

INDIAN OIL CORPORATION LIMITED
BHARAT PETROLEUM CORPORATION LIMITED
HINDUSTAN PETROLEUM CORPORATION LIMITED

NOTICE REGARDING AMENDMENTS IN APPOINTMENT OF RO / SKO_LDO
DEALERSHIP AND **LPG DISTRIBUTORS**

This is to inform all applicants who have applied for selection of LPG distributorship against our advertisements made in this paper on and where **interviews have not been held** that following changes are made in the eligibility and evaluation criteria: -

1. Multiple Dealership Norms will be applicable as under: -

A) For Companies Registered under Companies Act 1956

- i) The applicant company will not be eligible for RO dealership/LPG distributorship if any of the RO dealership/LPG distributorship is held by 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/LPG distributorship acquire controlling stake in a company having RO dealership/LPG distributorship then the RO dealership/LPG distributorship of the acquirer would be liable to be terminated.
- iii) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from the above Multiple Dealership Norms.

B) For the charitable trusts registered with the charity commissioner of the respective State Government and Societies Registered under Societies Registration act. :

Such entities will not be eligible for RO dealership/LPG distributorship if any of the RO dealership/LPG distributorship is held by any of the 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)

2. Registered Societies/Charitable Trust and Companies incorporated under Companies Act 1956 will be evaluated for out of 100 marks : 35 marks on the parameter capability to provide infrastructure and facilities; 35 marks on

capability to provide finance; 15 marks on the age of organization: 8 marks on experience and 7 marks on Business Ability / Acumen.

3. The details for selection and the evaluation criteria are available in the websites www.iocl.com, www.hindustanpetroleum.com and www.bharatpetroleum.com.
4. Consequent to the above changes, Registered Societies / Charitable Trust and Companies incorporated under Companies Act 1956 who do not meet the new condition and/or wish to withdraw their application should submit a written request within 15 days from this day to the respective Offices where the original applications were submitted for claiming the refund of application fee. Application should include name of the location, district, category, DD details and the advertisement reference against which application was made.
5. Registered Societies/Charitable Trust and Companies incorporated under Companies Act 1956 will be required to submit a fresh Affidavit at the time of interview, format of which will be sent along with the interview call letter.

* * *

(NOTORISED AFFIDAVIT)

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

To be submitted by non-individual candidates (Societies registered under Societies Registration Act 1860, charitable trusts registered with Charity Commissioner of respective State Government and companies formed under the Companies Act, 1956) applying for 'open' category distributorship.

In the matter of LPG distributorship of Indian Oil Corporation* / Bharat Petroleum Corporation* / **Hindustan Petroleum Corporation Limited*** at _____ (Location) whereas _____ (Name of the Registered Society* / Company* / Charitable Trust*) _____ (Location) has applied for LPG distributorship of _____ (name of the oil company) Ltd., at _____.

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

1. That through a resolution passed by the Registered Society*/Company*/Charitable Trust* I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit
2. That the said Registered Society is duly registered under Societies Registration Act 1860* /Company formed under the companies act 1956 * /Charitable Trust* is registered with Charity Commissioner of State Government of _____* (name of the State) on _____ (date of registration/incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.

3. That on behalf of the Registered Society*/Company*/ Charitable Trust* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* / Government of India or any other statutory body from time to time.
4. That our Registered Society*/Company*/Charitable Trust* does not have any criminal records nor does it have any criminal charges framed against it nor against Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company*/ by any court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
5. *That none of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

(Clause 5 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

6. *That none of the Member of the Governing Body/Managing Body/Any such other Body of this Charitable Trust*/Registered Society* or his family members (family as defined in the case of multiple dealership norms for individuals) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.
7. That our registered society*/Charitable trust*/Company* was never a signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

8. I hereby confirmed that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines.

9. That If any information/declaration given by me in my/our application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* for such withdrawal / termination.

*strike out whatever is not applicable.

I hereby verify that what has been stated above is true to the best of my knowledge and correct and nothing material has been concealed therefrom.

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)

1. NORMS FOR EVALUATING THE CANDIDATES

1.1. Evaluation Parameters for LPG distributorships

S. No.	Parameter	Individual including partnerships	Non-individual entities	Evaluation by
1	Capability to provide infrastructure and facilities*	35	35	Level – I Committee
2	Capability to provide finance*	35	35	Level – I Committee
3	Educational qualifications	15	0	Level – I Committee
4	Age of individual	04	15	Level – I Committee/ for already advertised location L- 2 committee
5	Experience	04	8	Level – 2 interview committee
6	Business ability/ acumen	05	7	Level – 2 interview committee
7	Personality	02	0	Level – 2 interview committee
	TOTAL	100	100	

1.2. Allocation of marks on various parameters by Level –I Committee based on the information /statements given in the application

Parameter	Sub Head	Description	Max Marks	Evaluation
*Capability to provide Infrastructure and facilities (as on the date of application)	Suitable land for LPG storage godown / godown	Owns@ - Having clear title / Registered Sales Deed of the suitable land / godown	25	Based on the information / statement given in item no 13A1 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 Deed 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 item no 13B2 of the application
		OR Can arrange	5	Based on the information / statement given in item no 13B3 of the application
		Sub total max. marks	35	

Parameter	Sub Head	Description	Max Marks	Evaluation																
*Capability to provide finance	Financially sound - Funds	(a) Amount in saving accounts in Bank. (as on date of application) Item 14.2 of application. (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) Item 14.3 of application.	18	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 – 18. [eg. Value is Rs Marks Rs 10,40,000 10.4 Rs 10,49,999 10.4 Rs 10,50,000 10.5 Rs 18,00,000 & above 18.0]																
	Ability to arrange loan	(c) Bankers / Financial institution certificate for credit worthiness and willingness to extend loan, if required. (as on date of application) Item no 14.5 of application.	7	Based on item no 14.5 of application 7 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 style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of loan Rs.</th> <th>Marks to be awarded.</th> </tr> </thead> <tbody> <tr> <td>> =2 lac to < 4 lac</td> <td>1</td> </tr> <tr> <td>> =4 lac to < 6 lac</td> <td>2</td> </tr> <tr> <td>> = 6lac to < 7 lac</td> <td>3</td> </tr> <tr> <td>> =7 lac to < 8 lac</td> <td>4</td> </tr> <tr> <td>> = 8 lac to < 9 lac</td> <td>5</td> </tr> <tr> <td>> =9 lac to < 10 lac</td> <td>6</td> </tr> <tr> <td>> =10 lac</td> <td>7</td> </tr> </tbody> </table>	Range of loan Rs.	Marks to be awarded.	> =2 lac to < 4 lac	1	> =4 lac to < 6 lac	2	> = 6lac to < 7 lac	3	> =7 lac to < 8 lac	4	> = 8 lac to < 9 lac	5	> =9 lac to < 10 lac	6	> =10 lac	7
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	Assets	(d) Fixed and other assets (as on date of advertisement)	5	Based on Item 14.4 of application. 5 marks in case no immovable and moveable property but funds are more than 20 lakhs as mentioned at (a) & (b) above. Other wise marks to be awarded as Under <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Range of assets value</th> <th>Marks to be awarded</th> </tr> </thead> <tbody> <tr> <td>> =3 lacs < 6 lacs</td> <td>1 mark</td> </tr> <tr> <td>> =6 lacs < 9 lacs</td> <td>2 mark</td> </tr> <tr> <td>> = 9 lacs < 12 lacs</td> <td>3 marks</td> </tr> <tr> <td>> =12 lacs < 15 lacs</td> <td>4 marks</td> </tr> </tbody> </table>	Range of assets value	Marks to be awarded	> =3 lacs < 6 lacs	1 mark	> =6 lacs < 9 lacs	2 mark	> = 9 lacs < 12 lacs	3 marks	> =12 lacs < 15 lacs	4 marks						
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	Income	(e) Income form all sources such as salary, property, business, agricultural, interest, dividend, rent earnings, royalty etc. per annum	5	Based on Item no 14.1 of application: Income as per income tax return of the last financial year and or affidavit on income Maximum Marks 5. 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.
		Sub total maximum marks	35	
Parameter	Sub Head	Description	Max Marks	Evaluation
EDUCATIONAL QUALIFICATION (as on date of application) not applicable to non-individual entities	I	Post Graduation in Management or Diploma in Management from IIM, Graduation in Engineering / Law, Chartered Accountant.	15	Based on item no 9 of application.
	II	Post Graduation / Graduation / Professional qualification in any other field not covered in Para I above.	12	
	III	Matriculation	10	
		Sub Total maximum marks	15	
Parameter	Description		Max Marks	Evaluation
AGE applicable to individual applicants including partnership only.	Marks will be awarded on the following basis. > = 21 < 26 > = 26 < 46 > = 46 < 56 > = 56 < = 65 >65		2 4 2 1 0	Based on item no 7.6 of application.
	Sub Total maximum marks		4	
#AGE applicable to non-individual applicants (entities) excluding partnerships	Age is => 3 & < 4 ⇒ = > 4 & < 5 ⇒ = > 5 & < 6 ⇒ = > 6 & < 7 ⇒ = > 7 & more (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)		7 9 11 13 15	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 is to be taken as mentioned in the affidavit

Evaluation by L-2 Interview (Selection) Committee based on Interview.

Parameter	Description	Max Marks Individual including partnerships	Max Marks non-Individual Entities	Evaluation
Business ability / acumen	Assessment will be done on the following:- - Management of people - Management of finance - Management of material & infrastructure -Trade related	5	7	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 by L-2 Interview (Selection) Committee based on Interview.

Parameter	Description	Max Marks Individual including partnerships	Max Marks non-Individual Entities	Evaluation
Experience	Direct Sale / Home Delivered products (including LPG distributorship) or	4	8	Marks to be awarded based on item no 12 of application for experience of running or working in an establishment for minimum one year. Marks will be awarded on the quality rather than amount of experience. The quality of experience will be judged based on the response to the questions related to experience in Direct Sale, Home Delivered products, Trade of petroleum products, hospitality/service industry etc by the candidates in the interview.
	Other Petroleum products or	3	6	
	Any other Trade	2	4	
	Sub Total maximum marks	4	8	
Personality	Assessment on the following parameters Communication /articulation skills. Polite, presentable and well mannered. Enthusiasm / energetic / Self- confidence / convincing power.	2	Not applicable	Assessment based on observation and leading questions.
	Grand total	100	100	