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Guidelines for Selection Process of Retail LPG Gas Dealership Agency



LPG Gas Dealership Agency

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GUIDELINES FOR SELECTION PROCESS OF
LPG GAS DEALERSHIP AGENCY

INTRODUCTION

The salient features of the selection guidelines are:

(i) All applicants online the eligibility criteria will qualify for further selection process.
(ii) Transparent on-line process for application.

(iii) Different selection process for Corporation Owned Dealer Operated outlets, Dealer Owned Dealer Operated outlets and Corporation Owned Dealer Operated outlets under Corpus Fund Scheme.

(iv) Existing dealers of gas Companies will be eligible to apply.

IDENTIFICATION OF LOCATIONS

Locations for setting up LPG Gas Dealership Agency are identified by the respective company. Accordingly, Regular and Rural Agency are set up by petroleum & Gas product making companies as under:-

i. Regular: Locations on Highways (National Highways/State Highways etc.) & Urban / Semi-urban areas (Within Municipal Limits of a town).

ii. Rural: Locations in rural areas but not on Highways (NH/SH etc.) and outside Municipal Limits of a town

RESERVATION

The Percentage of reservation for various categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under: -

Category	SC/ST	OBC	Open	Total
Combined Category 1 (CC1) Comprising of :- (i) Defence Personnel & (ii) Para Military Personnel/Central/State Govt. and Central/State PSU employees	25	21	18	64
Combined Category 2 (CC2) Comprising of :- (i) Outstanding Sports Persons (OSP) & (ii) Freedom Fighters (FF)	0	0	6	6
Physically Handicapped (PH)	1	1	1	3
SC/ST	**19.50**			**19.50**
OBC		**70**		**70**
Open			**44.50**	**44.50**
Total	**22.50**	**27**	**50.50**	**100**

Note: Offered land can either be taken from the applicant or the owner of the land directly. All locations registered as SC/ST category will be developed as per (i) above.

ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS - PROPRIETORSHIP / PARTNERSHIP Common Eligibility Criteria for all Categories applying as Individual (as on date of application unless mentioned otherwise)

(i) **Citizenship**: Indian Citizen.

(ii) **Residential status:** Resident of India (as per Income tax rules1).

(iii) **Age**: Not less than 21 years and not more than 60 years except for Freedom Fighter under CC2 category.

Proof of age should be supported by copy of 10th Standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for age / Identity card issued by Election Commission.

(iv) **Educational Qualification:**

Passed Minimum 10th (examination conducted by a Board or School).

Certificate issued by Armed Forces as equivalent to 10th Class pass in accordance with Ministry of Personnel, Public Grievances and Pensions (Dept. of Personnel and Training) notification No. 17018/8/82-Estt (D) dated 12.02.1986 will also be considered.

For educational qualification from overseas universities / boards, equivalent certificate issued by competent authority / State Government / Government of India should be submitted by the applicants.

Minimum Educational qualification is not applicable to Freedom Fighters under CC2 category.

(v) **Land (Applicable to all categories):**

The applicants would be classified into three groups as mentioned below based on the land offered or land not offered by them in the application form:-

Group 1: Applicants having suitable piece of land in the advertised location/area either by way of ownership / long term lease for a period of minimum 10 years 11 months or as advertised by the Companies.

Group 2: Applicants having Firm Offer for a suitable piece of land for purchase or long term lease for a period of minimum 10 years 11 months or as advertised by the Companies.

Group 3: Applicants who have not offered land in the application.

If an individual stayed in India for 182 days or more in the previous financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days he is a non-resident.

Applications under Group 3 would be processed /advised to offer land only in case no eligible applicant is found or no applicant gets selected under Group 1 & 2.

In case land offered by all the applicants under Group 1 & Group 2 is found not suitable / not meeting requirements, then these applicant/s under Group 1 & Group 2 along with applicants under Group 3 (who did not offer land along with application)

would be advised by the Companies to provide suitable land in the advertised location / stretch, within a period of 3 months from the date of issuance of intimation letter to them through e-mail. In case the applicant fails to provide suitable land within the prescribed period or the land provided is found not meeting the laid down criteria, the application would be rejected.

The other conditions with respect to offering of land are as under:-

a) The land should be available with the applicant as on the date of application and should have minimum lease of 10 years and 11 months (as advertised by respective company) from the date or after the date of advertisement but not later than the date of application.

b) If the offered land is on Long term lease, then the Lease agreement should have a provision to sub-lease the land wherever the locations are, In case it is observed that the lease agreement for the land offered by the selected applicant does not have a provision to sub-lease the land, in such cases the selected applicant would be provided 21 days' time from the date of intimation through e-mail to make suitable amendment / addendum to the lease agreement and submit the same to the concerned Companies .

c) For Dealer owned sites, the applicant should ensure that the land arranged by the applicant is either registered in the applicant's name or leased in favor of the applicant for a minimum period of 10 years and 11 months (as advertised by respective company).

d) The applicant(s) under Group-1 should have documents to establish ownership of land offered for the Dealership **as on date of application**, such as:-

- Khasra / Khatauni or any equivalent revenue document or certificate from revenue official confirming status of the ownership of the land.
- Registered Sale deed/Registered Gift deed.
- Registered Lease deed for a minimum period of 10 years and 11 months (as advertised by respective company).
- Any other type of ownership / transfer deed document.
- Lease agreement or firm allotment letter issued by Government / Semi Government bodies.

e) The land owned by the family member(s) will also be considered as belonging to the applicant (Group-1) subject to producing the consent letter in the form of affidavit **(Appendix III A)** from the concerned family member(s). For this purpose family members would comprise of:-

(i) Self
(ii) Spouse

(iii) Father/Mother including Step Father/Step Mother
(iv) Brother/Sister/Step Brother/Step Sister
(v) Son/Daughter/Step Son/Step Daughter
(vi) Son-in-law / Daughter-in-law

(vii) Parents-in-law
(viii) Grand Parents (both maternal & paternal)

f) For Group 2 applicants, the "firm offer" of land will include land offer from third party based on Agreement to purchase/long term lease (as per terms and conditions of the Companies). Offer letter should be in the form of an Affidavit **(Appendix III A)** along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.

g) In case offer letter is from Power of Attorney holder (Registered), Offer letter should be in the form of an Affidavit along with copy of POA and along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.

h) The eligibility of applicant with regard to the Land (Group 1 or Group 2) will be decided by Company with reference to a confirmatory letter from an advocate **(Appendix III B)** to be arranged by the applicant.

i) In case the applicant or family member(s) own the land jointly with third person, the consent letter in the form of an Affidavit **(Appendix III A)** or Power Of Attorney (Registered) clearly authorizing the applicant for such use of land from third person is also required.

j) Various situations of ownership for defining owned / firm offer are as under:-

S. No.	**Situation of ownership**	**Share of applicant in land**	**Additional documents required**	**Evaluation as**
GROUP 1				
1	Self	Full	Nil	Owned
2	Self with members of family or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family - Appendix III A	Owned
3	• Self with other owners • Family members with other owner(s) • Self with family members & other owners	Part Nil Part	If the share of the applicant and/or family members is more than or equal to land required by the company. Consent letter on stamp paper or an affidavit or Power of Attorney from all Co- owners(s) should be provided - Appendix-III A.	Owned

4	Land owned by Government/ Semi-Government bodies	Full	Allotment Letter from the Government/ Semi-Government bodies in the name of Self with specific mention for use of petroleum Products.	Owned
GROUP 2				
5	Land owned by third party in part or full	Part/Nil	Consent letter in the form of affidavit / Power of Attorney from other owner(s) - **Appendix III A**	Firm Offer

a) Each applicant will have to declare, in the application form, the category under which offered land falls. Supporting the above, confirmatory letter from an advocate (**Appendix III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2), **as on date of application**, is also to be furnished as and when advised. The Group under which the applicant's land falls, would be determined based on the declaration given in the application and confirmatory letter from the advocate regarding the same.

b) It should be the responsibility of the applicant to ensure that as on date of application:-

   i. Offered land is of required dimension and abutting the Road boundary, after leaving Right of Way (ROW) line of the road.
   ii. The offered land is also not notified for acquisition.
   iii. Land owner is in Possession of the land from the beginning / edge of ROW line. iv. There is no other land including Govt. land between ROW and offered plot.

   Note: **In case it is found at later stage that the offered plot is not meeting any of the above conditions then in such case the offered land would be rejected and candidate will be given opportunity along with applicants under Group 3 by intimation through e-mail.**

c) Verification of the supporting documents submitted by the selected candidate, post selection, will be carried out at the time of Scrutiny / Field Verification of Credentials (FVC).

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Note 1:

a. "Own' means having ownership by way of Registered Sale deed, Registered Gift deed, etc. or title of the property or registered long lease (as per individual Companies norms) in the name of applicant / family member/s as defined in 4 (v)-e above.

b. Verification of the supporting documents submitted by the selected candidate, post selection, will be carried out at the time of Scrutiny / Field Verification of Credentials (FVC).

c. If an applicant offers more than one land then, a confirmation in writing will be obtained by Land Evaluation Committee (LEC) from the applicant with regard to the plot of land to be considered for evaluation.

d. The same piece of land cannot be offered by more than one applicant for a particular location against an advertisement. In case more than one application is received offering the same piece of land all such applications would be rejected and allotment, if made, would be liable for cancellation.

e. The selected candidate has to make available the offered land duly developed up to the road level by cutting/filling (as applicable), with good earth/ murrum, layer- wise compacted as per standard engineering practices to the satisfaction of the concerned Companies . The selected candidate is also required to provide retaining wall and compound wall of min. height 1.5 meters, designed as per site conditions as per approval of Companies.

f. There is no commitment by the Company for taking the offered land from the applicant. If an applicant, after selection, is unable to provide the land indicated in the application within a period of 2 months (for Group 1) and 4 months (for Group 2) from the date of Letter of Intent (LOI), Company will have the right to cancel / withdraw the LOI issued in favour of the selected candidate for allotment of dealership.

Note 2

In case of locations where the applicant has not offered the land in the application **(Group 3**) or if the offered land of all applicants **under Group 1 & Group 2** got rejected due to not meeting the laid down criteria, then all such applicants shall be given an opportunity to offer land or alternate land (as the case may be) in the advertised location/stretch provided the applicant meet all other eligibility criteria.

A communication through call /e-mail would be sent to these applicants to offer land/ alternate land within a period of 3 months from the date of offer letter.

On receipt of advice to offer land from Companies the applicant should submit land offer online and indicate the category under which the land falls (Group 1 or Group 2) on the basis of the confirmatory letter from an advocate **(Appendix III B).** Upon selection, the selected candidate would be required to submit all the relevant documents pertaining to the land offered along with consent letter in the form of affidavit **(Appendix III A)** and/or Power of Attorney

(Registered), if applicable, along with confirmatory letter from an advocate **(Appendix III B).**

The applicants would be classified into two groups i.e. Group 1 & Group 2 based on the land offered by them.

In case the applicant(s) fail to offer alternate land within the specified period, the offer would be withdrawn and application rejected under intimation to the applicant(s) through call/e-mail.

Only one opportunity would be given to the applicant, either for offering land (if applicant has not offered any land along with application form) or for offering alternate land (if the land offered by the applicant is found to be not meeting the laid down criteria during Scrutiny/land evaluation/ rejection of land after selection, for applicants who have offered land along with the application).

ELIGBILITY CRITERIA FOR LAND

Eligibility criteria for land

- Plot Dimension for Regular 15 x 12 m. (Minimum size).
- Plot Dimension for Rural 15 x 12 m. (Minimum size).
- (Note: Applicant can apply for Group 3 in case of non-availability of land).

Note 3: Opportunity to offer alternate land after FVC/issuance of LOI

There may be a situation, where the land offered by the candidate in the application (including land/alternate land offered by Group 3/Group 1 & Group 2 applicants) meets all the specifications as laid down in the advertisement and on the basis of which LOI has been issued or proposed to be issued and the LOI holder or the selected candidate to whom LOI is proposed to be issued would like to offer an alternate land, due to whatsoever reason, such land may be considered by Companies subject to the alternate land meeting all specifications and is within the advertised location/ stretch.

In case applicant is selected and LOI has not been issued then on receipt of application from the selected candidate offering alternate land, Land evaluation of the alternate land will be done and if the land is found suitable, then LOI will be issued mentioning the change in offered land.

In case alternate land is offered after issuance of LOI, a letter would be issued indicating acceptance of the alternate land offered, after Land evaluation (on land being found suitable) and this would be treated as addendum to LOI.

In case the alternate land offered by the selected candidate/LOI holder is accepted by the Companies and LOI/addendum to LOI is issued to the candidate, the alternate land accepted by Companies would be treated as final and no further changes shall be accepted (including the original site offered).

In case the alternate land offered by the selected candidate is found not meeting the laid down criteria, the selected candidate would be intimated on the same

(through LOI) and LOI would be issued to the selected candidate referring to the originally offered land.

In case the alternate land offered by the LOI holder is found not meeting the laid down criteria, the LOI holder would be intimated on the same through addendum to LOI. In such case, the time period to make available the land (original site offered along with the application) would remain valid as mentioned in the LOI from the date of issuance of letter (addendum to LOI) intimating rejection of alternate land.

This opportunity would be available to the LOI holder up to 90 days from the issuance of LOI.

The above mentioned opportunity can be availed by the selected candidate (after clearing FVC) / LOI holder only once.

Note 4:

i. In case the selected candidate (after clearing FVC) avails the opportunity to offer alternate land before issuance of LOI, the opportunity will not be available to the candidate post issuance of LOI.

ii. One time opportunity to offer alternate land also will be available in case of failure of rental negotiation. However, in this case, LOI holder can offer alternate land within 90 days of failed negotiation. Further, this opportunity will not be available to the LOI holder in case he/she has availed the opportunity before issuance of LOI/ post issuance of LOI.

iii. Opportunity for offering alternate land after selection (post FVC) / issuance of LOI would also be given to those applicants who may have availed such an opportunity earlier (Prior to FVC).

iv. In case after selection, if it is observed that the offered land is co-owned by multiple persons and the selected candidate did not provide consent of all the co-owners, the selected candidate would be given 21 days' time to get consent of all the co-owners for the offered land failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.

v. In case after selection, if it is observed that the offered land does not contain sub- lease as required by Companies (for CFS / CC sites) the selected candidate would be given 21 days' time to make suitable amendment / addendum to the lease agreement failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.

(vi) Specific Eligibility Criteria for applying in different reserved categories is as under:

a) **Scheduled Caste/ Scheduled Tribe Category (SC/ST):**

The candidates belonging to Scheduled Castes/ Scheduled Tribes (SC/ST) recognized under the Constitution of India will be eligible. The applicants will be required to submit a copy of the certificate issued by the competent authority, notified by Govt. of India, certifying that the candidate belongs to Schedule Caste / Schedule Tribe as per **Appendix - VI.**

Note: Wherever applicable, the applicants would be required to submit Caste validity certificate.

b) **Other Backward Classes (OBC)**

The candidates belonging to Other Backward Classes recognised as OBC by Government of India (Central Government) under the Constitution of India and / or recognized by the concerned State as OBC in which the location has been advertised will be eligible.

The candidates will be required to submit as and when advised by Company, a certificate issued by the competent authority notified by the Government of India and/or by the concerned State in which the location has been advertised certifying that the candidate belongs to Other Backward Classes recognized as OBC by a Resolution/Gazette Notification issued by GOI (Central Government)/State Government. Along with the OBC certificate (**Appendix - VII A**), the candidate also has to submit an undertaking (**Appendix - VII B**) that he/she belongs to the OBC category and fulfils the non-creamy layer status. The date of undertaking (**Appendix - VII B**) will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The undertaking should be of any date after the date of advertisement.

c) **Defence Personnel (DEF)**

Defence Personnel means personnel of armed forces (viz. Army, Navy, Air Force) and will cover:

(i) Widows/dependents of those members of Armed Forces who died in war or in harness due to attributable causes.
(ii) Ex-service men who are war disabled / disabled in peace due to attributable causes.
(iii) Able bodied Ex-service men.

Candidate applying under this Category covered under (i) & (ii) above would be required to submit as and when advised by Company, the Eligibility Certificate in original, issued from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the Dealership for which he/she has applied. Certificate of eligibility issued for one Dealership is not valid for another Dealership and therefore a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement.

Candidate applying under this Category covered under (iii) above should submit copy of Discharge Order or Pension order.

a) Government (including PMP) and Public Sector Personnel

The personnel serving in different Departments of Central/State Governments and Public Sector undertakings of Central/State Government who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/ dependants will be eligible under this category.

Applicants under this category would be required to submit as and when advised by Company, a copy of relevant certificate from the concerned Organisation / Govt. Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government - **Appendix VIII**.

b) Physically Handicapped Category (PH):

i. Applicants under this category should fulfils criteria covered under the target group as defined under Section 2(t) of The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 (also referred to as PwD Act, 1995) and obtain a disability certificate from competent authority as prescribed in the Notification dated 30.12.2009 issued by Ministry of Social Justice and Empowerment.

ii. Deaf, Dumb and Blind persons with minimum degree of 40% disability. Applicants under this category would be required to submit a certificate (as per the standard format given in the application) issued by a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No.154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and Procedure for certification.

The applicants will be required to submit a copy of the certificate (Appendix IX-A or IX-B or IX-C as applicable) as and when advised by Company.

c) Outstanding Sports Persons (OSP):

The following persons will be eligible:

- Arjuna Awardees / Khel Ratna Awardees.
- Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognised World Champions.
- First position holders of recognized National Championships held for senior level (men & women).

Candidate applying under this category would be required to submit as when advised by the Company a certificate from the Recognised National Federation Organising National

Championships (as recognised by Department of Youth Affairs and Sports, Govt. of India) or from the Dept. of Youth Affairs and Sports, Govt. of India.

d) Freedom Fighter (FF) :

The applicant would be required to submit as when advised by the Company a certificate or Tamrapatra or an attested copy of the Pension order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, GOI of their having been Freedom Fighters.

e) Specific Requirement of applicants applying under Partnership:

In case of partnership, each partner should individually meet the eligibility criteria for applying as an individual. However, the land owned by partner(s) will be treated as owned by the proposed firm as a whole for the purpose of eligibility.

Each partner should submit separate application form along with separate non-refundable application fee. However, the applications should be clubbed together (on- line). They also would be required to submit a copy of the proposed partnership deed.

f) Specific Eligibility Criteria for existing Dealers of Companies:

Existing dealers of gas companies (individual & partnership firms only) who are eligible under categories as specified above can apply for Petrol Pump Dealership Outlets on fulfilling the following conditions:

i. In case of allotment, the dealer will have to surrender their Dealership prior to issuance of letter of appointment for RO dealership. To be eligible to apply for Petrol Pump Dealership Outlets, the dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/Dealership Agreement, Control Order.

ii. Eligibility criteria as applicable to individual applicants/partnership firm applicants will also be applicable to Dealers.

Note: with regard to submission of documents by selected candidates:

1. All certificates/documents required for meeting Eligibility/Specific eligibility criteria should be in possession of the applicant and valid as on date of application.

   However certificates issued by Directorate General of Resettlement (DGR), Ministry of Defence, Government of India for Defense personnel can be of a

date after the date of application but should be submitted within 10 days of intimation by Company.

Wherever Caste Validity certificate is required, the same shall be submitted by the selected candidate within additional 10 days of stipulated time specified by the concerned State Govt. for issuance of such certificate (from the date of intimation to the selected candidate by the Companies).

2. In case certificates submitted by the applicants issued by various Govt. Officials are not as per the given formats, the applicants would not be made ineligible if the contents are as per Corporation's requirements.

3. Applicable certificates/documents for Eligibility/Specific eligibility criteria would be required to be submitted by the selected candidate within 10 days of intimation (after draw of lots/bidding process).

   Additional 10 days' time shall be given in case the selected candidate fails to submit the applicable certificates/documents. In case the selected candidate fails to provide applicable certificates/documents within this time period, his/her candidature would be rejected under intimation through e-mail.

4. The selected candidate would be given opportunity to provide the rectified/corrected documents under rectifiable deficiency within 21 days' time. If the selected candidate fails to provide the required corrected/rectified certificates/documents, within 21 days, his/her candidature would be rejected under intimation through e-mail.

ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS (ENTITY)

Non-individual entity applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co- operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013, including Pvt. Ltd. companies.

Non-individual applicants are eligible to apply **only** under **'General'** category subject to the following: -

(i) Residential status: The entity should be registered in India.

(ii) Age: The date of Registration / Incorporation of the firm / entity should be a least 3 years prior to the date of application.

(iii) Land: With regard to land, all conditions covered for individuals would apply excepting clauses given for land owned by family member(s). In other words, the offered land should either be owned or on long lease in the name of entity for Group 1 and a firm offer in the name of the entity for Group 2.

(iv) Finance: Registered Societies / Companies should have made a net profit for previous 3 consecutive financial years duly certified by a Chartered Accountant.

Note:

a. All Non-individual entities applying for the dealership should meet the Land requirement as specified under Individual applicants to become eligible for the draw/bidding. The land should be in the name of the entity and not in individual names. They should not have any disqualification criteria specified under Clause **"DISQUALIFICATION".**

b. Registered Societies / Charitable Trusts/ Companies will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.

c. With regard to submission of documents by selected entities, time limits as given under individual applicants would apply.

OUTLET MANAGEMENT

A person selected for the dealership shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership. He/ She will not be eligible for taking up any employment. If the selected person is already employed he/she will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment by the Company**.**

Further at the time of issuance of letter of appointment, the LOI holder will have to give notarized affidavit stating that he/she is not employed in Private Sector or is not drawing any salary/perks/emoluments from State / Central Government **(Appendix - IV).** The LOI holder will also affirm that during the tenure of the Dealership he/she will not take up any employment in Private Sector or will not draw any salary/perks/emoluments from State / Central Government.

A Non - Individual applicant (entity) selected for the dealership will have to manage day to day working / affairs of the dealership under control/supervision of their own employee(s) and in line with the provisions of dealership agreement.

SPOUSE AS CO-OWNER

In case of individual applicants, applying as Sole proprietor, his/her spouse (i.e. wife/husband) will be made a partner with a share of 50%, after the issuance of LOI, unless the spouse is already gainfully employed and/or do not wish to be made a partner. If the applicant is unmarried/divorcee/widow/widower at the time of issuance of LOI, he/she will be required to give an undertaking that as and when he/she gets married, his/her spouse will be made a partner unless the spouse is already gainfully employed and/or do not wish to be made a partner. Spouses will be considered for partnership irrespective of any need to satisfy the eligibility criteria for dealer selection. However, they should fulfill the provisions on multiple dealership norms, conviction clause and the condition that they were not a signatory to a terminated dealership/distributorship for proven malpractices etc. In case the spouse is being made partner, then a separate Affidavit (as per **Appendix - XA**) from the Spouse, proposed partnership deed and other necessary documents be taken before induction as partner / issuance of LOA. Provisions of Reconstitution policy are not applicable for induction of Spouse as Co-owner (a) before issue of Letter of Appointment for married applicants/allottees or (b) within one year of marriage in other cases.

For making spouse as partner a letter as per **Appendix - IIA** along with an Affidavit from the Spouse as per **Appendix - IIB** will be taken after award of LOI and necessary documentation with respect to Registration of Partnership deed, etc. will be completed by the applicant(s) prior to issuance of LOA. Dealership agreement will be signed with both the partners and LOA will be issued.

In case the spouse does not wish to become a partner for any reason including she/he being gainfully employed, Affidavit as per **Appendix - II B** should be obtained for records.

Applicants are not permitted to enter into partnership with anyone other than their spouse under the above mentioned clause.

BASIC FACILITIES REQUIRED FOR OPERATION OF DEALERSHIPS

The following facilities are required to be provided at the retail outlet as specified by the Company. Depending upon on the type of site the facilities are to be made available by the Dealer (as specified by the Corporation) / Corporation as mentioned against each type of facility:

S.N.	Type of Facility	TYPE OF SITE	
		Provision of Facility by:	
A	**Infrastructural Facilities:**		
i.	Developed land with boundary /compound wall as per Corpn. Specification	Corpn.	Corpn.
ii.	Electricity, Dispensing Units, Signages, Automation, etc.	Corpn.	Corpn.

iii.	Sales Office, Store Room, Toilet, Electrical Room, Water Connection, Yard Lighting, etc.	Corpn.	Dealer
iv.	Generator	Corpn.	Corpn.
v.	Compressor with Electronic Gauge for Air Filling (As decided by Companies)	Corpn. / Dealer	Corpn.
vi.	Driveway	Corpn.	Corpn.
vii.	Canopy (as per Corpn. requirement)	Corpn.	Corpn.
B	**Customer Convenience Facilities:**		
i.	Clean Drinking Water, Maintenance of Neat & Clean Toilet, Telephone, etc.	Dealer	Dealer

A. Site specific additional facilities required for customer service such as Staff cum Change Room, Service Station, Rest Room, Restaurant, PUC facility and/other Facilities as may be specified by Company from time to time will be provided by Company/Dealer Select as applicable.

B. Firefighting & Safety Equipment's

Dealer will provide Firefighting/Safety equipment's at Outlet as per the statutory requirements and maintain them in good working condition at his/her own cost. Trained staff should be available to handle and operate the same.

C. Investment Required:

The approximate investments required for development of infrastructure and facilities & working capital requirement at New Outlets will be indicated in the advertisement.

The selected candidate shall undertake to make available the funds required for development of desired infrastructure and facilities at the Outlet allotted to him and the working capital for operation of the outlet.

D. Statutory Approvals / Licenses:

Dealer select will obtain all statutory approvals / licenses for operation of dealership as required.

E. License Fee:

For the investments made at the RO Dealership towards Land and infrastructure/facilities by the Corporation, License Fee would be payable on per KB basis by the dealer as applicable from time to time.

F. AFFIDAVIT

The applicants should submit an affidavit in the standard format confirming facts as per **Appendix - XA** (for individual) and **APPENDIX - XB** (for Non-individual).

Note:

- All affidavits should be submitted in original on stamp paper of appropriate value as applicable in the concerned State.
- All Stamp papers should be purchased in the name of the deponent.
- All affidavits should be made after the date of advertisement.

G. Refundable application Fee

Refundable application Fee: Rs. 25,000/- (for all categories).
(This application fee is applicable for all applicants and all categories and in case the Petrol Pump Dealership is not selected, the payment will be automatically refunded within a period of 7 days).

Note:

- The total investment ranges from 35 to 40 Lakhs only which includes the entire setup that includes machinery, infrastructure and boundary wall, application fee, security deposits, NOC fees, Agreement Fee, Retail License fee and all other charges.

- The subsidy that you will get ranges from 15 to 19 Lakhs so in total the applicant has to make an investment of Rs. 15 to 19 lakhs on his behalf, this investment is to be done in 2 to 3 months.

- The entire structure, machinery and setup will be done by the company itself.

- The submission of new applications will not be accepted or consider after the last date.

H. Brochure and Advertisement:

Advertisements will be released in Google ads and national and regional newspaper intimating selection of LPG Gas Dealership Agency.

The entire details in this regard like name of LPG Gas Dealership Agency location, District, State, Category etc. will be hosted on website www.lpggasdealerchayan.com

Guidelines for selection (Brochure) will also be hosted in website www.lpggasdealerchayan.com

Brochure for Selection of Outlet dealerships can be downloaded from the website of www.lpggasdealerchayan.com free of cost. Interested applicants should go through the Brochure carefully for filling up their application form.

I. Cut-off date for receipt of Applications:

The advertisement will specify the last date by which the application should be submitted. The cut-off date for submission of application would be mentioned in the advertisement.

The facility for submission of on-line application will be withdrawn immediately after the cut- off date.

If the applicant fails to submit his/her on-line application on the due date due to any technical reasons whatsoever the company shall not be responsible and no request for subsequent submission of the application will be entertained.

J. ONE APPLICATION PER APPLICANT FOR A LOCATION:

Applicants should submit only one application for one location. In case more than one application is received from an individual, all the applications would be clubbed together and treated as one application. In such cases, application fees received against all other applications would be forfeited.

K. CANDIDATE APPLYING FOR MULTIPLE LOCATIONS:

A candidate can apply for more than one location. However, in such cases, he/she will have to submit separate application for each location. Each application should be with the requisite application fee.

L. ONLINE APPLICATION:

Application should be submitted only through on-line mode on prescribed web portal **www.lpggasdealerchayan.com.**

All desired applicants shall submit their applications on **www.lpggasdealerchayan.com** after registering on the same and submitting their application form online, along with requisite application fee (to be submitted Unified Payments Interface (**UPI**) through the payment Gateway.

The applicant will have to register on **www.lpggasdealerchayan.com** for creating a login id and password. The login id and password once created for an applicant will be further used for filling of on-line application in the web portal.

Acknowledgement of successful registration on www.lpggasdealerchayan.com will be sent through e-mail/SMS intimating that the details on the portal www.lpggasdealerchayan.com should be filled up diligently /carefully as these details will be picked up automatically in the relevant field on the application form and that there will be no further scope for editing after the registration process is completed. The application can further be checked on the user's dashboard.

An applicant can submit only one application for a particular location.

Application Format for appointment of Petrol Pump Dealership is attached as **Appendix - I A** (for individual applicants) & **Appendix - I B** (Non-Individual applicants).

User Manual for guidance of the applicants to fill the on-line application form is attached as **Appendix - I C**.

The status of the application would be communicated through e-mail /call / text by the applicant while registering on the portal **www.lpggasdealerchayan.com**

The list of candidates for the location as per priority Group-I, Group-II and Group-III will be available in the portal **www.lpggasdealerchayan.com**

Intimation to the selected candidate for submitting required documents (for conducting Land evaluation and Field Verification of Credentials) and remittance of 40% of Security deposit (Dealership Certificate & Initial Security Deposit - ISD) within 7 days from the date of intimation.

In case the candidate does not submit the documents and/or remit 40% of the Security Deposit (Initial Security Deposit), a reminder will be sent with the notice period of another 7 days that in case the required documents are not submitted the candidature is liable for rejection. In case the selected candidate fails to submit the documents and/or remit 40% of the Security Deposit (Initial Security Deposit), within this additional 7 days, his candidature will be rejected under intimation.

Scrutiny of the documents would be carried out only after receipt of 40% of the Security Deposit (Dealership Certificate & Initial Security Deposit).

In case of rectifiable deficiency in the documents submitted intimation to the selected candidate to submit the required corrected documents within 21 days.

In case the rectified documents (for cases other than related to offered land) are not submitted within stipulated time or the submitted rectified documents are not as per requirement, intimation regarding rejection of his candidature will be sent to the selected candidate. However, if documents related to offered land are not submitted or the offered land cannot be accepted even after receiving rectified documents relating to land, the applicant will be given intimation regarding consideration of his/her candidature along with Group 3 applicants.

Intimation to the candidate regarding date and time for visit of committee for land evaluation giving 7 days' time.

In case land is not found suitable by LEC, intimation to the candidate regarding rejection of the offered land and subsequent consideration of candidature along with Group 3 applicants**.**

In case land is found suitable, intimation to the candidate regarding date and time of FVC giving 7 days' time.

In case of rejection at FVC stage, intimation to the candidate regarding rejection of his candidature**.**

In case FVC is found OK, intimation to the selected candidate regarding issuance of LOI and collection of the same from the concerned office of the Companies giving 7 days' time.

M. Person Applying For Different Locations

While application by a candidate can be made for different locations, the same should be done separately in respect of each location along with applicable application fee in each case.

FINAL PROCESSING OF APPLICATION OF SELECTED CANDIDATE AND DOCUMENTS TO BE SUBMITTED BY THE SELECTED CANDIDATE BEFORE FVC

The candidate selected in the quick process for each location will be intimated by e-mail to remit Initial Security Deposit (ISD) on-line & also submit requisite documents within 7 days of the intimation. In case ISD is not paid and/or documents are not submitted, applicant would be given another 7 days' time to pay/ submit the same. In case of nonpayment of ISD and/or non-submission of documents within the extended timeline, the candidature shall be cancelled under intimation to the selected candidate through call/email.

The list of documents required to be submitted depending on the category of location is given below.

1. Documents applicable for all category:

a) Notarized Affidavit by the applicant as per Appendix-X A /X B (Standard Affidavit).

b) Proof of age (date of birth) i.e. - Self Attested Copy of 10th Std. Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Identity card issued by Election Commission / Affidavit for age (Original). *

c) Proof of educational qualification i.e. - Self Attested Copy of Certificate of passing 10^{th} Std. issued by a Board / School conducting the examination or equivalent. *

d) **Appendix - III B** (Advocate's letter) along with Appendix - III A (consent for offer of land) if applicable.

e) Copy of land documents in support of ownership / lease rights.

f) Sketch/Site map of the offered land with dimension.

*** not applicable for Non-individual applicants**

2. Additional documents in support of specific Eligibility criteria:

Category	Eligibility Certificate format
SC/ST	Appendix VI
SC/ST CC1	Appendix VI, VIII or DGR certificate/Discharge Order or Pension Order as applicable
SC/ST CC2	Appendix - VI, certificate applicable for OSP/FF
SC/ST PH	Appendix - VI, IX-A / IX-B / IX-C
OBC	Appendix - VII-A & VII-B
OBC CC1	Appendix - VII-A, VII-B, VIII or DGR certificate/Discharge Order or Pension order as applicable
OBC CC2	Appendix - VII-A, VII-B, certificate applicable for OSP/FF
OBC PH	Appendix - VII-A & VII-B, IX-A / IX-B / IX-C
Open CC1	Appendix VIII or DGR certificate/Discharge Order or Pension Order as Applicable
Open CC2	Certificate applicable for OSP/FF
Open PH	Appendix - IX-A / IX-B / IX-C
Partnership applicants	Draft Partnership deed (for applicants under partnership)
Non-Individual applicants	Attested copy of Registration certificate / copy of Certificate of Incorporation of the entity from competent authority.
Non-Individual applicants	Attested copies of audited Profit and Loss a/c statement for preceding 3 financial years.
Non-Individual applicants	Authority letter & copy of Resolution specifying name of the authorized person for making application.
SKO dealers	Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement.

H. Land Evaluation:

The concerned Divisional /Regional/Territory Office shall inform the selected candidate thru e- mail/call at least 7 days before the day of visit by LEC for site evaluation. In case of no response /non-availability of the selected applicant, the candidature shall be cancelled under intimation to the selected candidate through call/e-mail.

Evaluation of the offered land will be carried out to ascertain land being in advertised area and suitable for development of RO Dealership - meeting norms. The parameters under which land will be evaluated by Land Evaluation Committee for suitability are:-

- Land in advertised area / stretch
- Land dimensions as per requirement Land meets NHAI norms (for sites on NH) Land has no HT line (>11 KVA) crossing.

Land not meeting any of the above parameters will not be considered and will be rejected.

Note: Offered land should have minimum frontage & area as specified in advertisement. Minimum Depth perpendicular to the frontage at least at one place, should be available as specified in advertisement.

In case the offered land is found to be suitable, the LEC will submit the recommendation to the Divisional/Regional/Territory head for carrying out FVC of the selected candidate.

In case land is not found suitable, the selected candidate will be informed about his ineligibility and selection process will be continued with the balance applicants. However, the candidate would be considered for selection along with Group 3 applicants and intimation will be sent to the candidate.

FIELD VERIFICATION OF CREDENTIALS (FVC)

The Field Verification will be carried out for selected candidate in respect of details provided in application form. The objective of the FVC is to verify the correctness of the details given by the candidate in the application and the documents submitted thereafter.

The candidate would be required to produce all original documents at the time of FVC which were submitted after selection. Intimation regarding FVC will be given to the selected candidate 7 days in advance by call/e-mail.

In case of no response/non-availability of the selected applicant on the revised scheduled date, the candidature shall be cancelled under intimation to the selected candidate through call/e-mail.

LETTER OF INTENT

If the information given in the application by the applicant is found to be correct, and no selection related complaint / court case is pending for decision, Letter of Intent will be issued to the selected candidate.

The dealer select, after receipt of LOI is required to make the offered land available in developed condition as per clause 12 (e) of affidavit (**Appendix X A**) or as per clause 11

(e) of affidavit (**Appendix X B**) and fulfill the other requisite conditions as mentioned in the LOI. The dealer select under Group 1 category would be given 2 months for making the land available and 4 months would be given to Group 2 category for this purpose, failing which Companies can withdraw the LOI and proceed further with selection process.

LOI will be issued after FVC but not before 30 days from declaration of results.

Affidavit as per **Appendix XA or XB** (as applicable) is to be taken again from the applicant at the time of issuance of LOI.

Withdrawal of LOI

In case selected candidate is unable to provide the land / develop facilities within the specified time or due to non-fulfillment of terms & conditions of LOI, then LOI can be withdrawn. A show cause notice should be given to the LOI holder and based on his reply decision to withdraw LOI can be taken by Competent Authority as per internal policy of individual Companies. In such situations Initial Security Deposit would be forfeited.

The Initial Security Deposit would also be forfeited if the selected candidate is unable to submit the total fixed fee within the stipulated time or he withdraws for any reason, his selection would be treated as cancelled and LOI withdrawn.

SELECTION PROCESS CONSEQUENT TO CANCELLATION OF CANDIDATURE / WITHDRAWAL OF LOI

In case candidature of selected candidate is cancelled due to any discrepancy found post quick process, i.e. during Application Scrutiny/Land Evaluation/FVC or LOI is withdrawn, draw for selection would be held again from the remaining eligible candidates.

Similarly, in the event of rejection of candidature selected through quick process, next highest bidder will be considered for selection.

In case of locations involving quick process, the remaining applicants would be advised by e- mail/call. In case only one remaining applicant, he/she should be advised regarding his selection and submission of documents/Initial Security Deposit.

In case of locations involving bidding, the second highest bidder would be advised by e-mail/call regarding his selection and submission of documents/Initial Security Deposit. The same process would be followed for the subsequent bidder/s in case of no response / withdrawal / rejection of the second highest bidder.

SECURITY DEPOSIT (SD) / INITIAL SECURITY DEPOSIT (ISD)

The selected candidate shall have to deposit the following:-

An interest free refundable security deposit as mentioned below before issuance of LOA.

• **<u>Regular LPG Gas Dealership Agency</u>**

Open category - Rs. 12 Lakhs OBC
category - Rs. 10 Lakhs
SC/ST category - Rs. 6 Lakhs

• **<u>Rural LPG Gas Dealership</u> Agency**

Open category - Rs. 10 Lakhs
OBC category - Rs. 8 Lakhs
SC/ST category - Rs. 5 Lakhs

Companies shall reserve the right to adjust any dues to it from this amount at the time of resignation/ termination. However, in case of termination of the dealership on account of proven adulteration/malpractice, the said security deposit shall be forfeited.

40% of the applicable security deposit amount as mentioned above is payable by the selected candidate as Dealership Certificate & Initial Security Deposit (ISD) within 7 days.
However this amount would be adjusted against the total security deposit amount payable.

(iv) ISD (40 % of Security Deposit) would be forfeited in the following cases:-

- Where the selected candidate fails to submit required Certificates/ documents / rectified documents within the stipulated time.
- The selected candidate is found ineligible during selection process at any stage except for rejection of land.
- Where the LOI holder is unable to submit the fixed fee within the stipulated time.
- Where the selected candidate/LOI holder withdraws candidature for any reason.
- Where LOI is cancelled for non-compliance of LOI conditions and cancellation of selection for any reason.

TENURE OF DEALERSHIP

The tenure of the dealership shall be for an initial period of xx years (as per terms & conditions of concerned Company) and renewable every xx years thereafter (as decided by the concerned Marketing Company) as advertised by the Company.

FALSE INFORMATION

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false, then the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a dealer, the dealership is liable to be terminated. In such cases the candidate / dealer shall have no claim whatsoever against the respective Company.

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