

**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 at location 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 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 in the advertisement , 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 Chakan, Pune.

**(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 IN THE ADVERTISEMENT 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 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 continuous lot, 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, the floor area of the storage shed for storing 2000kg LPG in cylinders. There should be clear minimum safety distance of 3 meters between the storage shed and boundary wall/fencing.

**Minimum Dimensions of plot : 17m x 13m**

**(b) SHOWROOM**

Showroom as per the standard layout can be constructed in a shop / land located in the area of operation (trading area) of the advertised location for LPG Nondomestic 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.

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.

**In case the candidate /Company select is unable to provide godown/land for godown at place as given in the application form after getting LOI due to reasons beyond the control of the candidate/company, he/she or the company will be given only one opportunity to offer other suitable land/godown as a replenishment within 2 months of issuance of LOI. However such replacement is permissible only if the alternate land/godown offered is suitable for LPG godown.**

### **(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
  - ✓ 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 NonDomestic 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 first empaneled candidate will be displayed. The names of second & third empaneled 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 nonindividuals	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	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>
Capability to provide Finance for both	Financial sound -Funds	(a)Amount in Saving accounts in Bank. ( as on date of	14	Based on item no 14.2 & 14.3 of the application (FD / NSCs / Shares / any



<p>Individuals and non-individuals</p>	<p>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 ( as on date of advertisement)</p>		<p>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 &amp; above 14.0 ]</p>
	<p>Bankers / Financial institution certificate for credit worthiness and willingness to extend loan, if required. (As on date of application)</p>	<p>6</p>	<p>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) &amp; (b) above. Otherwise marks to be awarded on the basis of certificate from bankers/ financial institutions as under:- Range of loan Rs. Marks to be awarded. &gt; =2 lac to &lt; 4 lac 1 &gt; =4 lac to &lt; 6 lac 2 &gt; = 6lac to &lt; 7 lac 3</p>

			<p>&gt; =7 lac to &lt; 8 lac 4  &gt;= 8 lac to &lt; 9 lac 5  &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</p>

			<p>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"> <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 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> (as on date of application) applicable to individual applicants including partnership only.	1	. Post Graduation in Management ii. Diploma in Management from Indian Institute of Management. iii. Graduation in Engineering iv. Graduation in Law 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
		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**

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

**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

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

	<b>Grand Total</b>	<b>100</b>	<b>100</b>	
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