



**Indian Oil Corporation Limited**  
(A Govt. of India Undertaking)  
**Business Development, Petrochemicals**  
**Corporate Office, New Delhi**

Advertisement Reference No. IOCL/PC/POLY/CHN/DCA/DOPW2021A

Ref: BD/PC/POLY/CHN/DCA/DOPW2021A/1.1.1

(To be read in conjunction with the marking scheme / guidelines / application form etc.)

**Appointment of Del Credere Associate (DCA) cum DCA Operated Polymer Warehouse (DOPW) Operator**

1. Indian Oil Corporation Limited proposes to appoint Del Credere Associates cum DCA Operated Polymer Warehouse (DOPW) Operator (DCA cum DOPW) for its polymer business at the following location:

S.No.	Location Advertised for	Office Location (revenue district / city/ town / U.T.)	Warehouse Location (revenue district / city/ town / U.T.)	Territory (Area of Operation)	No. of DCA cum DOPW
1	Baddi (Himachal Pradesh)	Tehsil Baddi falling in district Solan	Tehsil Baddi falling in district Solan	Himachal Pradesh	1

2. This DCA cum DOPW would market the polymer products (LLDPE, HDPE, PP etc.) manufactured and / or traded by IOCL. This DCA cum DOPW would also stock the said products on a principal to principal basis and sell the same at IOCL's listed price.

3. Eligibility Criteria

- 3.1 Applying Person should be an Indian citizen.
- 3.2 Applying Person should not be less than 21 years of age on date of advertisement.
- 3.3 Applicant(s) should be an Individual / Proprietary Firm / Partnership Firm / Public Ltd. Co / Private Ltd. Co. / State or Central PSU / Registered Co-operative societies / Limited Liability Partnership / HUF (All entities should be registered in India).
- 3.4 Applicant(s) should have minimum 3 years of experience in marketing and distribution of Polymer / Petroleum / Petrochemical / Chemical goods.
- 3.5 Applicant(s) should have a minimum average turnover (in the preceding last three completed financial years) of Rs. 15 Cr per annum from marketing and distribution of Polymer / Petroleum / Petrochemical / Chemical goods. (Refer Note below)

- 3.6 Applicant(s) should have a minimum average net worth (in the preceding last three completed financial years) of Rs 0.75 Cr. (Refer Note below)

**Note 1:** - In case of individuals / proprietorship firms, experience and financial performance of Entity, where the individual / proprietor had been a Partner / Proprietor, would be considered for fulfilment of eligibility criteria in clause 3.4 and 3.5 above for the purpose of experience and turnover respectively. It may be noted that in the Stage-I evaluation, this will be considered for the purpose of giving marks to applicant individuals / proprietorship firms on Experience but will not apply for giving marks on turnover, which shall be exclusively on the basis of financial strength of the entity under which application is made.

As far as awarding marks on net worth is considered, the same shall be done as per details in clause (B) A. 1 of the "Guidelines to Applicants for Appointment of Del Credere Associates (DCA) cum DCA Operated Polymer Warehouse (DOPW) Operators for Polymer Marketing of Indian Oil for (A) Filling the Application Form & (B) for Evaluation/ Marking."

**Note 2:** - In case an applicant is working as Del Credere Associate (DCA)/CS/DOPW or Appointed Business Associate, the value of sales through DCA / CS / DOPW or Appointed Business Associate would be considered for fulfilment of eligibility criteria in clause 3.5 above for the purpose of turnover. A duly stamped certificate from a Chartered Accountant, mentioning his Registration No., is to be submitted, with respect to the value of sales undertaken in any financial year. However, existing channel partners for polymer marketing of IndianOil and their immediate family members (spouse and dependent children) or Channel Partners/Dealers/Distributors/Transporters/Contractors who have been terminated in last 5 years from date of advertisement shall not be eligible to apply.

**Note 3:** - In case the audited balance sheet of the last FY is not available, the financial details of the last three completed financial years preceding the last FY shall be considered for the purpose of eligibility and marking of financial parameters.

4. Persons / Firms / LLPs / Companies / Registered Co-operative Societies convicted for any criminal offence (other than freedom struggle) involving moral turpitude / economic offences / Mentally unsound and totally paralyzed persons shall not be eligible to apply.

Applicant will be required to submit a medical fitness certificate **in original** from a Govt. medical practitioner (MBBS or above) for applying in the prescribed format only (Refer **Annexure-E** of Guidelines to Applicants for Appointment of Del Credere Associates (DCA) cum DCA Operated Polymer Warehouse (DOPW) Operators for Polymer Marketing of Indian Oil for (A) Filling the Application Form & (B) for Evaluation/ Marking). Applicants failing to submit the same shall be ineligible.

The medical certificate is required to be submitted by individual / proprietor / applying partner of a partnership firm or LLP / applying director of private limited company or public limited company / applying person in other cases.

*Remarks: In case of partnership firm or LLP, medical certificate for all partners or designated partners other than the applicant partner or applicant designated partner, respectively will also be required to be shown in original from a Govt. medical practitioner (MBBS or above) in the prescribed format only (Refer **Annexure-E** of Guidelines to Applicants for Appointment of Del Credere Associates (DCA) cum DCA Operated Polymer Warehouse (DOPW) Operators for Polymer Marketing of Indian Oil for (A) Filling the Application Form & (B) for Evaluation/ Marking) at the time of Field Investigation for the empanelled applicant entity; failing which the empanelled applicant entity will be liable for rejection.*

5. Applicants, who have been appointed as Consignment Stockists / Agents / Distributors for PE / PP by any Indian or any foreign plastic raw material manufacturers, shall not be eligible to apply unless they submit an undertaking along with their application to disengage themselves from such appointment on being selected as DCA cum DOPW by IOC.
6. The applicants will have to download the application forms and attachments including detailed guidelines available on the website (<https://eprocure.gov.in/epublish/app>). The applicant will have to fill up the application form and submit the same along with the enclosures as required and a non-refundable application processing fee of Rs. 5000/- (Rs. Five Thousand only) as a Demand Draft drawn on any scheduled bank in favour of Indian Oil Corporation Limited, payable at New Delhi.
7. Applicants shall also submit an EMD of Rs. 2,00,000/- (Rs. Two Lac only) along with the application form in the form of a Demand Draft drawn on any scheduled bank in favour of Indian Oil Corporation Limited, payable at New Delhi.
8. The following details must be written in BLOCK LETTERS on the envelope containing the application form along with attachments.

**“APPLICATION FOR DCA CUM DOPW AT .....”** (Name of the location applied for)

9. Application forms, enclosures completed in all respects must reach the office address mentioned below **on or before 1600 hrs on 12.03.2021.**

Manager (PC Marketing),  
Seat No. – 8040,  
8th Floor, Indian Oil Bhavan,  
No. 1, Sri Aurobindo Marg,  
Yusuf Sarai, New Delhi – 110016.  
Phone No. – 011 – 26518080 Extn.: 2125  
e-mail: [agarwali@indianoil.in](mailto:agarwali@indianoil.in)

It is clarified that the Phone No. and e-mail ID specified are only for any query, and not intended for online submission.

10. **Marking Scheme:** The detailed Marking Scheme for the evaluation of applicants in Stage I & Stage II have been uploaded on the website <https://eprocure.gov.in/epublish/app>.

11. **DCA, DOPW Agreement:** The proposed draft DCA, DOPW Agreements have been uploaded on the website <https://eprocure.gov.in/epublish/app>.
12. **Guidelines:** The selection guidelines and the guidelines for applicants for filling the application form and for evaluation/marking have also been uploaded on the website <https://eprocure.gov.in/epublish/app>.
13. The other terms and conditions are as per the detailed guidelines available with the application form uploaded on our website.
14. The company reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason. IOCL will not be responsible for any delay in receipt of the applications, whatsoever and the same will be rejected without assigning any reason.

NOTE: Any subsequent corrigendum / addendum pertaining to this appointment will be hosted on website (<https://eprocure.gov.in/epublish/app>) only.

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