum Corporation Ltd, Patna Retail Region, Lokanayak Jaiprakash Bhawan, 6th floor, Dak Bangalow Crossing, P.B. No.40, Fraser Road, Patna - 800 001
SOUTH CENTRAL ZONE	Hindustan Petroleum Corporation Ltd, South Central Zone - Retail, 111, Chandralok Complex, 1 st Floor, Sarojini Devi Road, Near Paradise Circle, Secunderabad - 500 003. (Andhra Pradesh)
Secunderabad RO	Hindustan Petroleum Corporation Ltd, Secunderabad Retail Region, 130/1, Sarojini Devi Road, Beside St. Patrick's High School, Secunderabad - 500 003. (Andhra Pradesh)
Vijayawada RO	Hindustan Petroleum Corporation Ltd, Vijayawada Retail Region, Near Saibaba Temple, Tadepalli 522 501 Dist. Guntur (Andhra Pradesh)
Visakh RO	Hindustan Petroleum Corporation Ltd, Visakh Retail Region, Petro Nilayam, Opp. Andhra University 'IN' Gate, China Waltair, Visakhapatnam - 530 003 (Andhra Pradesh)
Bangalore RO	Hindustan Petroleum Corporation Ltd, Bangalore Retail Region, No.77, Old Madras Road, Doorvani Nagar, P.O. Krishnaraj Puram, Bangalore - 560 016. (Karnataka)
Mangalore RO	Hindustan Petroleum Corporation Ltd, Mangalore Retail Region, Mangalore POL Terminal Complex, Village Bala, Via Katipalla, Mangalore - 575 030 (Karnataka)
Belgaum RO	Hindustan Petroleum Corporation Ltd, Belgaum Retail Region, Rani Chennama Nagar, Sambhaji Road, P.B. No.529, Belgaum - 590006 (Karnataka)