



**INDIAN OIL CORPORATION LTD.**

**BROCHURE**

**SELECTION OF PETROL/DIESEL KISAN SEVA KENDRA (RURAL  
RETAIL OUTLET ) DEALERS**

**28<sup>th</sup> July 2011**

## 1. IDENTIFICATION OF LOCATIONS

Locations for setting up Petrol/Diesel rural retail outlet dealerships also referred as Kisan Seva Kendra(KSK),are identified by Indian Oil Corporation Limited (IOCL) after carrying out required feasibility study and based on commercial considerations. For appointing dealers for KSK retail outlets the following transparent procedure is followed by IOCL.

## 2. MODE OF SELECTION OF DEALERS

- The locations identified as above are advertised under appropriate category in TWO newspapers, one local vernacular newspaper having maximum circulation in the area where the location falls and one State level newspaper having maximum circulation in the State.
- Government agencies / PSUs can be considered for award of Dealership directly without advertisement . Besides such agencies are also eligible to apply under open category as well.

## 3. RESERVATION FOR RETAIL OUTLET(RO) DEALERSHIPS

3.1 The percentage reservation, state wise, for various categories is as under:

Details of Category	Category Code	Reservation %
Scheduled Castes/ Scheduled Tribes*	SC/ST	25%
Physically Handicapped Persons	PH	5%
Paramilitary/Police/Govt. Personnel	PMP	8%
Defence Personnel	DC	8%
Freedom Fighters	FF	2%
Outstanding Sports Persons	OSP	2%
Open	OP	50%

\* Reservation for Dealerships in tribal areas in North Eastern States are as under :

State	%age of Dealerships to be awarded to	
	ST Category	Balance to Open Category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

## 3.2 RESERVATION FOR WOMEN:

33% of the dealerships in each category will be reserved for Women.

## 4. ELIGIBILITY CRITERIA:

### (A) INDIVIDUALS :

**4.1 NATIONALITY :** Should be Indian national.

The applicant should be resident of the concerned District under which the location has been advertised. The applicant should submit a Residence Certificate as per format given in Appendix C.

**4.2 AGE :**

As on the date of application (in completed years) not less than 21 years in respect of all categories. Attested copy of either Matriculation or Secondary School Leaving Certificate indicating date of birth (or identity card issued by election commission or PAN card or Passport or an affidavit as proof of age.) should be enclosed.

**4.3 EDUCATIONAL QUALIFICATIONS:**

Minimum educational qualification is Matriculation or recognised equivalent for all categories except FF, OSP, DC, SC/ST categories and women candidate. However, candidate from SC/ST and women applicants not having minimum educational qualification should be able to read, write and count. Persons applying under all these categories, however, will be assessed for this criterion.

**(B) VARIOUS RESERVED CATEGORIES :**

- In all advertisement , category for which a specific location is reserved, is clearly mentioned.
- An individual can apply for reserved locations only if he/she is meeting eligibility conditions of respective category.

**(i) Scheduled Castes/ Scheduled Tribes (SC/ST) :**

Those recognised as Scheduled Casts/ Scheduled Tribes (SC/ST) under the Constitution of India , issued by a competent authority as under :

District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/City Magistrate (Not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

Revenue Officer not below the rank of Tehsildar.

Sub-Divisional Officer of the area where the candidate and/or his family normally resides Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Any other competent authority notified by the Government of India

**(ii) Physically Handicapped Persons (PH) :**

The person should be orthopedically handicapped to the extent of a minimum of 40% permanent/ partial disability of either upper or lower limbs or 50% permanent/ partial disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physically Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

Deaf, Dumb and blind persons will also be eligible to apply for all Dealerships under this category.

Totally paralysed and /or Mentally unsound persons will not be eligible to apply under any category.

In this connection the Govt. notification no.154 published on 13.06.2001 by Ministry of Social Justice & Empowerment will be applicable.

**(iii) Defence Personnel (DC) :**

The following persons will be eligible

- (a) Widows/dependents of Posthumous gallantry award winners.
- (b) War widows/dependents of those who died in war
- (c) War disabled.
- (d) Widows/dependents of those who died in harness due to attributable causes.
- (e) Disabled in peace due to attributable causes.

The inter-se priority under this category will also be in the above order.

Certificate to be produced 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.

**(iv) Outstanding Sports Persons (OSP):**

The following persons will be eligible :

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

Candidates should attach a copy of certificate from the Recognised National Federation Organising National Championships (as recognised by Department of Youth Affairs and Sports, Govt Of India) or from the Department of Youth Affairs and Sports, Govt. of India.

**(v) Paramilitary/Police/Govt. Personnel (PMP)**

The following persons will be eligible:

The personnel of Paramilitary/Police Personnel including persons having served in BSF,CRPF, CISF, ITBP, Railway Protection Force, Special Reserved Police, Special Armed Police, Coast Guards, Assam Rifles etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti-Evasion and Directorate of Revenue Intelligence and those serving in different Departments of Central/State Governments 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 also be eligible under this category.

**Inter-se Priority :**

- (a) Widows/dependants of Posthumous gallantry award winners
- (b) Widows/dependants of persons having died in action.
- (c) Personnel disabled on duty.
- (d) Widows/dependants of persons who died while in service; and
- (e) Disabled in peace due to attributable causes

Please attach a copy of certificate from the concerned organization / Govt. Department signed by the Head of Office or an Officer not below the rank of Under Secretary to the Govt. Indicating that the applicant belong to any of the above.

**(vi) Freedom Fighters (FF):**

Persons applying for dealerships under this category should attach 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, Govt of India of their having been Freedom Fighters.

**(C) PARTNERSHIPS :**

All partners should individually fulfil the eligibility criteria as specified at 4 (A) and 4 (B) and each partner should submit separate application forms along with separate application fee. However, the applications should be clubbed together. If called for interview, all of them must appear for interview. They also have to submit a copy of the partnership deed.

**(D) ELIGIBILITY CRITERIA FOR OTHERS / NON INDIVIDUAL ENTITY :**

**(i) Registered Co-Op / Consumer Societies :**

Registered Co-operative Societies / Registered consumer societies registered under Societies Registration Act 1860 are also eligible to apply under the respective reserved category provided all the members of the society belong to the same category for which the location has been advertised. In respect of such applications against reserved women category locations, all members of the society should be women. Only the society making a net profit in the preceding 3 financial years prior to the date of application of dealership as certified by a Chartered Accountant will be eligible. Such Societies are also eligible to apply under OPEN category. The members individually and the society as an entity also should not have been a signatory to dealership / distributorship terminated by any Oil Company for proven adulteration / malpractice. The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same.

**(ii) ORGANISED BODIES / CORPORATE HOUSES**

Organised bodies such as registered bus/Truck associations, Charitable trusts registered with the Charity Commissioner of the respective State Government and Corporate houses i.e companies incorporated under companies act 1956 including Central / State PSUs are eligible to apply under OPEN category provided that the organised body has not been convicted for any criminal offence involving moral turpitude / economic offences.

However, Private Limited Companies would be eligible to apply only if they are in existence and also profit making during the preceding 3 financial years prior to the date of application of dealership.

**5. DISQUALIFICATION:**

The following are not eligible.

- (a) Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle of India).
- (b) Mentally unsound and/or totally paralysed persons.
- (c) Signatory to agreement of a dealership/distributorship of any Oil Company terminated on the grounds of adulteration/malpractice.

**6. APPLICABILITY OF MULTIPLE DEALERSHIP NORM (RELATIONSHIP CLAUSE)**

**(I) : Relationship Clause for individual including Partnerships**

In a given 'family unit', consisting of a father, mother and unmarried brother(s) / unmarried sister(s), if the applicant is unmarried

OR

In a given 'family unit', consisting of spouse, unmarried son(s)/unmarried daughter(s), if the applicant is married – as the case may be.

None of these individuals would be entitled to a new dealership / distributorship of any Oil Company if any other individual in this 'family unit' already holds a dealership / distributorship or Letter of Intent (LOI) for dealership / distributorship of any Oil Company.

Each partner of the applicant partnership firm has to individually satisfy the criteria as applicable for individuals stated above.

**(II) : Relationship Clause for Non Individual entities like Companies Registered under Companies Act 1956, Organized bodies, Charitable Trusts registered with the Charity Commissioner of the respective State Government and Societies Registered under Societies Registration Act 1860**

- (i) The applicant entity will not be eligible for KSK dealership if any of the RO/SKO-LDO dealership / the following holds LPG distributorship: -
  - a) Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals)
  - b) The entity itself or its holding company or subsidiary company.
  - c) Any other company or firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.
- (ii) If any individual, partnership firm, company, organized body, trust or society already holding RO/SKO-LDO dealership / LPG distributorship acquire controlling stake in a company having RO/SKO-LDO dealership / LPG distributorship, then the RO/SKO-LDO dealership / LPG distributorship of the acquirer would be liable to be terminated.
- (iii) Such entities will not be eligible for KSK dealership if any of the RO/SKO-LDO dealership / LPG distributorship is held by the body itself or any of the Member of the Governing Body / Managing Body / Any such other Body or

his family members (family as defined in the case of multiple dealership norms for individuals).

- (III): Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization will be exempted from the Multiple Dealership Norms as per prevalent policy.

**7. PERSONAL SUPERVISION BY DEALER (FOR ALL CATEGORIES):**

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 other employment. If the selected person is already employed he/she will have to resign from the employment prior to appointment as dealer.

**8. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DEALERSHIPS UNDER 'CORPUS FUND' SCHEME:**

Financial assistance will be given to persons belonging to Scheduled Castes and Scheduled Tribes on award of dealerships by IOCL as under.

- (a) In respect of locations reserved for SC/ST categories, IOCL will make available a KSK Retail outlet ready with all basic facilities at its own cost. Therefore the Applicants belonging to SC/ST categories applying against locations covered under 'Corpus Fund Scheme' are not expected to offer land and infrastructure / facilities and finance.
- (b) IOCL will also provide adequate working capital loan for a full operation cycle of the operation of the Dealerships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments commencing from the 13th month of commissioning of the Dealership.
- (c) The allottees will have to pay a Licence Fee to IOCL as applicable from time to time.

**9. CORPUS FUND FACILITIES FOR WOMEN**

- (a) War widows will be eligible for the facilities as mentioned under column 8 above.
- (b) Subject to the application and request, widows and unmarried women above 40 years of age, without earning parents, for locations reserved for women will not be judged under the head "capability to provide infrastructure and facilities" and "capability to provide finance". These applicants will be required to indicate in the application form itself whether they will like to avail the corpus fund facilities. In case this is not indicated in the application form, it will be construed that such applicants would like to get evaluated in line with other applicants i.e. they should also be assessed under the heads "capability to provide infrastructure and facilities" and "capability to provide finance". For determining the priority to be given to such candidates over other women candidates, the marks secured by other women under these two parameters will be excluded by the total marks secured by them.
- (c) On their application and subject to satisfaction of IOCL, unmarried women above 40 years of age without earning parents and widows, selected for dealership in all categories including those which are not reserved for

women will be entitled to financial assistance under the Corpus Fund as mentioned under Para 8 above.

#### 10. APPLICATION FORM:

Application form for dealership is a part of the advertisement published in the newspapers. The application format can also be downloaded from our website [www.iocl.com](http://www.iocl.com) or taken from the brochure containing application form purchased from our Divisional Office.

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee: (non refundable) - Rs.100/- (**Rs.50/- in respect of SC/ST candidates**).
- c) In case of partnership, each partner will have to submit separate application forms along with separate application fee as applicable. However, while submitting the filled forms their application forms has to be attached together.
- d) Filled application along with relevant enclosures complete in all respects should be submitted so as to reach the office address mentioned in the advertisement for a location before the due date and time.
- e) **Originals** of the Affidavits and self attested copies of the other supporting documents should be submitted along with the completed application form, duly signed.
- f) The applicant should affix his / her recent photographs in the space provided for in the application form.
- g) No addition /deletion/ alteration will be permitted in the application once it is submitted.
- h) No additional documents whatsoever will be accepted or considered after the cut off date of the application.
- i) Applications received after the cut-off date for any reason including postal delay, and those without accompanying valid documents like Affidavits, Certificates etc., application fee or incomplete in any respect will not be considered and no correspondence will be entertained by IOCL in such cases whatsoever.
- j) The applications received are scrutinised after the cut off date for receiving the applications as given in the advertisement. In case of applications rejected at the time of scrutiny, the concerned applicant will be advised the reasons for rejection in writing and such applicants will not be called for interviews.
- k) If any statement made in the application or in the document enclosed therewith by the candidate at any stage is found to be incorrect or false and/or the applicant conceals any information, which if declared, would have made him/her ineligible for dealership, 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 IOCL.
- l) A person selected for dealership after issuance of letter of appointment will have to execute a dealership agreement with IOCL as per its terms.
- m) Copy of Residence certificate as per Appendix 'C' to be enclosed.

#### 11. PERSON APPLYING FOR DIFFERENT LOCATIONS :

While one person can apply for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case. Each application should be complete in all respects and documents attached with one application cannot be considered for other application(s).

## 12. ELIGIBILITY TO APPLY :

While any individual meeting the eligibility criteria as mentioned above can apply under 'OPEN 'category, Individuals can apply for any location reserved for a particular category only if the applicant individual meets all the eligibility criteria specified for that reserved category. Partnership firm can also apply under any reserved category provided all the partners individually meet all the eligibility criteria specified for that category. Non – individual entities are eligible to apply under OP category only.

However , co-operative societies registered under Societies Act 1860 are also eligible to apply under any reserved category provided all its members individually belong to that specific category for which the location has been advertised.

## 13. INTERVIEW:

The candidates should produce originals of the documents submitted by them with the application, at the time of interview failing which the applicants will be rendered ineligible. The candidates will also have to submit a fresh affidavit as per **Annexure –A or Annexure – A1** as applicable prior to the date of interview, failing which the candidate will be considered as ineligible for dealership. A committee will evaluate the candidates and select them based on the marks obtained on various parameters based on the documents submitted with the application form and their performance in the interview.

### 13.1.1 NORMS FOR EVALUATING THE CANDIDATES:

(i) The eligible applicants will be evaluated out of a total of 100 marks through a 3 tier process comprising the following steps :

- The offered land will be evaluated as per laid down parameters by the 'Land evaluation committee ' which will in turn decide the marks in respect of parameter 'Capability to provide land and infrastructure / facilities ' which carries a maximum mark of 35.
- 'Level -1 Committee ' will scrutinise the documents and allocate marks with regard to documents based parameters out of a maximum of 53 marks (for individuals) / 45 (for non individuals).
- 'Interview committee' will carry out personal interview and award marks out of the remaining maximum 12 marks (for individuals)/ 20( for non individuals) based on specified parameters and complete the selection process.

(ii) The evaluation of eligible applicants will be carried out based on the following broad parameters :

Sr.No.	Parameter	Maximum Marks : Individuals including partnerships	Maximum Marks : Non-Individual Entities
a.	Capability to provide land and infrastructure / facilities *	35	35
b.	Capability to provide finance*	25	25
c.	Educational qualifications	15	0
d.	Capability to generate business	10	25
e.	Age	4	4

f.	Experience	4	4
g.	Business ability / Acumen	5	7
h.	Personality	2	0
	<b>Total</b>	100	100

*\* Not applicable for cases where the prospective dealer is not required to offer / arrange land and Finance.*

**Allocation of marks on various parameters**

Parameter	Sub-heads	Description	Max Marks	Evaluation
Capability to provide Land and infrastructure/facilities (Max. 35 marks applicable to individual and non-individual)	Suitable land for retail outlet	<b>'A' site</b> Having clear title to land "own land" / Registered sale deed as on date of application	35	Based on verifying the documents submitted and evaluation of committee as explained in Pt.14 and 15 below.
		<b>'B' site</b> Having clear title to land "own land" / Registered sales deed / having land on long lease (registered) for a minimum period of 19 years 11 months as on date of application	25	
Capability to provide Finance (Max. 25 marks applicable to individual and non-individual)	Financially sound	<b>Ready availability of Finance (20 marks)</b>		Based on verifying the documents submitted. Valuation report duly certified by Govt. Approved Valuers in support of assets is necessary.
		<b>Liquid cash</b> in the form of bank balance, Fixed deposits, shares of listed companies etc.	12	
		<b>Fixed and movable assets</b> includes own land, buildings, shops, house, vehicles, etc.	4	
		<b>Income</b> includes agricultural income, business income, interest, rent, royalty, etc. duly supported by documentary evidence.	4	

Parameter	Sub-heads	Description	Max Marks	Evaluation	
		<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Marks will be awarded in proportion to Capability / Availability of Funds as compared to requirement (as indicated in advertisement)</li> <li>The finance owned by the family unit will also be considered as belonging to the applicant subject to applicant providing a consent letter from the concerned member from the 'family unit' on notarised affidavit. The 'family unit' is already defined in the para 6 above. With regard to source of funds declared by the applicant in the application form, it is necessary that the same would be made available for the RO development purpose as and when required. The applicant should submit an affidavit (Appendix A or A1) in this regard. . In case the candidate fails to make available the funds committed at the time when it is actually required or could not substantiate during the interview/at a later date, the candidature/dealership is liable to be cancelled.</li> <li>Cash, Jewellery and Instruments where the ownership cannot be established will not be considered as 'Liquid Cash' or Assets.</li> </ol>			
	Credit worthiness	<b>Letter ensuring credit:</b> Bank / Financial Institution / individuals / party's letter ensuring credit / credit worthiness certificate from scheduled Bank / Financial institutions.	5	Credit worthiness certificate <b>(Appendix-A2)</b> from Banks/ Financial Institutions and/or expressing willingness to extend loan if required	
Educational Qualification (Max. 15 marks – in case of individual and 0 for non-individual)	(1)	Based on the educational qualification proof provided by the applicant, the following marks will be awarded to , <b>(i) Individual .</b>		Based on documentary evidence by furnishing certificate / mark sheet from Board / University Examination as applicable.	
		(a) Post Graduation in Management (b) Diploma in management from Indian Institute of Management (c) Graduation in Engineering (d) Graduation in Law (e) Chartered Accountant	15		
	(2)	(a) Post Graduation in any other field not covered in Para(1) above (b) Graduation in any other field not covered in para(1) above (c) Cost Accountant (d) Company Secretary (e) Diploma in Engineering	12		--do--
	(3)	Matriculation	10		--do--
		<b>(ii)Non-individual</b> candidates will not be evaluated for education parameter.	0		
Age (Max. 4 marks- for Individual and Non-Individual)	Completed in years as on date of applicat	Marks will be awarded on the following basis: <b>(i) For Individual</b>		Based on documentary evidence (Matriculation or Secondary school leaving certificate,	
		21 years and more but less than 26 years	2		
		26 years and more but less than 46 years	4		

Parameter	Sub-heads	Description	Max Marks	Evaluation
	ion)	46 years and more but less than 56 years	2	Passport, PAN Card, Identity card issued by Election Commission or an affidavit.  Based on documentary evidence
		56 years and more but less than or equal to 65 years.	1	
	(Completed no. in years of existence as on date of application)	(ii) For Non-Individual Less than 3 years More than 3 years but less than 5 years More than 5 years	0 2 4	
ability to generate business (Max. 10 marks- for individual and 25 for non-individual)	Tapping of sales volume from family /firm businesses	<b>Assessment on tie up with prospective customers</b> (Based on Affidavit in Appendix-A3 produced with the application). Tie up of 1/3 <sup>rd</sup> or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume. –  (i)For Individuals  (ii)For Non-Individuals	5  12	Production of documents and based on the volume of tied up quantity as per Affidavit from prospective customers.
	Future Plans for Growth (Assessment by interview with committee).	On overall judgement of candidate's ability to generate business including future plans, ideas to make use of manpower resources and teamwork, knowledge of KSK business including non fuel business.  (i)For Individuals  (ii)For Non-Individuals	5  13	

Parameter	Sub-heads	Description	Max Marks	Evaluation
		<p><b>Note:</b> Sales potential, as estimated by Oil Companies will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit (<b>Appendix-A3</b>) from the prospective customers, in support of his claim with regard to his ability to tap the sales potential from the prospective customers.: It will be clearly indicated in the affidavit (Appendix-A3) that such prospective customer has not given similar consent to any other applicant for the concerned location. The indicative parameters in this regard are as under:</p> <p>Tied up volume with transporters / Taxi / Rickshaw Operators / Transport Association / private cars / agricultural equipment / mining / earth moving equipment / Own Vehicles / equipments / machinery, tie up with industries regarding requirement or power generation etc. In case the affidavit is not factual or not substantiated during interview/at a later date, the candidature/dealership is liable to be cancelled.</p>		
Experience (Max. 4 marks for individual and non – individuals)	Business experience	(i) For Individual		Based on furnishing of documentary evidence to establish relevant experience. Full marks for experience of 1 year and proportionately for experience of less than 1 year. In case of individual, experience of Retail trade of petroleum products will include experience of having worked as Manager in a Retail Outlet or as COCO Contractor.
		Retail trade of Petroleum products	4	
		Experience in dealing with farm inputs like seeds/fertiliser/pesticides and sale of agri products	3	
		Hospitality / Service industry / FMCG	2	
		Others	1	
		(ii) For Non-individual		
		-Petroleum	4	
		-Experience in dealing with farm inputs like seeds/fertiliser/pesticides and sale of agri products	3	
		-Hospitality / Service industry / FMCG	2	
		-Any sector other than mentioned above	1	
			Mark s	
Business ability / acumen (Max.5 marks for individual and Max. 7 marks for non-individuals)	Assessment by Interview Committee	<p>(a) Marks will be awarded based on leading questions with regard to earlier handling of business as well as ideas for improvement of sales and generation of finance:</p> <p>-Management of people -Management of finance / infrastructure -Trade related</p> <p><b>For Individual</b> <b>For Non-Individual</b></p>	3 4	Under this head for individuals, 5 marks are bifurcated under two sub heads i.e. "leading question on project report" (3 marks) and "proven ability /acumen in earlier /existing business" (2 marks).

Parameter	Sub-heads	Description	Max Marks	Evaluation
		(b) Based on proven ability / acumen as in earlier / existing business <b>For Individual</b> <b>For Non-Individual</b>	2 3	
Personality (Max. 2 marks for individual and 0 marks for non-individuals)		Assessment of the committee on the following parameters: - <b>(i) for Individual</b> <ul style="list-style-type: none"> <li>• Communication/articulation skills</li> <li>• Polite, presentable and well mannered</li> <li>• Enthusiasm/energetic/medical history</li> <li>• Self confidence / convincing power.</li> </ul> <b>(ii) For Non-Individual</b> Non-individual candidates will not be evaluated for parameter Personality	2  0	Assessment based on the observation and leading questions.
		<b>Grand total</b>	<b>100</b>	

13.1.2.:

- (a) In respect of partnerships, all partners will have to attend the interview together and they will be evaluated individually for individual parameters like age, educational qualification etc. The land and finance owned by any one of the partners will be treated as the same being owned by the firm as a whole for evaluation purposes.
- (b) The land qualifying for setting up of KSK retail outlet shall be awarded marks in proportion to the marks allotted by the land evaluation committee for the plot offered by the applicant.
- (c) For award of marks under sub-parameter "Credit Worthiness" under "Finance", the applicant submitting "Credit Worthiness" certificate from Bank / Financial Institutions, will qualify for proportionate marks based on the amount indicated therein taking into account the total amount required for that location in the Advertisement.
- (d) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.
- (e) Minimum qualifying marks (for Open category locations) - 60% of the total marks.

Minimum qualifying marks (for ALL RESERVED LOCATIONS INCLUDING -  
-LOCATIONS RESERVED FOR WOMEN) - 50% of the total marks

In case where candidate scores "0" marks under the criteria 'Capability to arrange Land / Infrastructure', the candidate must secure full 25 marks in the criteria "Capability to arrange Finance" for becoming eligible for award of dealership in

all category locations except for Scheduled caste/Scheduled Tribe locations and widows, unmarried women above 40 years of age without earning parents applying for dealerships reserved for 'women category'.

- (f) Income of last financial year will be considered for evaluation under sub head 'Income' under parameter 'Capability to provide finance'. The proof of income can be copy of Income tax Return. Certificate from CA or Bank or Revenue Authorities etc.
- (g) Scheduled caste/Scheduled tribe candidates for locations reserved for them will not be judged under the heads "Capability to provide land and infrastructure/facilities" and also "Capability to provide finance".
- (h) In case of those locations where the KSK is already existing, the candidates will not be evaluated under the parameter "Capability to provide land & infrastructure facilities".

### 13.1.3. INTERS-SE-PRIORITY FOR "DC" AND "PMP" CATEGORIES

In respect of Defence(DC) and PMP categories where the inter se priority is given by the competent authorities like DGR etc. the evaluation as per our spelt out norms as above will be carried out simultaneously considering the following marks in addition to the 100 marks mentioned above based on the certificate produced by the candidate from the appropriate authorities. In other words these persons will be evaluated on a total marks of 140. Such inter-se priority marks will be given to candidates obtaining minimum eligible marks for selection.

#### (a) For Defence Category (DC)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	War Widows / dependants of those who died in war	32 Marks
Priority III	War disabled	24 Marks
Priority IV	Widows /dependants of those who died in harness due to attributable causes	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

#### (b) For PMP Category (PMP)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	Widows / dependants of persons having died in action	32 Marks
Priority III	Persons disabled on duty	24 Marks
Priority IV	Widows /dependants of persons who died while in service	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

#### **14. PREFERENCE FOR APPLICANTS OFFERING SUITABLE LAND**

Availability of suitable land for setting up of KSK retail outlet at the advertised location is the essence of the project. Wherever IOC expects the applicant to have / arrange suitable land for the dealership, the same is mentioned against each location in the advertisement. The suitability of land will be assessed by IOC as per norms given in para 15 of Brochure. The land and details offered along with the application alone will be considered for this purpose and applicant will not be given the opportunity to offer any other land subsequently. The land offered by the applicant can be in either of following category :

##### **(a) Owned land:**

The following will be considered as owned land :

- (i) Land owned by the applicant exclusively
- (ii) Land owned by the "family" members exclusively
- (iii) Land owned by the applicant exclusively with "family" members.
- (iv) Land owned by the applicant along with others provided share of applicant in the land meets IOC's requirement.

The land falling in category (ii),(iii) & (iv) will be considered as belonging to the applicant subject to applicant producing the consent on notarized affidavit signed by all other co-owners. The definition of "Family unit" will be as per para 6 of Brochure.

In addition to above, for locations to be developed as Dealer Owned site (marked 'Yes' in column 6 of advertisement), the land on long term lease (for a minimum period of 19 yrs 11 months) will also be considered as owned land subject to above conditions. In other words, for locations to be developed as Corporation Owned site (where 'Yes' is marked in column 5 of advertisement), leased land will not be considered.

##### **(b) Firm Offer of land :**

In addition to land covered under para (a) above, applicants also have the option to offer land with firm offer of land from land owner/s. Such offer from land owner/s should be in the form of notarized affidavit giving details of land, khasra /khatauni no., name of village/ location, ownership details etc.

##### **NOTE :**

- (i) However, if an applicant, after selection on the above basis, is unable to provide the land indicated in the application within a period of TWO months from the date of Letter of Intent (LOI), IOCL will have the right to cancel the allotment of dealership made to the applicant. The suitability of the Land will be decided by IOCL. In this case IOC will provide all fixed facilities at its cost at the site so taken from the applicant on purchase /long term lease basis. However, there is no commitment from IOCL for taking the offered Land from the applicant.
- (ii) Wherever IOC has advertised that it also expects the applicant to provide suitable land at the advertised location to IOC on sale/long lease, their willingness to transfer such land to IOC should be clearly indicated in the application under Para 12(f). Considering the location of the land from the point of view of suitability from technical and commercial angle and rates applicable to IOC , applicants willing to transfer the land on ownership/long term lease to IOC would be considered. However, there is no commitment from IOC for taking the offered Land from the applicant.

**(iii) Documents For Offered Land**

The applicant should furnish **atleast one** of the following document( in support of ownership)which should have been **issued/ revalidated on or after date of advertisement** : (i) Khasra / Khatuni or any equivalent revenue document or Certificate from revenue official confirming the status of ownership of the land. Or (ii) Registered sale deed / Registered lease deed or any other type of ownership transfer deed / document in favour of applicant.

- (iv) Copy of the lease agreement or allotment letter issued by Government / Semi-Government / Autonomous bodies like DDA, NOIDA, HUDA etc will be considered for ownership of land offered.
- (v) In addition to documents in para (iii) and (iv) above, following additional documents are also required, as applicable.

SN	Situation of Ownership	Share of applicant's Land	Documents required ( In addition to land ownership / Revenue record )	Evaluation as
1	Self	Full	Nil	Owned land
2	Exclusively by the "Family" members	Nil	Notarized affidavit by all owners in favour of applicant	Owned land
3	Self exclusively with "Family" members	Part	Notarized affidavit by all other Co-owners in favour of applicant	Owned land
4	Self with Others	Share of applicant more than IOC requirement	Notarized affidavit with demarcation of land (portion of land to be given for dealership by the applicant)	Owned land
5	Self with Others	Share of applicant more than IOC requirement	Notarized affidavit without demarcation of land (portion of land to be given for dealership by the applicant)	Firm Offer
6	Self with Others	Share of applicant less than IOC requirement	Notarized affidavit	Firm Offer
7	Others	Nil	Notarized affidavit	Firm Offer
8	Where the land falling in Owned land category as described in above category at Sr.No.from 1 to 4 is not sufficient for development of retail outlet and land in category 5 to 7 is also offered to meet IOC's requirement	Nil or Part	Document as applicable for category at Sr.No.1 to 4 and Document as applicable for category at Sr.No. 5 to 7.	Firm Offer

- (f) Land document will be sent to District Magistrate / District Collector for verification of title for ownership of land before considering land for evaluation.

#### 15. SUITABILITY OF SITE OFFERED BY THE APPLICANTS:

The technical / commercial suitability of the land/site offered by the applicants against advertisement for any location will be ascertained by a committee of IOCL officers before the interview for that location based on the following parameters.

EVALUATION BY SITE SELECTION COMMITTEE		
Sl.No.	Parameter	Weightage
		KSK
1	Sales potential	15
2	Frontage	12
3	No earth filling reqd.	7
4	No earth/rock cutting reqd.	4
5	No Low Tension Over Head Line	3
6	No Over Head Telephone Line	3
7	No Trees	2
8	Proximity to culvert (farther from culvert desirable)	11
9	Soil Type (Soft)	5
10	Availability of Power	8
11	Availability of Water	8
12	Visibility from Road	9
13	No Presence of Divider	4
14	Outside Octroi Limits.*	9
	<b>Total</b>	<b>100</b>

\* Wherever, Octroi is not applicable, the marks will be added to 'Sales Potential' and sales potential will be evaluated out of total of 24 marks.

*The minimum qualifying marks for the plot of land will be 75. Also, it must secure 75% marks in the parameter "Sales Potential".*

#### Notes :

- If high- tension overhead line passes over the plot, the same will be disqualified. The offered land should also meet norms for statutory bodies like forest, explosive etc. and land should be convertible for commercial, diesel and petrol sales.
- During the interview, the site selection report in respect of the site offered by an applicant will be shown to the concerned applicant and signature obtained for having 'seen' the report.

#### 16. PROVISION OF BASIC FACILITIES AT THE DEALERSHIPS :

The applicant on selection should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of IOC. For this purpose, the following will be indicated in the advertisement :

- (i) Estimated investment required from the applicant for development of required infrastructure at the KSK premises excluding cost of land.
- ii) Estimated investment required from the applicant as working capital for operating the KSK (will be considered for evaluating the candidate under the parameter "Capability to arrange Finance" during interview).

Following basic facilities will have to be provided by each dealer:

- (1) Driveway (2) Sales room (as per approved drawing) (3) Boundary wall/Fencing (as per approved drawing) (4) Electrification (inclusive of deposit)
- (5) Fire extinguishers (as per norms) (6) Air Facility (7) Toilet/Urinal
- (8) Other site specific customer service facilities, as may be specified by IOCL from time to time.

In the case of KSK Dealer selected under 'Corpus Fund Scheme', KSK will be developed by IOCL, which will include the above facilities. In addition to above facilities, IOCL will also provide Land development, Storage tank and Pump, Low cost main signage, KSK Signage, Hand tube well.

**17. RESULT OF THE INTERVIEW:**

- (a) After completion of the interview for a location, result along with the detailed marks scored will be displayed on the notice board of the interviewing location. This list will contain the names of all the candidates who appeared for the interview along with the details of marks scored by each candidate under various parameters. The minimum qualifying marks for any candidate to be eligible for consideration for award of dealership would be 60% of the applicable marks in respect of OPEN category. In respect of reserved categories including OPEN (W), the minimum qualifying marks would be 50% of the applicable marks. In cases where candidate scores NIL marks under the criterion "Capability to arrange Land / infrastructure" the candidate must secure full 25 marks in the criterion "Capability to arrange Finance"

If none of the candidates scored the minimum qualifying marks as above, the location will be declared as "no candidate found suitable". Otherwise a maximum of 3 candidates starting with sl.no.1 in the list published on the notice board will be treated as included in the "merit panel" for award of dealership for that location. This result will also be available on the web site of IOCL.

- (b) Empanelment In case of a tie.

- (i) In case of tie, a candidate getting higher marks in following four parameters, put together, will get preference over other/s.

S. no.	Parameter
1	Capability to provide land & infrastructure/facilities
2	Capability to provide finance
3	Educational qualification
4	Age
	Sub total

- (ii) In case of tie on parameters given in para(a) above, the applicant who is younger in age shall get preference over other/s.
- (iii) The above will also apply for corpus fund locations(where applicant is not required to offer/arrange land and finance) and other such locations (such A site locations where applicant is not required to offer/arrange land) where applicants are not evaluated under parameter 1 & 2 described in para (a) above.

(c) Complaints, if any against the dealer Selection, received after thirty days of declaration of results of the interview shall not be considered/entertained under any circumstances.

#### 17.1 FIELD VERIFICATION :

- ✓ The dealership will be offered to the No.1 candidate in the merit panel on the basis of the interview after necessary field verification and Letter of Intent (LOI) will be issued.
- ✓ If the no.1 candidate is not found suitable /fails to full fill the terms and conditions of the award of dealership or the award is to be cancelled for any reason whatsoever, the dealership will be offered to the 2<sup>nd</sup> candidate in the merit panel after necessary field verification.
- ✓ If the 2<sup>nd</sup> candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason whatsoever, then the dealership will be offered to the 3<sup>rd</sup> candidate in the merit list.
- ✓ If the 3<sup>rd</sup> candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason whatsoever, or in case where no 2<sup>nd</sup> or 3<sup>rd</sup> candidates are available in the "merit panel" as explained above, the location may be re-advertised at the discretion of IOCL.
- ✓ A person who has been issued the LOI would be required to full fill the terms and conditions of the same within the specified time period for issuance of letter of appointment and commissioning of the dealership.

#### 17.2 VALIDITY OF MERIT PANEL :

The merit panel will be valid for a period of one year from the date of commissioning of the dealership. If within this period, the dealership offer to the first empanelled candidate is to be withdrawn for any reason whatsoever or the dealership is terminated on account of wrong statement made in the application or any other reason like proven ineligibility (due to complaint etc.) of the dealer or proven malpractice, IOCL will have the option of awarding dealership to the next candidate in the merit panel if he / she meets the eligibility criteria and after necessary Field verification.

#### 17.3 SECURITY DEPOSIT:-

The selected candidate before being issued the appointment letter will have to deposit an interest free refundable security deposit of Rs.10,000/-. IOCL 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 dealership on account of proven adulteration/malpractice, the said security deposit will be forfeited. For SC/ST candidates & Women availing corpus fund facility, no such security deposit is payable. Government bodies are exempted from paying security deposit.

#### 18. GRIEVANCE / COMPLAINT REDRESSAL SYSTEM :

- (A) An aggrieved person may send his/her complaint to IOCL at the address of the customer service cell displayed at the nearest retail outlet of IOCL. Complaints can also be lodged on the website of IOCL. Complaints against dealer selection received after 30 days from the date of declaration of the result of the interview will not be entertained under any circumstances

- (i) Anonymous /pseudonymous complaints will not be investigated and will be filed without taking any action on the same.
- (ii) On receipt of a complaint a letter will be sent by IOCL to the complainant through Registered Post., asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. Response of the complainant will be examined by IOCL and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed. The complainant will be clearly advised that the complaint will be examined by IOCL and if it is established that the complaint does not have any substance, the same will be liable for legal action.
- (B) When a decision is taken to investigate the complaint, the investigation will be done by a Senior Official of Oil Company and will pass speaking order after giving due opportunity to the complainant etc. Copy of the speaking order will be given to all concerned. Thereafter, decision on the complaint will be taken as under :-
- (i) **Complaints not substantiated:** The complaint will be filed and the complainant will be advised accordingly.
- (ii) **Established complaint:** Action will be taken as under:
- a) In case the selection process for a location is found to be not in accordance with the laid down guidelines, the re-evaluation, based on documents available on record, will be carried out.  
Where ever there will be a change of rankings in merit panel, the revised result will be displayed on the notice board/IOC website besides separate communication to all empanelled candidates.  
In cases involving error in evaluation process on interview based parameters, affecting the merit panel, re-interview for all the eligible candidates, who have appeared in the interview earlier, will be conducted.
- b) In case the dealer selection was done as per the laid down guidelines and the complaint against the first empanelled candidate is established, action will be taken to cancel the selection of the 1<sup>st</sup> empanelled candidate and issuance of LOI to the next candidate in the merit panel. Similar action will be taken in case of established complaint against second empanelled candidate also.
- c) In case of established complaint against all the merit panel candidates, the merit panel will be cancelled and the location will be re-advertised, if found feasible by IOC.

#### 19.1 TENURE OF DEALERSHIP:

The tenure of KSK Retail Outlet dealership will be for an initial period of 15 years and renewable for every 5 years thereafter, subject to the examination of the performance of the dealership by IOCL.

**19.2. FURNISHING OF FALSE INFORMATION :**

If any information furnished by the applicant is found to be false at any point of time before or after appointment as a dealer, the allotment will be cancelled forthwith and dealership terminated in case commissioned.

**20. AMENDMENT / MODIFICATION :**

The above are only for the information of the public and the IOC reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion. The applicant will be governed by the terms and conditions published in the advertisement for the location against which he/she is applying and if the application is not submitted strictly in accordance with the terms referred therein, the same is liable to be rejected

**21. GENERAL TERMS AND CONDITIONS :**

- (a) Applicants are advised to fill the checklist given as Appendix D and put it on top of application form.
- (b) The company reserves the right to cancel / withdraw / amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- (c) No addition / deletion / alteration will be permitted in the application once it is submitted.
- (d) No additional documents whatsoever will be accepted or considered after the cut-off date of the application.
- (e) Applications received after the cut-off date including postal delay, and those without accompanying valid documents including application fee or incomplete in any respect will not be considered and no correspondence will be entertained by IOCL in such cases whatsoever.
- (f) All affidavits have to be submitted in original along with the application.
- (g) Applicants willing to apply for more than one location can do so in separate application form and also enclosing separate DD / Pay Order as application fees
- (h) If any statement made in the application or in the document enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to be incorrect or false, the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a dealer, the dealership is liable to be terminated. In such cases the candidate / dealer shall have no claim whatsoever against IOCL.
- (i) The envelope containing the application, duly filled in, should be superscribed as under  
"This application is for a dealership of a new Kisan Seva Kendra retail outlet at \_\_\_\_\_ (Location)"
- (j) A person selected for dealership after issuance of Letter of Appointment will have to execute a Dealership Agreement with IOCL as per the terms of IOCL.
- (k) This is purely a business proposition and not an application for job or employment in IOCL and has normal business risks and also do not guarantee any assured returns or profits.
- (l) This is only an application and not an offer of dealership.

\*\*\*\*\*



**APPLICATION FORMAT**

Total No. of Pages : 1 to .....

( Please go through the " Brochure ", available on our website or at our Divisional office carefully before filling this application form .)

**APPLICATION FOR IOC KSK RETAIL OUTLET (PETROL PUMP) DEALERSHIP**

Passport  
Size  
Photograph  
with  
specimen  
signature  
on the

Location \_\_\_\_\_ Block(or equivalent) \_\_\_\_\_  
Tehsil(or equivalent) \_\_\_\_\_ Rev. Dist \_\_\_\_\_

Category \_\_\_\_\_  
(OP/OP(W)/PH/PH(W)/SC/SC(W)/ST/ST(W))/PMP/PMP(W)/  
DEF/DEF(W)/FF/FF(W)/ OSP/OSP(W):

**(Please attach Copy of certificates as proof from the respective competent authorities other than "Open" )**

Advertised on \_\_\_\_\_ in \_\_\_\_\_ by INDIAN OIL CORPORATION LTD.  
(date) (Name of Newspaper)

Status : Individual / Partnership / Regd. Co-operative Society) Organised body/-----  
----- ( Please specify )  
(Tick as applicable).

**1. Individual : (Individual to enclose Affidavit as per Appendix 'A')**

- (a) Name (In Block Letters) : Mr / Ms.
- (b) Father's \_\_\_\_\_ Husband's \_\_\_\_\_ Name :
- (c) Address \_\_\_\_\_ :

\_\_\_\_\_ PIN: \_\_\_\_\_  
Telephone : \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

- (d) Nationality : \_\_\_\_\_
- (e) Date of Birth \_\_\_\_\_ Completed Age as on date of application : \_\_\_\_\_ (Proof to be attached)
- (f) Educational Qualification(s): \_\_\_\_\_ (Proof to be attached)
- (g) Resident of \_\_\_\_\_ Village \_\_\_\_\_ Block \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

**(Copy of Residence certificate to be attached as per Appendix 'C')**

- (h) Gender : \_\_\_\_\_ (Male / Female)
- (i) Marital Status : \_\_\_\_\_  
(Unmarried/married/widow/widower/divorcee)
- (j) \* In case of unmarried woman above 40 years of age : Are your parents (Mother / Father) earning? YES / NO

If No , I am interested / not interested in availing Corpus Fund Scheme facilities ( Please tick as applicable ) : YES / NO



(k) In case of widow, death certificate of your husband and also affidavit that you are not remarried is attached.: **YES / NO**

If Yes, I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable) : **YES / NO**

(l) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or as affidavit in support of the maiden name and name after marriage.

2. In case of partnership, please give name of each of the partners and attach registered / Proposed Partnership Deed. Application of all the partner(s) should be attached together while submission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Non Individual Entity : Registered Co-op Society / Organised Body /Corporate House/ Fleet Operator/Charitable Trust etc : ( to enclose Affidavit as per Affidavit as per Appendix 'A1' ).

(a) Name of the Entity Applicant : \_\_\_\_\_  
 (b) Name and designation of the authorised Person ( Submit authority from the organization ) : \_\_\_\_\_  
 (c) Address : \_\_\_\_\_

\_\_\_\_\_ telephone No.: \_\_\_\_\_ PIN: \_\_\_\_\_  
 \_\_\_\_\_ E-mail id Address

(Please enclose affidavit as per Appendix 'A1')

Note : (1) Copies of audited profit and loss account statement for the preceding 3 financial years from the date of application to be enclosed. (2) All Such entities can apply under open category only. However, Registered co-operative society can also apply for other categories provided each member of registered society individually belongs to same category and fulfils the eligibility criteria for such category for which the dealership has been advertised.

4. Are you or any of your following close relatives is dealer or LOI holder of any MS-HSD / SKO-LDO dealership or LPG distributorship of any oil company ?

(a) For individual ( including partnership ) :

(i) In case of married applicant : (i) spouse (ii) unmarried son(s)/unmarried daughter(s) : **YES/NO**  
 (ii) In case of unmarried applicant (i) father/mother (ii) unmarried brother(s)/unmarried sister(s) : **YES/NO**

(b) For non Individual entity : Are you meeting multiple dealership norm : **YES / NO** ( Refer condition of advertisement and appendix A1.)

5. Gross Income during last financial year: \_\_\_\_\_ (attach Proof and Please refer comments under para 7 of advertisement)

6. Present Occupation: \_\_\_\_\_

7. In case you are an Income Tax Assese, Please furnish PAN No. \_\_\_\_\_

8. Do you have business / selling experience? If yes give full details : \_\_\_\_\_ (attach supporting documentary evidence )



9. Do you have experience of supervision of personnel? If yes, give full details: \_\_\_\_\_ (attach supporting documentary evidence)

10. Are you physically/mentally Fit? YES/NO  
(If NO, applicant is not eligible) "If empanelled, the candidate will have to produce a medical certificate issued by a Govt. Doctor holding a Gazetted rank."

11. Please attach a separate sheet giving your detailed plans to run the dealership.

12. Land Details :

(a) Do you have a suitable site readily available at the location where the dealership has been advertised? Yes/No

If Yes, Village \_\_\_\_\_ Block \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Survey \_\_\_\_\_  
No. \_\_\_\_\_ Hissa No. \_\_\_\_\_ Name of the Road \_\_\_\_\_  
MDR/ODR/Other Road \_\_\_\_\_  
Nearest Km Stones: \_\_\_\_\_ Total Land area:  
(Acre/sq.m) \_\_\_\_\_ (Please attach site map giving dimensions in  
frontage and depth of the offered plot and also showing adjoining plots of the  
land)

(b) Near by land marks :

- (i) Distance from tube well if any \_\_\_\_\_ mtrs  
(ii) Distance from nearest Distribution Point / Transformer-----mtrs.  
(iii) Distance from nearest Kilometer Stone \_\_\_\_\_ mtrs on the road from  
\_\_\_\_\_ to \_\_\_\_\_  
(if any)  
(iv ) Is there any underground pipeline / canal / drainage / tunnel  
passing through the site Yes / No

(c) Ownership is by the applicant / multiple ownership (strike out whichever is not applicable) \_\_\_\_\_

(d) Where applicant is not the land owner – notarized affidavit by all owners or co-owners to be enclosed (Refer para 14 of brochure for details)

(e) The applicant should furnish at least one of the following document (in support of ownership) which should have been issued/ revalidated on or after date of advertisement:

- (i) Khasra / Khatuni or any equivalent revenue document or Certificate from revenue official confirming the status of ownership of the land, Or  
(ii) Registered sale deed / Registered lease deed or any other type of ownership transfer deed / document in favour of applicant.

(f) Are you willing to transfer the land/long lease to IOC ? YES/NO

If YES, at what rate/terms \_\_\_\_\_

Note :

- (i) Land document will be sent to District Magistrate / District Collector for verification of title for ownership of land before considering land for evaluation.  
(ii) In cases where offered land is allotted by Government / Semi-Government / Autonomous bodies like DDA, NOIDA, HUDA etc, copy of (a) the possession certificate along with (b) the lease agreement or allotment letter to be enclosed .

**The land should not be on National/ State Highway.**

The minimum plot size for development of KSK should be 20 mts (frontage) x 20 mts (depth) excluding PWD land as stipulated by the State Government.

**SOs to check if State stipulates area higher than minimum plot size of 20m X20 m in line with KSK policy and insert the size in the brochure accordingly.**

13. Give details of source of funds: (to be provided by all applicants)

The details to cover free & unencumbered Bank accounts / Govt. Securities / Fixed Deposits, bankers / financial institution certificate for credit worthiness (in the enclosed **Appendix A2**) / loans, NSC, Bonds, Shares of Public Limited Companies (with valuation report) etc., details of other assets (with valuation report) like immovable property (land, building etc.) / movable properties like vehicles etc., any other sources of Income like from interest, rent, business etc. (please attach documentary proof in all cases) .The details under ' Finance ' may be provided in the following format .( Attach **separate sheet as required** )

Type of Fund*	Details of A/c No. etc	Name of the holder	Relationship with applicant	Amount (Rs.)

\* Amount given in FDs, Bank Accounts/ and other financial documents as proof for financial capability should be valid as on date of application.

In cases where finance (savings, current, FD, NSC etc), income, assets are not exclusively owned by the applicant and are under joint account or ownership of the candidate with his relatives within the definition of "family", the same can be considered for evaluation subject to consent of the family member/s on notarized affidavit.

**NOTE :**

(i) For the purpose of awarding marks under the parameter "Capability to arrange land" and "Capability to arrange finance", the ownership capability will include that of self, and members of family unit as defined in clause 2 (e) under multiple dealership norm (relationship clauses) subject to a consent letter on appropriate stamp paper or an affidavit from the concerned relative.

(ii) **Candidates applying for locations reserved for SC and ST need not provide details under para 12 and 13.**

14. Have you ever been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op Society, Co-op Society and all other Non Individual entities)

Please state Yes or No. \_\_\_\_\_

15. Demand Draft / Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ (state Bank's name) in favour of Indian Oil Corporation Limited payable at \_\_\_\_\_ is enclosed.

**NOTE:** Affidavits to be enclosed in original. In respect of all other certificates / documents, duly self attested (duly signed by the applicant on each page)



photocopy need be attached along with the application. However, originals of all these documents will have to be brought at the time of interview, if called for interview.

16. Any other information:

**17. UNDERTAKING**

I am fully aware that M/s. Indian Oil Corporation Ltd. under its policy will not appoint me as their dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to IOC before issuance of Letter of Appointment for the dealership. That, if selected, I undertake that I will be required to deposit an interest free security deposit as per the policy of IOC.

I \_\_\_\_\_ hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the dealership.

Place:

Signature:

Date:

(Name in block letters)

**APPENDIX A**

(to be submitted by individuals and partners of partnerships)  
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE

AS APPLICABLE IN XXXXXXXX STATE)

**AFFIDAVIT**

I

\_\_\_\_\_ Son/daughter/wife \_\_\_\_\_ of  
\_\_\_\_\_ Age \_\_\_\_\_ years  
residing at \_\_\_\_\_ do hereby solemnly affirm  
and say as under:

1. That I am an Indian National
2. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO/LDO dealership or LPG distributorship of any Oil Company.

**OR**

That I am married. That neither I nor my spouse, unmarried son(s)/unmarried daughters(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

3. \* That I am a unmarried women above 40 years of age without earning parents
4. \* That I am a widow and not re-married  
(\* delete these if not applicable)



5. That I have never been convicted for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle of India)
6. I hereby, confirm that I was never a signatory to a dealership / distributorship agreement of any Oil company, which was terminated for proven adulteration / malpractices.
7. \* That against item No. 13 of my application form details of various sources of funds required for setting up and operation of the dealership has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim / damage whatsoever against the Oil company.
8. That presently I am not having any contract with any oil marketing company as Service Provider / Job Contractor / Labour Contractor for any COCO RO.

OR

That, presently I am having a Contract with an oil marketing company as Service Provider / Job Contractor / Labour Contractor for one COCO RO (Name of COCO Location \_\_\_\_\_, Dist. \_\_\_\_\_, State \_\_\_\_\_, Oil Company name \_\_\_\_\_). I also know that, if I am selected as a dealer, I will have to terminate this contract before issuance of **Letter of Appointment**.

9. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information / declaration given by me in my application or in any document submitted by me in support of application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against Indian Oil Corporation Limited for such withdrawal / termination.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature & Seal of  
Magistrate/Judge/Notary Public

\_\_\_\_\_  
Signature of person making affidavit  
(Name in Block letters)

#### APPENDIX 'A1'

(To be submitted by Non Individual Entities like Registered Co-operative Societies, Organized Bodies, Fleet Operators, Charitable Trusts and Corporate Houses)

**(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE AS APPLICABLE IN XXXXXXXX STATE)**

**(AFFIDAVIT)**

In the matter of Kisan Seva Kendra(KSK) Dealership of M/s. Indian Oil Corporation Ltd.,  
 at \_\_\_\_\_ (Location) whereas M/s.  
 \_\_\_\_\_ (Name of the entity)  
 \_\_\_\_\_ (Address) has applied for  
 KSK dealership of M/s. Indian Oil Corporation Ltd., at \_\_\_\_\_  
 (Location).

I \_\_\_\_\_ son / daughter / wife of  
 \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the  
 capacity of \_\_\_\_\_ do hereby solemnly declare:

1. That through a resolution passed by M/s. \_\_\_\_\_, I have been authorized to apply for the said KSK dealership. A copy of the resolution / authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s. \_\_\_\_\_ is duly registered with a competent authority and a photocopy of the registration certificate is enclosed herewith-forming part and parcel of this affidavit.
3. That the said entity M/s. \_\_\_\_\_ is a profit making body during last 3 Financial years. (@)
4. That on behalf of M/s. \_\_\_\_\_, I undertake that I will observe all the relevant guidelines with regard to award / operation of the said KSK dealership issued by the Indian Oil Corporation Limited / Government of India or any other statutory body from time to time.
5. That M/s. \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies Registration Act 1860 and that all its members belong to the reserved category for which the location has been advertised including for women category. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit (@) (Applicable for co-operative societies / consumer societies applying under reserved categories).
6. That M/s. \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@) / is a Company registered under Companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that the same does not have any criminal records nor does it have any criminal charges framed against it by a court of law involving moral turpitude and/or economic offences. Moreover, none of the members of its Governing Body (@)/ Managing Body (@) / Any such other Body \_\_\_\_\_ (please specify) (@) / Directors (@) have been convicted and / or charges have been framed against them by a Court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle).

7. That M/s. \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies Registration Act 1860 (@) / is a Company registered under Companies Act 1956 (@) / is a \_\_\_\_\_ (@) (Specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any of the members of its Governing Body (@) / Managing Body (@) / Any such other Body \_\_\_\_\_ (@) (Please specify) / Directors (@) was ever signatory to a dealership / distributorship of any oil company which was terminated for proven adulteration / malpractices.

8. That M/s. \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies Registration Act 1860 (@) / is a Company registered under companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any member of its Governing Body (@) / Managing Body (@) / Any such other Body \_\_\_\_\_ (please specify) (@) / Directors (@) or his/her family members (family unit as defined in the case of multiple dealership norms for individuals) is having Retail Outlet / SKO-LDO dealership / LPG distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership / LPG Distributorship of any Oil Company.

9. That M/s. \_\_\_\_\_ is a Company registered under Companies Act 1956 and that neither the holding company nor any of its Subsidiary company is having dealership / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company. In addition, no other Company or Firm is having dealerships/ distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company where shareholders (put together) of the applicant company do have controlling stake (i.e. 51% or more)

10. That \_\_\_\_\_ presently the said entity M/s. \_\_\_\_\_ is not having any contract with any oil marketing company as Service Provider / Job Contractor / Labour Contractor for any COCO RO

OR

That the said entity M/s. \_\_\_\_\_ is having a contract with an oil marketing company as Service Provider / Job Contractor / Labour Contractor for one COCO RO (Name of COCO Location \_\_\_\_\_, Dist. \_\_\_\_\_, State \_\_\_\_\_, Oil Company name \_\_\_\_\_). It is also know that, if the said entity M/s. \_\_\_\_\_

\_\_\_\_\_ is selected as a dealer, It will have to terminate this contract before issuance of **Letter of Appointment**.

11. \*That against item No. 13 of my application form details of various sources of funds required for setting up and operation of the dealership has been furnished, I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim / damage whatsoever against Indian Oil Corporation Ltd.



IndianOil

12. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information / declaration given by me in my application or in any document submitted by me in support of my application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd would be within its rights to withdraw the letter of intent / terminate the dealership
13. (if already appointed) and that I would have no claim, whatsoever, against Indian Oil Corporation Ltd. for such withdrawal / termination

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary Public  
(in block letters)

Signature of person making affidavit  
(Name & Designation in

**APPENDIX 'A2'**

(Credit worthiness certificate from the Bankers, from a Schedule bank / Financial institution be obtained in their Letter Head in the following format and enclosed with the application)

**To whomsoever it may concern**

Sri / Ms / M/s. \_\_\_\_\_ is a customer of this bank for the last \_\_\_\_\_ years and he/she/they is / are enjoying the following facilities from our bank / institution:

- a.
- b.
- c.
- d.

During the above period, the dealings of Sri / Ms. / M/s. \_\_\_\_\_ with the bank and his / her / their conduct has been satisfactory. In case, a RO dealership is allotted to him / her / them, we will be willing to extend a loan of Rs. \_\_\_\_\_ (in words)

Signature  
Name and Designation  
Office Seal  
Date :

**APPENDIX – A3**

(To be obtained from the prospective customers and to be submitted by the applicant along with the application).

**(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE of RS.--- AS APPLICABLE IN XXXXXXXX STATE- (to be specific with advertisement )**



**AFFIDAVIT**

I, \_\_\_\_\_ Son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years residing at \_\_\_\_\_ do hereby solemnly affirm and say as under:

1. \_\_\_\_\_ (Name of applicant), son / daughter of \_\_\_\_\_, resident of \_\_\_\_\_ (address) has applied for KSK Retail Outlet dealership at \_\_\_\_\_ (location) of Indian Oil Corporation Ltd.
2. I am having approx. consumption of \_\_\_\_\_ kl per month of \_\_\_\_\_ (name of product) required for \_\_\_\_\_ (purpose)
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking my supplies through him to the extent of \_\_\_\_\_ kl per month subject to the commercial terms and conditions agreed mutually.
4. I hereby confirm that this type of commitment has not been given to any other candidate applied for the above location.
5. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary Public

\_\_\_\_\_  
Signature of person making affidavit  
(Name in block letters)

**APPENDIX – B**

**CERTIFICATE FOR PHYSICALLY HANDICAPPED CANDIDATE**

Certified that I, Dr. \_\_\_\_\_ Registration No. \_\_\_\_\_ have, this \_\_\_\_\_ day of \_\_\_\_\_ examined the candidate whose particulars are given below:

1. Name :
2. Identification Marks :
3. Sex :
4. Father's/Husband's Name :
5. Approximate Age :
6. (A) Orthopedically Handicapped
  - (i) Nature of disability (tick the relevant from the following): Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
  - (ii) Extent of disability
  - (iii) Estimate percentages
  - (iv) Use of appliance (if any)
  - (v) Any operation done or indicated
- (B) Handicapped by way of "being blind"
- (C) Handicapped by way of "being dumb"



(D) Handicapped by way of "being deaf"

7. Any other particulars to clarify: The nature and extent of disability that the surgeon might like to point out.

Place:

Signature of Orthopaedic Surgeon  
/Eye Surgeon/ENT Surgeon

(Seal)

Counter – signed by Civil Surgeon /  
Chief Medical Officer / Supt. Govt. Hospital

Designation

Date:

**APPENDIX- 'C'**

**RESIDENCE CERTIFICATE**

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of

\_\_\_\_\_ is a resident of \_\_\_\_\_ (village/town)

in  
District

State \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of  
Competent authority  
(as specified in the  
advertisement)

(seal of the office of the competent  
authority)

**APPENDIX – 'D' COVER NOTE OF APPLICATION**

Name of Location / Block/Tehsil/District:

Name of Applicant:

**CHECK LIST OF DOCUMENT TO BE SUBMITTED**

S.N.	Document Particulars	Page No.		Submitted Yes / No/ NA
		From	To	
1	Complete Filled Application Format with signature and photograph (with signature on photograph)			
2	For locations under reserved category - Attested Copy of Category Certificate from competent authority as per advertisement			
3	Affidavit in Appendix 'A' of advertisement (for individuals) / Appendix 'A1' for Non individuals			
4	Attested copy of Certificate regarding Age			
5	Attested copy of Certificate regarding Educational Qualification			
6	Attested copy of Death Certificate of husband and affidavit stating no remarriage for widow applicant as per Appendix A			
7	Attested copy of PAN No.			
8	Attested copy of Proof / Certificate regarding Business / Selling Experience			

9	Attested copy of Proof / Certificate regarding Experience of Supervision of Personnel			
10	Detailed Business Plan for RO dealership			
11	(a) In case of Partnership firm - Proposed partnership deed			
	(b) In case of Partnership firm - Whether application of all partner(s) is attached together	*****		
12	(a) For Non-Individual entity - Authority letter / resolution specifying name of authorised person			
	(b) For Non-Individual entity - Attested copy of Registration certificate of the entity from competent authority			
	(c) For Non-Individual entity - Attested copies of audited profit and loss account statement for the preceding 3 financial years			
13	Affidavit regarding tapping sales from prospective customer as per Appendix A3 of advertisement.			
14	PH category certificate as per Appendix B of advertisement			
15	Application Fee demand draft in favour of "Indian Oil Corporation Ltd." payable at specified location			
16	Offered Land documents - Khasra / Khatauni or any equivalent document from revenue officials / Registered sale deed / Registered lease deed / ownership transfer deed issued/ revalidated on or after date of advertisement			
17	<b>Where applicant is not the land owner</b> - Notarized affidavit by all owners or co-owners to be enclosed – (Refer para 14 of brochure for details)			
18	Sketch of the land showing adjoining plot of land			
19	Attested document/ affidavit regarding capability to provide finance -			
	(a) Valuation report from Govt. approved valuer of owned property			
	(b) Fixed deposit/saving/etc			
	(c) Attested copy of Documentary Proof for Gross Income during last financial year.			
	(d) Credit worthiness Certificate - Appendix 'A2' of advertisement			
	(e) The finance owned by the family unit - applicant providing a consent letter from the concerned member from the 'family unit' on notarised affidavit			
20	Copy of marriage certificate or an affidavit in support of name change after marriage			
21	Copy of Residence Certificate as per Appendix "C".			
22	Any other document			
	<b>Total no. of pages attached</b>			

Date: \_\_\_\_\_

Signature of applicant