

## **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 advertised locations will be selected on the basis of the application submitted by the applicant followed by the interview of all eligible applicants. The date of interview will be individually informed to the eligible applicants through an interview call letter. The applicant(s) will have to compulsorily attend the interview in order to be eligible for the selection.

The interview letters will be sent in advance, through registered post/ speed post and also additionally through Email/ WhatsApp, to all the eligible candidates. Advance intimation of at least 11 days will be given to the applicants for attending the interview.

Interview will be conducted through Video Conferencing. The candidate has to come to the given address on the given date and time given in the interview letter along with all the originals of all the supporting documents submitted along with the application. The entire interview proceedings will be recorded.

Each candidate will be assessed on the following parameters. Norms for evaluation for non-individual candidate vis –a- vis individual candidate will be as under:

<b>Sr. 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.

### **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 recognized 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 immediately 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 paralyzed, 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 draft partnership deed along with the application.
8. The selected Non-domestic distributors appointed will enrol the non-domestic customers with their own efforts 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) inclusive of GST** for all applicants except SC/ST candidates, **for SC/ST candidates the application processing fees is Rs.500/- (Rs. Five Hundred only) inclusive of GST** by way of DD/Pay order drawn in favour of Hindustan Petroleum Corporation Ltd, payable at places mentioned against each location in the **"list of locations"**.
- 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.**

**The application has to be submitted in original, in the concerned regional office, either personally or can be sent through speed post/registered post/courier. The applicant will be required to**

**submit self-attested copy of all the supporting documents pertaining to land, finance, age, education etc. along with the application form. The applicant will not be allowed to submit any new document at a later date post submission of his application.**

**12. Basic infrastructure facilities required for operation of LPG non-domestic distributorship.**

**a) GODOWN FOR STORAGE OF FILLED LPG CYLINDERS.**

Godown 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 15 kms. of the municipal/revenue limits of the advertised location, freely accessible through all-weather motor able approach road. The plot should be plain, in one contiguous plot, free from overhead power transmission or telephone lines. Pipelines / Canals / Drainage / Nallahs / Public Roads should not pass through the plot.

As per the Cylinder Rules 2004, there should be clear minimum safety distance of 3 meters between the storage shed and boundary wall/fencing. The minimum floor area of the storage shed for storing filled LPG in cylinders should be as under:

**Minimum Dimensions of plot: 17m x 13m (2000 Kg)**

**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.**

**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 and the applicant will not be given the opportunity to offer any other land subsequently (even at the time of interview). 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 interview, HPCL will decide on the suitability of the Godown land/Godown as well as the showroom on the basis of the documents submitted along with the application. However, after selection of the applicant, physical verification of the Godown land/Godown as well as the showroom will be undertaken. In the event it is found that there is variance in the details submitted with the application form and or the plot is not found suitable for construction of Godown or the Godown is not approved by Chief Controller of Explosives the allotment of the distributorship will stand automatically cancelled.

Or if an applicant, after selection on the above basis, is unable to make Godown duly approved by the Chief Controller of Explosives on the land/Godown indicated in the application and or Showroom as per the oil company's standard layout on the land/shop indicated in the application then the allotment of HPCL Non-Domestic distributorship made to the applicant will automatically stand cancelled.

### **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 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:
  - i) Individual applicants & partnerships as per Annexure - A (individually).
  - ii) Co-op societies/organized bodies as per Annexure – A1.
  - iii) Declaration of Annual Income as per Annexure – B.
  - iv) Availability of funds from family members as per Annexure C.
  - v) 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 & 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 empanelled 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>
<b>Capability to provide infrastructure and facilities (as on the date of application) for both Individual and non-individuals</b>	Suitable land for LPG Storage Godown	Owns- Having clear title - Registered (Sales/Lease)/ Gift Deed, Mutation etc. of the suitable land for Godown	25	Based on the information/statement given in the item no 13 A1 of the application
		OR Firm offer - Having agreement to purchase/lease suitable land for Godown/ 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	Owns - 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 Having 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>												
<b>Capability to provide Finance for both Individuals and non-individuals</b>	Financially sound – Funds	(a) Amount in Saving accounts in Bank. (as on date of application) for individual candidates and any account for non-individual candidates (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 (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) 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. Maximum marks – 14. [e.g. Value is Rs Marks Rs 10,40,000 10.4 Rs 10,49,999 10.4 Rs 10,50,000 10.5 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. Otherwise marks to be awarded on the basis of certificate from bankers / financial institutions as under: -											
				<table border="1"> <thead> <tr> <th>Range of loan</th> <th>Marks to be awarded</th> </tr> </thead> <tbody> <tr> <td>&gt;=2 lac to &lt; 4 lac</td> <td>1</td> </tr> <tr> <td>&gt;=4 lac to &lt; 6 lac</td> <td>2</td> </tr> <tr> <td>&gt;=6 lac to &lt; 7 lac</td> <td>3</td> </tr> <tr> <td>&gt;=7 lac to &lt; 8 lac</td> <td>4</td> </tr> <tr> <td>&gt;=8 lac to &lt; 9 lac</td> <td>5</td> </tr> </tbody> </table>	Range of loan	Marks to be awarded	>=2 lac to < 4 lac	1	>=4 lac to < 6 lac	2	>=6 lac to < 7 lac	3	>=7 lac to < 8 lac	4	>=8 lac to < 9 lac	5
Range of loan	Marks to be awarded															
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			>=9 lac	6												
			Based on the information/ statement given in the application													
			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) & (b) above. Otherwise marks to be awarded as under													
		Fixed and other assets (as on date of advertisement)	5	<table border="1"> <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 mark</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 mark	>=6 lacs < 9 lacs	2 marks	>= 9 lacs < 12 lacs	3 marks	>= 12 lacs< 15 lacs	4 marks	>= 15 lacs	5 marks
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>= 15 lacs	5 marks															
		Income as per income tax return of the last financial year or affidavit on income	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:**

<b>Parameter</b>	<b>Sub Head</b>	<b>Description</b>	<b>Max Marks</b>	<b>Evaluation</b>
<b>EDUCATIONAL QUALIFICATION (as on date of application) applicable to individual applicants including Partnership only.</b>	1	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	Based on the information given in application.
	2	Post-Graduation / /Professional qualification in any other field not covered in Para 1 above	12	Based on the information given in application
	3	Graduate	10	Based on the information given in application
	4	Matriculation	7	Based on the information given in application
		Max Marks	15	

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

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

**Age Applicable for Non individual candidate:**

<b>AGE (as on date of advertisement)</b> applicable to non-individual applicants (entities) excluding partnerships	<b>Marks will be awarded on the following basis:</b>		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:**

Parameter	Description	Max Marks Individual including partnerships	Max Marks non-Individual Entities	Evaluation
<b>Business ability/ Acumen</b>	Assessment will be done on the following: -Management of people -Management of Finance -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: -Management of people

				- Management of Finance -Management of Material & infrastructure -Trade related
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**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>
<b>Experience</b>	Related Experience service industry, hospitality, retailing, petroleum, automobiles transportation etc.	9	13	Based on the leading questions related to the previous business activities /special preference for auto hospitality, service industry

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