

## **POL AGGREGATOR SELECTION GUIDELINES**

HPCL Selection Guidelines on appointment of POL Aggregator for exclusive marketing of Furnace Oil (FO), Light Diesel Oil (LDO), Industrial SKO and Mineral Turpentine Oil (MTO) for MSME segment.

### **1. INTRODUCTION:**

- a> Hindustan Petroleum Corporation is the second largest Oil Refining & Marketing Company in the country. It has already got a well-established network of dealers and distributors across the country for selling of all petroleum products in retail market. HPCL also has a vast distribution network including terminals and depots.
- b> It also has a significant presence in direct consumer sales and is selling all petroleum products directly to numerous large Customers across the country.
- c> Hindustan Petroleum Corporation Ltd. (HPCL) now proposes to expand its presence amongst small and medium scale industries and for this purpose it proposes to appoint Aggregators at various high potential locations across the country.
- d> The Aggregator so selected will be exclusively for marketing of POL products only to Micro, Small and medium enterprises customers (MSME Segment). The products include FO, LDO, Industrial SKO and MTO.
- e> Locations for setting up Aggregator are identified by HPCL based on commercial considerations.
- f> The setting up of exclusive Aggregator at the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits.

### **2. ADVERTISEMENT:**

- a> Advertisement will be released by the concerned DS Regional Office for award of POL Aggregator-ship in their respective areas as per the locations identified and published.
- b> Advertisements will be inserted in two newspapers i.e. one **English daily**, and one **Regional Vernacular** language daily having largest circulation in the state.
- c> Standard application form for POL Aggregator can be obtained from the HPCL DS Regional Office mentioned in the advertisement. The application format can also

be downloaded from website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Candidates will be required to download the same from HPCL website and apply as per the format downloaded.

- d> The candidate can submit the form at the DS Regional Office by hand or through Registered Post at the address mentioned in the advertisement.
- e> The application is to be accompanied with the application fee in form of demand draft, else the application will be rejected.
- f> The application should be accompanied with all supporting documents, else the application will be rejected.

### **3. CUT-OFF DATE & TIME FOR RECEIPT OF APPLICATIONS:**

- a> The advertisement would specify the last date & time on or before which the applications are to be submitted.
- b> The cut-off date would be minimum 30 days from the date of publication of the advertisement in the newspapers, i.e. it would be ensured that the applicants get a minimum of **30 days clear time** for submission of completed application.
- c> It would be ensured that the date specified in the advertisement is a working day for HPCL. The same principle applies for release of corrigendum if any.
- d> Applications received after the cut-off date & time including postal delay will not be entertained.
- e> Applications without accompanying a valid demand draft towards application fee and without the valid documents as outlined below will be out rightly rejected and the company in the matter whatsoever will entertain no correspondence.
- f> Incomplete application forms or applications without proper documents related to eligibility criteria/ photographs & other documents as sought in application form shall be rejected. In case of variation in matter written in application and supporting documents, matter written in supporting document would only be considered.
- g> For existing/ proposed partnership firms, each Partner should submit separate application forms along with separate application fee. However, the applications should be clubbed together. If called for interview, all the Partners must appear for interview together. Partnership deed (sale of POL products) is required to be submitted along with the application form. For proposed partnership firms draft Partnership deed is required to be submitted along with the application form.

### **4. PUBLICITY:**

a> All the Regional Offices and Depots/Terminals of HPCL located in the concerned geographical area to display the advertisements on the Notice Boards and give maximum publicity.

## 5. ELIGIBILITY CRITERIA AND PROOF OF ELIGIBILITY:

a> **WHO CAN APPLY:** Individuals and Partners of proposed Partnership firms and Dealer/Distributor/Business associate/Aggregators of private and public OMCs , Private or Public Limited Companies/Registered Co-operative societies ,**can apply subject to meeting the following requirements.**

### I) **FOR INDIVIDUALS & PARTNERS :**

- i) **Nationality & Residency:** Should be an Indian National & Resident of India. *(Documentary Proof: Ration Card/ Aadhaar Card/ Passport or Voter ID.)*
- ii) **Age in completed years as on the date of advertisement:** Not less than 21 years (in completed years) as on date of advertisement. *(Proof of age: Matriculation or Secondary School Certificate indicating date of birth wherever educational qualification has been prescribed. In the absence thereof, copy of Passport, birth certificate issued by competent Govt. Authority.)*
- iii) **Education Qualification:** Minimum Matriculation Pass (10<sup>th</sup> Standard/SSC or recognized equivalent from a recognized Board) *(Documentary proof: Attested copy of Marksheet from any recognized Board)*
- iv) **POL bulk tank trucks:** Minimum of 1 Tank Trucks (**One**) should be owned by applicant in his name or in the name of his family member ( Family definition as defined in these guidelines ) . Documents of RC book duly attested should be enclosed. (Details of TT should be filled as **per Annexure-B**. For individuals, the trucks should be in the name of individual. For partnership firms the trucks should be in the name of the partnership firm or in the name of any of the partners. The minimum capacity of the trucks should be 8 MT. The trucks offered should not be blacklisted by oil PSUs. The vehicles should meet the local state /RTO rules and regulations. Note : For Limited Companies/Registered Co-operative Society the tank truck should be in the name if that Limited Companie/Registered Co-operative Society

Applicants who wish to offer tank trucks which are not in their possession as on the date of the application can also apply along with an affidavit in the prescribed format (**as per Annexure C**) that they will have physical possession of the vehicle within 60 days from the date of LOI. Proof of booking the chassis is required to be submitted along with the affidavit.

Chassis should be booked through the authorized sales representative / showroom of the Original Equipment Manufacturers (TATA MOTORS, ASHOK LEYLAND, EICHER, MAHINDRA etc).

v) **Financial Capability:** Applicants should provide proof of having **minimum** ( Rs 50 Lakhs ) towards financial capability as per the details mentioned below in clause no **6 F**. Out of this Rupees Fifty Lakhs , Rupees Five Lakhs should be in liquid funds. For individuals, all the financial documents should be in the name of applicant. For partnership firms the financial documents should be in the name of the partnership firm or in the name of any of the partners.

vi) **Experience:** Should have experience in sales of Petroleum Products/Consumables to major Industries/FMCG Products – **Minimum of one year.** (Self certified copies of experience to be attached).

vii) For partnership/proposed partnership firms all the partners individually should meet the above criteria excepting requirement of tank trucks and financial capability where all the partners put together should meet the tanks truck and financial capability criteria.

viii) Candidates not meeting the minimum eligibility criteria i.e. point nos (i) to (vii) will not be eligible to appear in the interview.

ix) Additional requirements:

**Manpower and Office facilities:** Minimum Manpower required would be as follows :

3-4 Salesmen

1-2 Office Staff

Tanker Crew for upliftment and delivery of petroleum products

Staff/Crew for unloading/loading at storage premises

x) Office Space - office space either own or rented minimum of 150 square feet (plinth area).

xi) Storage facilities for SKO/MTO/FO/LDO – Explosives approved storage facilities of minimum 24 kl for each applicable product anywhere in the area of operation.

xii) Selected applicant will comply with all statutory requirements like obtaining licence under solvent control order , trading licence etc.

Minimum Facilities required in Office include Computer with required software and broadband internet and email facility.

**II) DEALER/ DISTRIBUTOR/ BUSINESS ASSOCIATE/ AGGREGATOR OF OMCS**

1. Dealers/ Distributors/ Business Associates / Aggregators in a public or private sector Oil Company or applicants holding a letter of intent for any of the above for sale of any petroleum product including Lubricants can also apply for the Aggregatorship subject to their meeting all the conditions mentioned under clause 5(a) I.
2. Retail Outlets Dealers/ LPG Distributors of other OMCs also in a public or private sector Oil Company or applicants holding a letter of intent for any of the above for sale of any petroleum product including Lubricants can also apply for the Aggregatorship subject to their meeting all the conditions mentioned under clause 5(a) I.
3. Individuals/Companies/Firms who are Business Associates/dealers/channel partners etc. of OMCs , other than HPCL , in a public or private sector Oil Company, or applicants holding a letter of intent for any of the above for sale of LDO/FO/MTO/Industrial SKO, can also apply for the Aggregatorship subject to their meeting all the conditions mentioned under clause 5(a) I. However , such applicants would have to resign from the business of subject OMC , or surrender the LOI ,as the case may be , in case they are selected and opt for HPCL aggregatorship. Such individuals/firms/ companies will have to produce letter acceptance of resignation from the concerned OMC within 2 months of selection, before issuance of letter of intent by HPCL.

**III) Registered Co-operative Society applicants:**

In case of applicants belonging to Registered Co-operative society, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant):

1. The Society must be registered under relevant Co-operative society act and submit copy of registration certificate.
2. Only Co-operative Societies making a net profit (profit after tax) of minimum Rs 50 Lakhs per year for the Previous three consecutive financial years are

eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.

3. The Co-operative Society must pass appropriate resolution (copy to be attached) authorizing the person (not less than Director Level) filling the application form and appearing for interview to do so on behalf of the Society.

In case of Co-operative society, the age and education qualification criteria will not be applicable

#### **IV) Limited Company applicants:**

In case of applicants being Limited Company, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant):

1. The Company must be registered in India under relevant Companies Act and submit copy of registration certificate. In addition copies of memorandum and article of association of the company should also be submitted. The memorandum should include clauses which enables the company to carry out the business of Lube C&F Agency as per advertisement.
2. Only Companies making net profit (profit after tax) of minimum Rs 50 Lakhs per year for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.
3. The Company must pass appropriate resolution authorizing the person(s) (not less than at least one Director Level) filling the application form and appearing for interview to do so on behalf of the Company. Copy of the resolution must be submitted along with the application form.

In case of Limited company, the age and education qualification criteria will not be applicable

**b> INELIGIBILITY:** The following conditions would render an applicant ineligible.

- I. Persons convicted or against whom charges have been framed by a court of law for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for aggregator-ship and if such a person is allotted the aggregator-ship by suppression of facts/information, it will be cancelled even after appointment of Aggregator-ship.

***(Proof of Non conviction: As per Affidavit given along with Application as Annexure - A)***

## 6. SELECTION GUIDELINES:

**A) APPLICATION FORM:** Application form for POL Aggregator-ship can be obtained from the HPCL Regional Office mentioned in the advertisement. The application format can also be downloaded from website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com).

- i. The application should be submitted in A4 size plain paper in the prescribed format as mentioned above. ***There should not be any deviation from the standard format.*** Application received in non – standard format will be summarily rejected.
- ii. Application Fee (nonrefundable) - Rs.1000/-. All applications should be accompanied with a Demand Draft for **Rs. 1000/- (One Thousand only)**, drawn in favour of M/s Hindustan Petroleum Corporation Limited and payable at the location(s) mentioned in the advertisement. Application received without the above application fee will be summarily rejected. No other mode of payment will be accepted.
- iii. In case of partnership, each partner will have to submit separate application form. Each form shall accompany separate application fee as applicable and mentioned above. However, while submitting the filled forms their application forms along with the enclosures, affidavits etc. have to be clubbed together and inserted in one envelope only.

**NOTE: A true / attested copy of all the relevant certificates / documents should be attached with each application form and the original thereof to be produced at the time of interview. In respect of any affidavit declarations, No Objection certificates etc, the same has to be submitted in original along with the application form.**

### **B) RECEIPT/SCRUTINY OF APPLICATIONS :**

- i. On receipt of the applications, the same would be serially numbered and recorded in a Register.
- ii. The date of receipt of application would be stamped on the envelope containing the application.
- iii. In the case of application forms received late, proof of late receipt would also be retained.

- iv. The applications will be checked as per the 'Check List for Scrutiny of Applications' by members of Scrutiny Committee (**Check List: Annexure\_H**). Addition/deletion/ alteration in applications (including supporting documents) once submitted will not be permitted.
- v. HPCL will prepare the following list :
  - a. List of applicants whose applications were received late.
  - b. List of applicants who applied but were not found eligible.
  - c. List of applicants who applied and were found eligible.
- vi. Against the list of ineligible candidates, the reasons for their ineligibility would be clearly spelt out/recorded for each case & such candidate/s to be informed accordingly thru a registered letter with acknowledgement due.

### **C) CHECK LIST :**

- i. The Scrutiny Committee would prepare the Check List with regard to scrutiny of applications for aggregator-ships as per **Annexure - H** & the same to be attached with each of the Application & kept in the respective location File in the DSRO.
- ii. The members of Scrutiny Committee will countersign the check-list clearly mentioning whether the applicant is eligible or ineligible.

### **D) SCRUTINY OF DOCUMENTS BY SCRUTINY COMMITTEE & INTERVIEW BY SELECTION COMMITTEE:**

**The Selection Process will be done in two stages –** First stage evaluation thru **Scrutiny Committee** and Second stage evaluation thru **Selection Committee**.

- I. First stage is Scrutiny of information & supporting documents which are attached along with the Application by Scrutiny Committee. The Scrutiny Committee will give marks under the parameters as given in Clause No. **E sub clause a, b & c**.
- II. This three member Scrutiny Committee will be appointed by Head I&C- SBU. The Scrutiny Committee will consist of I&C Sales Officer, Accounts Officer and Sr/ Manager – I&C (Sales) of the concerned Regional Office or as may be considered fit by Head I & C SBU
- III. The scrutiny of all the Applications by Scrutiny Committee would be completed **within 15 days** from the cut off date for receipt of Applications.



- IV. Scrutiny Committee shall do the evaluation only on the basis of all the information & relevant documents attached along with each Application.
- V. The Scrutiny Committee will then award marks on the basis of information & documents submitted along with the Application & a list of the applicants shall be prepared in alphabetic order.
- VI. Mark List (As per applicable Formats ***Annexure\_I***) prepared by Scrutiny Committee will be kept in a sealed envelope & the same would be handed over to the concerned Regional Manager.
- VII. All eligible candidates will be called for the Interview.
- VIII. The appointment of Selection Committee members will be done by the Head SBU. The officers appointed as member(s) of Scrutiny Committee cannot be appointed as member(s) of Selection Committee i.e. none of the member(s) of Scrutiny Committee & Selection Committee would be common.
- IX. The eligible candidates will be interviewed by a Selection Committee consisting of Chief / Senior Regional Manager of the concerned DSRO, one Chief / Senior Regional Manager from other DSRO and accounts officer from other DSRO not below the rank of "C" grade **or by the selection committee comprising of any 3 members as deemed fit and appointed by Head I & C SBU.**
- X. The formal Interview letters mentioning the date and the venue of the Interview would be sent by DSRO thru registered post with A/D giving clear 15 days between the date of interview and date of dispatch of letter. The interview will be held at the DS Regional Office or any other suitable place as decided by the Regional Office. Please note that the applicant should attend the interview at their own cost.
- XI. Before the interview, the concerned Sales Officer shall verify the original documents brought by the candidates at the time of Interview with the attested copies submitted along with the Application. If any discrepancy is observed (during documents verification), then the subject candidate will be declared as ineligible & the same will be informed to the Selection Committee.
- XII. The interview by Selection Committee will be conducted as per this Selection Guideline for evaluating candidates as per parameters mentioned below in **Clause E sub clause d & e.**
- XIII. After the interview process is completed for the subject location, the RM will hand over the sealed envelope of Scrutiny Committee Mark Sheet to the

Selection Committee. The Selection Committee will then add marks of each candidate i.e. details of **Annexure - I** as given by Scrutiny Committee to their marks as given in **Annexure - J** & then the final Mark Sheet - Merit Panel (As per the format: **Annexure - K**) would be prepared & displayed on the same day. The final mark sheet would be uploaded on our website.

- XIV. In case of two or more applicants score same marks, then the applicant who has scored more marks based on documents, viz. Scrutiny Committee's marks shall be placed above the other person in the Merit Panel. In case two or more persons score same marks based on the documents & in Interview, then the applicant who has scored more marks in '**Ability to Provide Finance**' shall be placed above the other applicant in the Merit Panel. In case there is still a tie, the younger candidate would be placed above the other applicant in the Merit Panel.

**Candidates who score 60 % and above as mentioned in Clause E only will qualify for making into the merit panel.**

#### **E) NORMS FOR EVALUATING THE CANDIDATES**

The POL Aggregator will be selected on the basis of evaluation of all eligible applicants on the following parameters.

<b>Sl. No.</b>	<b>Description</b>	<b>Basis</b>	<b>Individuals including Partnerships</b>
<b>a.</b>	Capability to Provide Finance	Documents	40 marks
<b>b.</b>	Capability to Provide Infrastructure & Tank Trucks	Documents	25 marks
<b>c.</b>	Experience in Business	Documents	5 marks
<b>d.</b>	Quality of Business Plan	Interview	15 marks
<b>e.</b>	Personality and Business Acumen of the Applicant	Interview	15 marks
	<b>Total Marks</b>		<b>100 marks</b>

The evaluation on the parameters '**a**' to '**c**' above will be done by Scrutiny Committee on the basis of information & documents submitted along with the application. The evaluation on the parameter '**d**' and '**e**' will be done by Selection Committee based on the Interview.

**F) Allocation of marks on various parameters based on the information provided in application and attested copies of documents submitted/interview:**

**a) CAPABILITY TO PROVIDE FINANCE – 40 MARKS**

As mentioned earlier, an applicant has to be able to provide minimum Rs 50 Lakhs in working capital on continuous basis for operating the Aggregator ship.

***PI Note:*** *The above is minimum requirement for meeting the minimum volume criteria for the location. In case of further growth in market potential, the aggregator is expected to increase the working capital as per requirement.*

In order to establish this, the applicant has to produce details along with specified documentary evidence as per below format:

<b>Fund Type</b>	<b>Fund Details</b>	<b>Attachment</b>
Liquid Funds	Liquid Funds (Savings/Current Account / FD/RD/NSC/Govt. Securities	Photocopies of all relevant documents / certificates
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans	Documents of ownership
	Loans from Family members with commitment letter & details	<b>Annexure E 1</b>
	Commitment Letter from Bank/Financial Institution with Loan amount	<b>Annexure E 2</b>
	Any other funds viz. shares/mutual funds/Stock-in Trade with documentary evidence	Documents of ownership
	<b>Total Amount</b>	

Detailed Elaboration: Applicable conditions for considering above mentioned forms of fund are detailed hereunder:

**aa) Liquid Funds**

This includes

- 1) **Savings Bank / Current Account:** Three months average of the highest monthly balance in the applicant's Saving Bank / Current Account as on the date of application made by the applicant. The month in which the application is made will be treated as current month. Month means calendar month, and "Three months" means past three months excluding current month. In case no entry is found for a particular month, previous month

closing balance will be treated as highest balance for the instant month. Illustration as under:

Say: Date of Application: 11th August 2015 and bank account statement of an applicant shows the following:

Date	Daily Bal (Rs. Lakh)	Max Bal (Rs Lakh)
08 May 2015	33.00	
24 May 2015	56.00	56.00
11 June 2015	72.15	72.15
30 June 2015	23.16	
07 July 2015	16.18	
10 July 2015	45.19	45.19
August will not be considered		
Sum of Max. Balances		173.34
Average of maximum balances		57.78

## 2) FD/RD/NSC/Govt. Securities/

Date of all deposits should be prior to the date of Advertisement. All the deposits should be in the name of applicant (or in his/her spouse and unmarried Children for married applicants and including his/her Mother/Father for unmarried applicants ) and valid as on the date of interview. Insurance policies should not be considered for evaluation.

### bb) Bank Offer Letter

An offer letter from scheduled bank indicating the amount of support likely to be extended in case applicant is awarded with HPCL Aggregatorhip (**As per Annexure E 2**). The date of Bank Letter should not be prior to the date of advertisement and should also indicate the relationship (type and period) bank is holding with the applicant. The offer letter should be duly signed by an appropriate authority of the concerned bank on the bank letter head. Declaration to be given by chartered accountant.

### cc) Unencumbered Fixed Assets

Any property in the form of land or along with superstructure on which bank loan can be raised. A CA certificate / Bank certificate indicating that the same is unencumbered and amount of loan that can be raised on the property by pledging should be submitted. The property to be in the name of applicant or in the name of his spouse for married applicant and or in the name of his/her

father/mother for unmarried applicant. Date of CA certificate should be not before the date of advertisement. Declaration to be given by chartered accountant.

**dd) Shares, Mutual Funds**

The Shares and Mutual funds should be in the name of applicant or in the name of his spouse for married applicant and or in the name of his/her father/mother for unmarried applicant, and certificate from a CA indicating the market value of the instruments having any date not prior to the date of advertisement. The certificate should also provide the list of such Shares/Mutual funds. Applicant should indicate his intention of liquidating the same for the purpose of raising working capital through a letter. (format enclosed)

**3. Affidavit from family members intending to extend Financial Assistance**

In case of savings bank account/current account/Fixed Deposit / Recurring Deposit/ NSC/ any other liquid deposit/ fixed assets/ shares and mutual funds are in joint name along with family members or in the name of family members as defined below, then the same may also be considered subject to the following.

- a) Family is defined as:
  - I. Spouse of the applicant
  - II. Parents of un-married applicant
  
- b) An affidavit, dated not before the date of advertisement, has to be obtained from the above specified family member having funds in his/her name and intending to extend financial assistance to the applicant indicating the amount of support likely to be extended (refer **Annexure E 1**). The affidavit should be unconditional. The family member should provide necessary documentary proof in support of their financial capability, in line with Clause no F.a sub clause aa), (bb), (cc) & (dd) mentioned above.
  
- c) Minimum Funds required is Rs 50 Lakhs . Out of this minimum Rs 5 Lakhs must be in Liquid Funds. Also it should be noted that Liquid funds will have higher weightage in the evaluation of applicants. For details, please refer marking illustration section.

**PI note:**

- (i) Jewelry will not be considered under any asset class.
- (ii) In case of Balance Sheet evaluation, accounts receivables and stock-in-trade will not be considered as liquid assets but can be considered under "Other than Liquid Funds (any other funds)"

**Pre-Qualification Guidelines (PQC):**

All candidates / submitted applications will be subject to pre-qualification evaluation criteria as per following parameters for shortlisting:

1. Declared financial resources and investible funds: meeting minimum requirement as per eligibility criteria ( Rs 50 Lakhs ) out of which minimum Rs 5 Lakhs should be in the form of liquid funds and supported by all relevant documents / annexures. (Shown in Sr. No 10 of application form). Candidates not able to meet the minimum eligibility, will not be eligible to appear for interview.
2. Minimum of 1 Tank Trucks (**One**) should be owned by applicant in his name or in the name of his family member ( Family definition as defined in these guidelines).
3. The candidate should have minimum 400 square meter unencumbered land for putting up Storage for MTO / SKO/ FO/ LDO
4. Those candidates found eligible after PQC evaluation will be evaluated for allotting finance mark as per below guidelines:
  - a. Declared financial resources and investible funds: meeting minimum requirement as per eligibility criteria ( Rs 50 Lakhs ) and supported by all relevant documents / appendix. (Shown in Sr. No 10 of application form as under:

	Type of Funds			Marking Criteria
LIQUID FUNDS	<b>Liquid Funds</b> (Savings/Current Account/FD/NSC/Govt. Securities)			If >= 30 Lakhs, Marks = 25
				If >= Rs 20 lakhs and < Rs 30 Lakhs, Marks = 15
				If > = Rs 5 lakhs and < Rs 20 lakhs, Marks = 10

OTHER THAN LIQUID FUNDS	Un-encumbered Fixed Assets for raising Loans			<b>For Balance 15 marks, please refer section below</b>
	Loans from Family members with commitment letter & details			
	Commitment Letter from Bank/Financial Institution with Loan amount			
	Any other funds viz. shares/mutual funds with documentary evidence			
Total Funds (Liquid + Other than Liquid)	Total Amount		15	Total Funds > = Rs 65 Lakhs, Marks = 15
				Total Funds > Rs 60 Lakhs and < Rs 65 Lakhs, Marks = 13
				Total Funds > = Rs 50 Lakhs and < Rs 60 Lakhs, Marks = 10
	<b>Grand Total Marks</b>		<b>40</b>	

**\*Minimum Required Fund = Rs. 50 Lakhs. Total funds are sum of Liquid Funds and other than Liquid Funds.**

**Note:** For partnership firms, Funds/Assets/ability to arrange loan/Income as provided by Partners individually shall be added together and treated as being available to the Partnership firm as a whole for evaluation purpose.

**Sample working for calculating marks for finance:**

- Liquid funds will have higher weightage of 25 marks
- Balance 15 marks is determined by calculating total funds (both liquid and non-liquid) shown as percentage of funds required.

**Illustration 1:**

Liquid Funds = Rs 40 Lakhs, Non-Liquid Funds = Rs 35 Lakhs. Hence Total Funds = Rs 75 Lakhs

- a) Liquid Funds Marks = 25 (since it is > Rs 30 Lakhs)
- b) Balance Marks = 15 (since Total Funds shown is Rs 75 Lakhs which is > highest slab of Rs 65 Lakhs)

Hence total Marks: 40

### **Illustration 2:**

Liquid Funds = Rs 20 Lakhs, Non-Liquid Funds = Rs 42 Lakhs. Hence Total Funds = Rs 62 Lakhs

- a) Liquid Funds Marks = 15 (since it is  $\geq$  Rs 20 Lakhs)
- b) Balance Marks = 13 (since Total Funds shown is Rs 62 Lakhs which is > middle slab of Rs 60 Lakhs)

Hence total Marks: 28

### **Illustration 3:**

Liquid Funds = Rs 10 Lakhs, Non-Liquid Funds = Rs 40 Lakhs. Hence Total Funds = Rs 50 Lakhs

- a) Liquid Funds Marks = 10 (since it is  $\geq$  Rs 5 Lakhs)
- b) Balance Marks = 10 (since Total Funds shown is Rs 50 Lakhs which is = lowest slab of Rs 50 Lakhs)

Hence total Marks: 20

## **5. CAPABILITY TO PROVIDE INFRASTRUCTURE & TANK TRUCKS (25 MARKS)**

Those applicants found eligible after PQC evaluation will be evaluated for capability to Provide Infrastructure and Tank Trucks:

- 1 a. Owning 2 Tank Trucks or more : 10 marks  
Owning 1 Tank Truck : 5 Marks

- 2. Availability of Suitable Premises (Minimum 400 sq. meters) for the purpose of getting Storage License for SKO/MTO/FO/LDO : 15 Marks



The applicant should own ((as detailed in Clause 5 I) iv) of these guidelines ))as well as offer a minimum of 1 tank trucks, the details of which are to be enclosed along with the application. In other words, tank trucks offered should be registered in the name of Firm / Partners or any of the partner in case of Partnership Firm (or) in the name of Firm / Proprietor in case of Proprietorship. In case of Limited Company/Co-operative societies , the Tank Truck should be in the name of Limited Company/Co-operative Society

For partnership firms, total number of Tanks trucks offered by individual partners would be considered for evaluation. The minimum capacity of the trucks should be 8 MT. The trucks offered should not be blacklisted by oil PSUs.

For availability of suitable premises (the premises should be clearly approachable with pucca road for easy movement of Tank/Trucks), the applicant needs to submit

1. Owner-ship details, like registered sales deed/other land documents proving clear title, if owned by applicant.
2. In case owned by any of the family members (Family as defined in the selection guidelines), a willingness letter from the said family member in whose name the site is available to provide the same for use of Aggregator, if the applicant is selected along with land necessary ownership documents.
3. If leased/rented, the same should be for a minimum period of five years, on the date of advertisement: attach copy of registered agreement and the lease should be in the name of applicant/registered company/Co-operative Society or Partnership firm.

## **6. EXPERIENCE IN BUSINESS (5 MARKS)**

1. Experience in sales of Petroleum Products directly to small & medium scale Industrial units – 5 marks
2. Experience in sales of consumables directly to small & medium scale Industrial units – 4 marks
3. Experience in sales of any other product besides consumables directly to small & medium scale Industrial units – 3 marks

Applicants has to enclose self-certified copies of experience. ***Please note that only transportation of petroleum products will not be construed as an experience in business.***

For partnership firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

## **7. QUALITY OF BUSINESS PLAN (15 MARKS)**

The applicants has to submit detailed project report with respect to his/her plan for sales of petroleum products. Marks will be awarded basis the content of the report and Interview.

For partnership firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

## **8. PERSONALITY AND BUSINESS ACCUMEN OF THE APPLICANT (15 MARKS)**

Assessment would be made based on leading questions, communication skills, self – confidence, enthusiasm and attitude.

For partnership firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

The selection committee shall prepare the merit list of all the candidates in the order of marks obtained. The merit list of maximum 3 candidates along with final mark sheet of all shall be displayed on the Notice Board of the Interviewing Office. The above merit list shall remain valid for a period of six months from the date of display of merit panel list at that particular location.

Candidates not present for Interview would be marked as absent and not marks displayed in the final mark list. Similarly candidates disqualified during document verification before the interview, would be marked as disqualified and no marks awarded in the final mark list.

The minimum qualifying marks for inclusion in the merit list 60 % of the total marks. Further a candidate has also to score 12 marks or more out of 20 marks in experience in business, quality of experience and knowledge of local market to get selected. If for a location none of the candidate are able to fulfill the above criteria, then result will be declared as "NO SUITABLE CANDIDATE FOUND SUITABLE". The Corporation at its discretion may re-advertise.

## **7. ISSUANCE OF LOI:**

On the completion of interview, DS RO would send following documents to CGM – I&C, HQO for obtaining approval for issuance of LOI to the first empaneled candidate:

- a) Covering Letter with details of location wise no. of application forms received, candidates eligible for interview / candidates rejected (along with reasons as per evaluation sheet) / date / place of interview / interview panel members / publishing of merit panel list on the notice board.
- b) Location wise / Candidate wise Scrutiny sheet, Interview evaluation sheet & Final Mark sheet.

Basis above documents, CGM – I&C will obtain approval of SBU – Head for issuing LOI to the first empaneled candidate.

## **8. COMMISSIONING OF THE POL AGGREGATOR-SHIP:**

Applicant, who is finally selected for the Aggregator-ship, will be issued a letter of intent on submission of security deposit of Rs 5.0 Lakhs (without interest). The candidate is expected to fulfill all LOI terms like Infrastructure / Manpower / Financial / Statutory / Other requirements such as Resignation letter along with acceptance from the employer or principal Company within 60 days of the date of LOI.

In case LOI holder is unable to fulfil any of the LOI terms, within the stipulated period, the Regional Office would recommend for cancellation of the LOI and issuance of fresh LOI to the second empaneled candidate (if any) with approval from SBU Head. In such cases, the security deposit of the candidate, for whom the LOI has been cancelled, will be forfeited. Same process will be followed for all subsequent empaneled candidate.

In exceptional circumstances, basis the merit of the case, the time period to fulfil LOI terms can be extended by Head – DS SBU.

## **9. SECURITY DEPOSIT:**

The selected candidate is required to submit interest free refundable Security Deposit of **Rs. 5 Lakhs** to Hindustan Petroleum Corporation Ltd, as stated in the advertisement, before issuance of Letter of Intent (LOI). HPCL 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 Aggregator-ship Agreement on account of proven malpractice or due to non-performance to achieve sales target fixed by HPCL, the said Security Deposit will be forfeited.

## **10. TENURE OF AGGREGATOR-SHIP AGREEMENT:**

The Aggregator-ship Agreement will be for an initial period of 5 Years (including initial 1 year, which will be on ad-hoc basis in order to assess the performance of the

Aggregator, basis meeting performance standards as specified by HPCL from time to time). The agreement can be renewed for further period of 5 years, basis the Aggregator fulfilling performance standards set by HPCL from time to time. In case the performance of the aggregator is not satisfactory as per the target/communication advised by HPCL, the agreement may be terminated in accordance with the various clauses of the agreement.

#### **11. EXPECTED SALES VOLUME:**

POL Aggregator shall be given 6 months for stabilization of business in the market. HPCL shall fix the sales target for POL Aggregator-ship. This target shall be reviewed and revised by HPCL at annually based on market conditions. HPCL at its discretion may consider termination of POL Aggregator-ship agreement, in case the performance of POL Aggregator-ship is not as per the targets fixed. This is applicable for location where the performance is not upto the mark.

#### **12. GREVIANCE REDRESSAL:** Any complaint received against the selection process will be redressed in the following manner:

- a> Complaints received within **15 days** of declaration of merit list shall only be considered for further investigation.
- b> Anonymous complaints shall be closed and filed without investigation with the approval of Head SBU.
- c> The complaints received within 15 days of declaration of merit list shall be put up to the Head SBU for necessary investigations/ disposal as per the laid down Policy & Guidelines of HPCL.
- d> Head SBU, either in person or thru nominated representative, would investigate the matter.
- e> During the investigations, if the complaint is found to be false and/or without substance, HPCL reserves the right to take action against the complainant as provided under the law.
- f> In case of complaints not substantiated, the complaint will be filed without investigation and the complainant will be advised accordingly.
- g> In case of established complaint, the complainant will be advised accordingly and HPCL will take suitable corrective action.

**13. GENERAL GUIDELINES FOR POL AGGREGATOR:** All Aggregator shall be broadly guided by but not limited to the following:

- I. Shall be governed by the existing guidelines with respect to documentation, computerization, reconstitution and relevant government/statutory laws, rules and guidelines etc. which shall be communicated to him from time to time.
- II. HPCL may expand/reduce the Area of operation of POL Aggregator-ship depending on potential in the area, capability of Aggregator in terms of having adequate resources, capability etc. to serve the customers in the expanded area.
- III. HPCL at its discretion can appoint additional Aggregator in the same Area of operation.
- IV. **Visibility & Promotions:** The business requires sales promotion activities such as workshops/meetings etc. with prospective and existing customers. All such activities should be carried out by him either jointly with HPCL or independently.

**14. GENERAL CONDITIONS:-**

- i. The company reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- ii. The details provided in this selection guideline are only for the information and HPCL reserves the right to amend, modify, delete or add any terms and conditions at its sole discretion.
- iii. The content given in this selection guideline should not be considered as policy document and cannot be legally quoted. HPCL shall be the final authority for giving any clarification or interpretation on the contents given in this selection guideline, if need be and at its own discretion. HPCL cannot be held responsible for any loss or damage or consequences from misunderstanding or misinterpretation of the contents in this selection guideline. HPCL may revise the contents of this selection guideline from time to time without giving any notice.
- iv. No addition/deletion/alteration will be permitted in the application once it is submitted.
- v. No additional documents whatsoever will be accepted or considered after the cutoff date of the application.
- vi. Application 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.

- vii. All affidavits have to be submitted in original along with the application.
- viii. 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. Failure to present these documents in original at the time of interview will result in cancellation of selection due to submission of false/unsupported information in documents.
- ix. If any statement made in the application or in the document enclosed therewith or subsequently 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 Aggregator, the Aggregator-ship is liable to be terminated. In such cases the Aggregator shall have no claim whatsoever against HPCL.
- x. Applicant selected for the aggregator-ship will be a full time working aggregator.
- xi. The applicant should not be a family member of an employee of any Oil Marketing Companies as on date of application. In relation to an OMC employee, definition of family is :-
  - a. The wife or husband as the case may be of the employee, whether residing with him or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court.
  - b. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
  - c. Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.