

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**NOTICE FOR APPOINTMENT OF EXCLUSIVE NON-DOMESTIC LPG**  
**DISTRIBUTOR**

1. HINDUSTAN PETROLEUM CORPORATION LTD (HPCL) proposes to appoint HPCL Exclusive Non-Domestic LPG Distributors as per attached list of location in the states specified in the advertisement.
2. **Selection Process and Evaluation criteria**

The LPG Non-Domestic distributor for the above-mentioned locations will be selected on the basis of interview of all eligible applicants. The date of interview will be individually informed to the eligible applicants by interview call letter.

Each candidate appearing in the interview will be assessed by the Selection Committee broadly under the following parameters: Norms for evaluation for non individual candidate vis -a- vis individual candidate which is as under

| <b>S no</b> | <b>Parameter</b>   | <b>Individuals including partnerships</b> | <b>Non –Individual Entities</b> |
|-------------|--|---|---------------------------------|
| 1           | Capability to provide land and infrastructure / facilities | 35  | 35                              |
| 2           | Capabilities to provide finance                            | 30  | 30                              |
| 3           | Educational Qualifications                                 | 15  | 0                               |
| 4           | Age  | 4   | 15*                             |
| 5           | Experience   | 9   | 13                              |
| 6           | Business Ability/Acumen                                    | 5   | 7                               |
| 7           | Personality  | 2   | 0                               |
|             | <b>Total Marks</b>   | <b>100</b>                                | <b>100</b>                      |

The age will be taken as the number of completed years from the date of registration/incorporation of the non individual entity till the date of advertisement.

The marks on this parameter for non individual candidate shall be awarded as follows

| <b>SI NO</b> | <b>AGE ( YEARS)</b> | <b>MARKS</b> |
|--------------|---------------------|--------------|
| 1            | 3 to less than 4    | 7            |
| 2            | 4 to less than 5    | 9            |
| 3            | 5 to less than 6    | 11           |
| 4            | 6 to less than 7    | 13           |
| 5            | 7 or more           | 15           |

### **3. Common Eligibility for all categories:**

Applicant should be

- (a) Indian by Nationality
- (b) Not less than 21 years of age on the date of application
- (c) Minimum Matriculate or recognised equivalent
- (d) Resident of India
- (e) Fulfil Multiple Dealership/Distributorship norms, which means the applicant or any other member of 'family unit' should not hold a Dealership/LPG Distributorship or Letter of Intent (LOI) for a Dealership/LPG distributorship of any PSU Oil Marketing Company. The Multiple Dealership/Distributorship norms will not be applicable to applicants who are existing SKO dealers of OMCs and operating below an average allocation of 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement.
- (f) If selected, the SKO dealers of OMCs will have to surrender their Kerosene dealership prior to issuance of letter of appointment.
- (g) Having sound physical and mental health.
- (h) Should not be convicted under Court of Law.

#### **Open Category (O)**

**Apart from any person, whether applying as individuals and/or in partnership, the following are also eligible to apply under open category:**

- i) Registered Co-operative Societies, Corporations owned or Controlled by the Central/State Governments, Central/State Public Sector Companies as well as any company incorporated under Companies Act 1956 are eligible to apply under Open Category. Parameters relating to multi distributorships norms, will also be applicable for them.
  - ii) Registered Co-operative Societies should be making a net profit for previous three consecutive financial years as certified by a Chartered Accountant. It will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same and an undertaking that it will observe the relevant guidelines. A Society having criminal record is not eligible to apply for distributorship.
4. Candidates convicted or against whom charge has been framed by Court of Law for any criminal offence involving moral turpitude/ economic offences (other than Freedom Struggle), are not eligible to apply.
5. Signatory to distributorship/dealerships terminated on account of proven malpractice/adulteration of any Oil Company are not eligible to apply.

6. Totally paralysed, mentally unsound and Totally Blind persons are not eligible to apply for any distributorship
7. In case of partnership, each partner should individually meet the specified eligibility criteria and should also submit separate application forms along with separate application fee. However, the applications should be clubbed together. If called for interview, all of them must appear for interview. They also have to submit a copy of the partnership deed along with the application.
8. The selected Non-domestic distributors appointed will enrol with their own efforts the non-domestic customers and no existing non-domestic customers will be transferred to them from existing LPG distributor network.
9. The Non-domestic distributor selected will be for exclusive Non-domestic packed cylinder supplies and neither now nor in future will be allowed to enrol domestic cylinder customers and effect supplies.
10. Application Fee: Application to be submitted at address mentioned for each location in the "list of locations", along with **non-refundable application processing fee of Rs.1000/- (Rs. One Thousand only)** for all applicants except SC/ST candidates, **for SC/ST candidates the application processing fees is Rs.500/- (Rs. Five Hundred only)** by way of DD//Pay order drawn in favour of Hindustan Petroleum Corporation Ltd, payable at places mentioned against each location as specified in the advertisement.
11. **Application forms , enclosures and supporting documents for land and finance complete in all respects must be submitted so as to reach the office address mentioned against each location in the list of locations on or before due date and time.**
12. **Basic infrastructure facilities required for operation of LPG non-domestic distributorship.**

(a) GODOWN FOR STORAGE OF FILLED LPG CYLINDERS.

Godown of minimum capacity of 2000 Kg LPG approved by Chief Controller of Explosives is required for storage of filled cylinders. Godown/ land for construction of Godown will be suitable, if it is located **within the district limits of the advertised location**, freely accessible through all weather motorable approach road. Access Road width in Kerala should be 6 Mtrs. The plot should be plain, in one continuous lot, free from overhead power transmission or telephone lines. Pipelines / Canals / Drainage / Nallahs / Public Roads should not pass through the plot.

#### **Minimum Dimensions of plot for Locations**

- |                                     |                      |
|-------------------------------------|----------------------|
| <b>a) Karnataka &amp; Tamilnadu</b> | <b>: 17 M x 13 M</b> |
| <b>b) Locations in Kerala</b>       | <b>: 22 M x 20 M</b> |

**For Locations under Chennai District, suitable Godown land can be 25 Km from the Greater Chennai Municipal /Corporation limits of the advertised location irrespective of the district**

**Godown dimension mentioned in Clause 12a is exclusive of Truck parking area. As per PESO, dedicated LPG Cylinder Truck Parking area in front of LPG cylinder storage shed shall be provided, which shall be surrounded by an industrial type of fencing of minimum 2m height**

**The above minimum Godown capacity and Land dimensions shall be waived off for all the locations in case the applicant is in possession of ready built Godown with valid PESO license for storage of filled LPG Cylinders subject to the condition that the Godown capacity will be enhanced to meet any Statutory/Business requirements in future**

#### **(b) SHOWROOM**

Showroom as per the standard layout can be constructed in a shop / land located within the limits of the advertised location for LPG Non-Domestic distributorship and should be easily accessible to general public through a suitable approach road.

**Minimum dimension of the showroom 3 m X 4.5 m**

#### **c) INFRASTRUCTURE FOR DELIVERY OF LPG CYLINDERS**

In addition to showroom and godown for storage of filled LPG cylinders, delivery vehicles will be required for effecting free door delivery of HPCL cylinders in their area of operation depending upon the need, delivery system will be advised before commissioning and subsequently from time to time by the respective Marketing office of HPCL

### **13. CONSTRUCTION OF GODOWN/SHOWROOM ON THE SITE AS MENTIONED IN APPLICATION FORM**

The applicants who readily have suitable godown/ land for construction of godown for storage of filled LPG cylinders and shop/land for construction of shop for HPCL showroom for setting up of HPCL Non-domestic distributorship or have a firm commitment from the land owner for purchase/lease or can arrange it are awarded marks in the interview.

The Details given along with the application alone will be considered. For this purpose, the land owned by the family members namely spouse/unmarried children would also be considered as belonging to the applicant subject to attaching the consent of the concerned family members.

Prior to the interview, HPCL will decide on the suitability of the godown land / godown as well as the showroom on the basis of the document submitted along with the application. Furthermore, with respect to the godown, it may also be noted that the applicant shall be responsible to ensure compliance to the conditions prescribed under Form F in Schedule 5 of the Gas cylinder rules 2004, particularly clause 7 therein which states " suitable space for parking of truck and loading/unloading of cylinders shall be provided by the licensee "

#### **14. SECURITY DEPOSIT**

The selected candidate before being issued the appointment letter will have to deposit interest free security deposit of Rs.2 lakhs with Hindustan Petroleum Corporation Ltd. Hindustan Petroleum Corporation Ltd. also reserves its right to adjust any dues to it from this amount at the time of resignation/ termination. However, In case of termination of the ND distributorship on account of proven malpractice, the said security deposit will be forfeited.

#### **15. PERSONAL SUPERVISION BY NON-DOMESTIC DISTRIBUTORS**

A person selected for LPG Non-Domestic distributorship shall be paying full attention towards day to day working of the distributorship by personally managing the affairs of the distributorship. 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

#### **16. NON-DOMESTIC DISTRIBUTORSHIP AGREEMENT**

A person selected for Non-Domestic distributorship after issuance of Letter of Appointment will have to execute Non-Domestic distributorship agreement with Hindustan Petroleum Corporation Limited duration of which will be initially for Five years from the date of agreement and on expiry of such term, extension will be granted at the sole discretion of the Corporation on reviewing the performance of the non-domestic distributorship by Hindustan Petroleum Corporation Ltd.

#### **17. GENERAL**

- a. The company reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason
- b. No addition /deletion/ alteration will be permitted in the application once it is submitted.
- c. No additional documents whatsoever will be accepted or considered after the cut off date of the application.

d. Applications received after the cut-off date including postal delay, and those without accompanying valid documents including application fee or incomplete in any respect will not be considered & will be rejected and no correspondence will be entertained by HPCL in such cases whatsoever

e. All affidavits have to be submitted in original along with the application

- ✓ Individual applicants & partnerships .....as per Annexure - A (individually)
- ✓ Co-op societies/organized bodies.....as per Annexure – A1
- ✓ Declaration of Annual Income.....as per Annexure – B
- ✓ Availability of funds from family members..... as per Annexure C
- ✓ Letter from a scheduled bank/ Financial Institution to extend loan .... Annexure D

**f. In respect of all documents /certificates; only attested copies are to be attached along with the application. Originals of such documents / certificates will have to be brought at the time of interview.**

g. Applicants willing to apply for more than one location can do so in separate application form and should enclose separate DD/pay order as application fee.

h. If any statement made in the application or in the document enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to be incorrect or false, the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a Non-Domestic distributor, the distributorship is liable to be terminated. In such cases the Non-domestic distributor shall have no claim whatsoever against HPCL

i. The envelope containing the application, duly filled in, should be superscripted as under **“This application is for HPCL LPG Non-Domestic Distributorship at, “Name of Location”**

j. This is purely a business proposition and not an application for job in HPCL and has normal business risks and also do not guarantee any assured returns or profits.

k. This is only an application and not an offer of Non-Domestic distributorship.

### **18. Preparation of Panel:**

A candidate has to get minimum 50% marks after interview for being included in the merit panel. In case no candidate gets 50% marks, then the location will be re-advertised. The Selection Committee will prepare a panel of 3 candidates in order of merit. Name of only the first empanelled candidate will be displayed. The names of second and third empanelled candidates will be kept in a sealed cover with the regional manager

In case, after the Verification the selected candidate is not found suitable for any specific reason or adverse observations having impact on the Corporation's interest is found, the selected candidate will be rejected. LOI will be issued to the next empaneled candidate after carrying out necessary Verification. This process shall continue till the suitable candidate is selected by evaluating up to 3rd candidate in the merit list.

**DETAILS OF EVALUATION CRITERIA**

| <b>Parameter</b>  | <b>Sub Head</b>                      | <b>Description</b>   | <b>Max Marks</b>  | <b>Evaluation</b>   |  |
|---|--------------------------------------|--|---|---|--|
| Capability to provide infrastructure and facilities (as on the date of application) for both Individual and non-individuals | Suitable land for LPG Storage godown | owns@- Having clear title /registered sales deed of suitable land/ godown  | 25  | Based on the information/state ment given in the item no 13 A1 of the application |  |
|   |                                      | OR Firm offer @@ -Having agreement to purchase/lease suitable land/ godown | 18  | Based on the information/ statement given in item no 13A2 of the application      |  |
|   |                                      | OR Can arrange   | 10  | Based on the information/ statement given in item no 13A3 of the application      |  |
|   | Suitable land / shop for showroom    |  | Owens @- Having clear title - Registered Sales/Lease/ Gift Deed, Mutation etc. of the suitable land / shop for Showroom | 10  | Based on the information/ statement given in item no 13B1 of the application     |
|   |                                      |  | OR Firm offer@@Havin g agreement to purchase suitable land/shop for showroom  | 7   | Based on the information/ statement given in the item no 13B2 of the application |
|   |                                      |  | OR Can arrange  | 5   | Based on the information/ statement given in the item no 13B3 of the application |
|   |                                      |  | Max marks   | 35  |  |



**Allocation of marks on various parameters based on the information /statements given in the Application**

| <b>Parameter</b>   | <b>Sub Head</b>        | <b>Description</b>  | <b>Max Marks</b> | <b>Evaluation</b>   |
|--|------------------------|---|------------------|---|
| Capability to provide Finance for both Individuals and non-individuals | Financial sound -Funds | (a)Amount in Saving accounts in Bank. ( as on date of application) for individual candidates and any account for non individual candidates<br>(b). Free and un-encumbered fixed deposits in scheduled banks or any other documents/resource which can be readily converted to liquid cash to cover working capital/infrastructure requirements ( as on date of advertisement) | 14               | Based on item no 14.2 & 14.3 of the application (FD / NSCs / Shares / any other investment bonds in the name of self or family members as defined above under relationship clause)<br>Award 0.1 marks on every unit of Rs.10,000/-or more in multiples of Rs.10,000/- and amounts less than Complete unit of Rs.10,000 /-will not be considered for award of marks.<br>Maximum marks – 14. [ e.g. Value is Rs<br>Rs 10,40,000 10.4<br>Rs 10,49,999 10.4<br>Rs 10,50,000 10.5<br>Rs 14,00,000 & above 14.0 ] |
|  |                        | Bankers / Financial institution certificate for credit worthiness and willingness to extend loan, if required. (As on date of application)  | 6                | Based on the information given in application. Full 6 marks in case no Credit worthiness certificate from bankers/ financial institutions but Funds are more than 20 lakhs as mentioned at (a) & (b) above.<br>Otherwise marks to be awarded on the basis of certificate  |

|                       |   |          | <p>from bankers / financial institutions as under:-</p> <p><b>Range of Marks to be loan. (Rs) awarded.</b></p> <p>&gt;=2 lac to &lt; 4 lac 1<br/>         &gt;=4 lac to &lt; 6 lac 2<br/>         &gt;=6 lac to &lt; 7 lac 3<br/>         &gt;=7 lac to &lt; 8 lac 4<br/>         &gt;=8 lac to &lt; 9 lac 5<br/>         &gt;=9 lac- 6</p> <p>Based on the information/ statement given in the application</p>   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
|-----------------------|---|----------|---|-----------------------|---------------------|--------------------|---------|-------------------|---------|---------------------|---------|----------------------|---------|------------|---------|
|                       | <p>Fixed and other assets (as on date of advertisement)</p> | <p>5</p> | <p>Based on the item no 14.4 of the application. 5 marks in case no immovable and moveable property but funds are more than 20 lakhs as mentioned at (a) &amp; (b) above. Other wise marks to be awarded as under</p> <table border="1" data-bbox="1192 1268 1516 1843"> <thead> <tr> <th>Range of assets value</th> <th>Marks to be awarded</th> </tr> </thead> <tbody> <tr> <td>&gt;= 3 lacs &lt; 6 lacs</td> <td>1 marks</td> </tr> <tr> <td>&gt;=6 lacs &lt; 9 lacs</td> <td>2 marks</td> </tr> <tr> <td>&gt;= 9 lacs &lt; 12 lacs</td> <td>3 marks</td> </tr> <tr> <td>&gt;= 12 lacs &lt; 15 lacs</td> <td>4 marks</td> </tr> <tr> <td>&gt;= 15 lacs</td> <td>5 marks</td> </tr> </tbody> </table> | Range of assets value | Marks to be awarded | >= 3 lacs < 6 lacs | 1 marks | >=6 lacs < 9 lacs | 2 marks | >= 9 lacs < 12 lacs | 3 marks | >= 12 lacs < 15 lacs | 4 marks | >= 15 lacs | 5 marks |
| Range of assets value | Marks to be awarded   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
| >= 3 lacs < 6 lacs    | 1 marks   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
| >=6 lacs < 9 lacs     | 2 marks   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
| >= 9 lacs < 12 lacs   | 3 marks   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
| >= 12 lacs < 15 lacs  | 4 marks   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |
| >= 15 lacs            | 5 marks   |          |   |                       |                     |                    |         |                   |         |                     |         |                      |         |            |         |

|  |  |  |    |   |
|--|--|--|----|---|
|  |  |  |    |   |
|  |  | Income as per income tax return of the last financial year or affidavit on income<br>Maximum Marks | 5  | Award 0.1 marks on every unit of Rs.10,000/- or more in annum multiples of Rs.10,000/- and amounts less than complete unit of Rs.10,000 /-will not be considered for award of marks |
|  |  | Max marks  | 30 |   |

**Allocation of marks on various parameters based on the information /statements given in the application for individual candidates**

| Parameter   | Sub Head | Description   | Max Marks | Evaluation                                     |
|---|----------|---|-----------|--|
| <b>EDUCATIONAL QUALIFICATION</b><br>(as on date of application) applicable to individual applicants including Partnership only. | 1        | . Post Graduation in Management<br>ii. Diploma in Management from Indian Institute of Management.<br>iii. Graduation in Engineering<br>iv. Graduation in Law<br>v. Chartered Accountant | <b>15</b> | Based on the information given in application. |
|   | 2        | Post Graduation / /Professional qualification in any other field not covered in Para 1above   | <b>12</b> | Based on the information given in application  |
|   | 3        | Graduate  | <b>10</b> | Based on the information given in application  |
|   | 4        | Matriculation   | <b>7</b>  | Based on the information given in application  |
|   |          | Max Marks   | <b>15</b> |  |

**Allocation of marks on various parameters based on the information /statements given in the application**

| <b>Parameter</b>  | <b>Description</b>   | <b>Max Marks</b>   | <b>Evaluation</b>                                 |
|---|--|--|---|
| <b>AGE</b> (as on date of advertisement) applicable to individual applicants (including partners) only. | Marks will be awarded on the following basis.<br>. Age is > = 21 < 26<br>>= 26 < 46<br>>= 46 < 56<br>>= 56 < = 65<br>>65 | <b>2</b><br><b>4</b><br><b>2</b><br><b>1</b><br><b>0</b> | Based on the information given in the application |
|   | Maximum Marks  | <b>4</b>   |   |

**Age Applicable for Non individual candidate**

|  |   |           |  |
|--|---|-----------|--|
| <b>AGE</b> (as on date of advertisement applicable to non-individual applicants (entities) excluding partnerships) | Marks will be awarded on the following basis  |           | Age is to be taken as Number of completed years from the date of certificate of registration till the date of advertisement. The date of certificate of registration as per the information given in application / mentioned in the affidavit. |
|  | Age is => 3 & < 4   | <b>7</b>  |  |
|  | = > 4 & < 5   | <b>9</b>  |  |
|  | = > 5 & < 6   | <b>11</b> |  |
|  | > 6 & < 7   | <b>13</b> |  |
|  | = > 7 & more  | <b>15</b> |  |
|  | (For example if date of certificate of registration is 12.3.2002 and date of advertisement is 13.12.2007 then age will be taken as 5 years) |           |  |

**Evaluation based on interaction during personal Interview.**

| <b>Parameter</b>          | <b>Description</b>  | <b>Max Marks Individual including partnerships</b> | <b>Max Marks non-Individual Entities</b> | <b>Evaluation</b>  |
|---------------------------|---|--|--|--|
| Business ability / Acumen | Assessment will be done on the following-<br>-Management of people<br>-Management of Finance<br>-Management of material& infrastructure trade related | <b>5</b>   | <b>7</b>                                 | Marks will be awarded based on response to specific situation related queries/questions on the following<br>-Management of people<br>- Management of Finance<br>-Management of Material & infrastructure<br>-Trade related |

**Evaluation based on interaction during personal Interview**

| <b>Parameter</b> | <b>Description</b>   | <b>Max Marks Individual including partnerships</b> | <b>Max Marks non-Individual Entities</b> | <b>Evaluation</b>   |
|------------------|--|--|--|---|
| Experience       | Related Experience service industry, hospitality, retailing, petroleum ,automobiles transportation etc | <b>9</b>   | <b>13</b>                                | Based on the leading questions related to the previous business activities /special preference for auto hospitality, service industry |

| Parameter   | Description  | Max Marks Individual including partnerships | Max Marks non-Individual Entities | Evaluation   |
|-------------|--|---|-----------------------------------|--|
| Personality | Personality Assessment on the following parameters<br>Communication /articulation skills. Polite, presentable and well mannered.<br>Enthusiasm / energetic / Self-confidence / convincing power. | 2   | Not applicable                    | Communication/articulation skills ,polite and well mannered / enthusiasm /energetic / medical history /presentable |

|  |                    |            |            |  |
|--|--------------------|------------|------------|--|
|  | <b>Grand Total</b> | <b>100</b> | <b>100</b> |  |
|--|--------------------|------------|------------|--|

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