

### Service Provider for Operation of COCOs

The following guidelines have been finalized for **selection of Service Provider for operation of COCOs** :

1. COCOs will be operated by designated Company Officer. Manpower and other services will be provided by the selected Service Provider for day to day efficient operation. The selected Service Provider will have to register himself with EPF and ESIC within a specified period before commencement of contract.

#### 2. Categories of Selection

##### 2.1. Nomination from Director General for Resettlement (DGR)

Director General for Resettlement (DGR) Headquarters will be approached seeking nominations for eligible retired officials. The Service Provider will be selected after interview of such nominated officers.

##### 2.2. Govt. Departments / Organisations / Bodies can also be considered for appointment as Service Provider through bilateral agreement on nomination basis, **with the approval of State Head.**

In case IOC is in receipt of suitable response from such Govt. Departments / Organisations / Bodies, the same can be considered on merit without any reference to writing letter to DGR or Chief Secretary.

##### 2.3. Others category :

In case no suitable candidate is available from 2.1 & 2.2 above, an advertisement will be released in the newspaper inviting applications for Service Provider. For this purpose, a brief advertisement will be released in two newspapers. The Service Provider will be selected from persons having enough experience in labour operations and handling number of personnel in this category.

#### 3. ELIGIBILITY CRITERIA :

|   |   |
|---|---|
| a. (i) For individual   | Indian National with Minimum Age 21 yrs   |
| (ii) Partnership firms  | Each partner should satisfy requirement for individual.   |
| (iii) Registered Co-Operative Societies, Limited Companies  | Eligible to apply provided they are making net profit during preceding three financial years, as per audited Balance Sheet, prior to year of application. |
| (iv) Government Organizations/ Bodies, PSUs   | No condition for Govt. organizations / Bodies / PSUs,   |
| b. Nominees of DGR (under para 2.1)   | The recommendations of concerned Department besides other eligibility conditions for individuals.   |
| c. The applicants under a(i) and a(ii) & b should have a minimum educational qualification of Matriculation or recognized equivalent. |   |

#### 4. DISQUALIFICATION :

4.1. Following will not be eligible to apply:

4.1.1. **Any Individual** (including "family" member as defined in para 4.2) or non individual entity including firms (except Govt. Organisations / Bodies and PSUs) holding :

- RO / SKO / LPG dealership or LOI for RO / SKO / LPG dealership of any Oil Company.
- Contract of Service Provider for a COCO (by any Oil Company, by any name like Labour Contractor / Job Contractor etc).

4.1.2. **Companies** registered under Companies Act, 1956, if holding any RO / SKO / LPG dealership (or LOI for such dealership) or such contract of Service Provider for a COCO (by any OMC, by any name like Labour Contractor / Job Contractor etc) by any of the following :

- The applicant Company itself
  - Any of the Directors or his family members (family as defined in para 4.2)
  - Holding Company or subsidiary Company
- Any other Company or firm where shareholders (put together) of the applicant Company have controlling stakes i.e. 51% or above

4.1.3. **Organized bodies, Charitable Trusts** registered with the Charity Commissioner of the respective State Governments and **Societies** registered under Societies Registration Act, 1860, if holding dealership or LOI for RO / SKO / LPG distributorship or such contract for Service Provider for a COCO (by any OMC, by any name like Labour Contractor / Job Contractor etc) by the entity itself, any of the member of the governing body / managing body / any such other body or his family members (family as defined in para 4.2).

4.2. **The definition of family unit :**

In case of **married person/applicant** the "family unit" will consist of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the "family unit" will consist of self, father, mother, unmarried brother(s) and unmarried sister(s)."

4.3. The landlord (including "family" members as defined in para 4.2) of the concerned COCO Retail Outlet site.

4.4. Person Convicted by a Court of Law for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle).

4.5. Signatories of dealership / distributorship agreements of any Oil Company terminated on account of adulteration / malpractice / benami dealings etc.

#### 5. NATURE OF CONTRACT :

To provide services for Fuel Dispensing and other related activities including day to day operation and maintenance.

#### 6. Selection Criteria :

6.1. The evaluation of applicants for Service Provider will be made on following parameters :

### 6.1.1. For DGR Nominees

| Parameter   | Weightage  |
|---|------------|
| i Managerial Experience of working in specific sector | 20         |
| ii Financial capability                               | 30         |
| iii Rank  | 20         |
| iv Age  | 10         |
| v Personality   | 20         |
| <b>Total</b>  | <b>100</b> |

Minimum 50% marks will be required for eligibility and selection

### 6.1.2. For Others (thru advertisement)

| Parameter   | Weightage  |
|---|------------|
| i Managerial Experience of working in specific sector | 30         |
| ii Financial capability                               | 40         |
| iii Age   | 10         |
| iv Personality  | 20         |
| <b>Total</b>  | <b>100</b> |

- Minimum 50% marks will be required for eligibility and selection
- Ex-Defence ( Indian Army, Indian Airforce, and Indian Navy) personnel will be given an additional maximum weightage of 5 marks to be moderated in terms of rank held as given in para 6.2.6 below.

## 6.2. Guidelines for Evaluation :

### 6.2.1. Assessment of Managerial Experience of working in specific sectors – 20 marks

| S.No. | Sector                          | DGR nominee | Others(thru advertisement) |
|-------|---------------------------------|-------------|----------------------------|
|       | <b>Maximum marks</b>            | <b>20</b>   | <b>30</b>                  |
| (i)   | Petroleum                       | 20          | 30                         |
| (ii)  | Automobile / Transport Services | 15          | 22                         |
| (iii) | Any sector other than above     | 10          | 15                         |

For this purpose, atleast 2 years of managerial experience working in a particular sector will entitle the candidate for full marks and proportionately for experience of less than 2 years.

### 6.2.2. Financial Capability:

|                                    | DGR nominee | Others (thru advertisement) |
|------------------------------------|-------------|-----------------------------|
| <b>Maximum marks</b>               | 30          | 40                          |
| Minimum eligibility for qualifying | 50%         | 50%                         |

The requirement of funds for the purpose of evaluation will be indicated in the notice (in case of DGR) or advertisement inviting applications.

Evaluation under this head will be based on following assets:

#### 6.2.2.1. Liquid assets :

Following will be considered :

- Funds/ Deposits with Bank/Registered Companies/Postal Schemes/ saving accounts.

- Shares of listed Companies in (@ 60% of market value on last working day of previous month of application). Copy of Dmat certificate indicating Value or for shares in Physical form Valuation certificates to be provided.
- National Savings Certificates etc., (@ redemption value on date of application. Valuation certificates to be provided). In the absence of valuation certificate, the original face value will be considered.
- Mutual Funds @ 60 % of NAV on last working day of previous month of application. Valuation certificates to be provided.
- Bonds: Redemption value on date of application. Valuation certificates to be provided. In the absence of valuation certificate, the original face value will be considered.

In case adequate funds as per requirement of Indian Oil are available under this head, candidate will be entitled for full 30 marks (for DGR) and 40 marks (for others) or proportionately for lesser amount.

Shortfall under this head “**Liquid Assets**” (available liquid assets Vs. requirement of funds indicated in the notice, in case of DGR, OR advertisement, as the case may be) can be met with fixed and moveable assets as per limits and conditions given in following paragraph.

#### 6.2.2.2. Fixed & Moveable assets

Candidates not having sufficient liquid assets (as per above para) can supplement the same with fixed and moveable assets, with a ceiling of **max. 10 marks (out of total under head ‘Finance’ i.e. 30 for DGR & 40 for Others)** – based on valuation certificate from Govt. authorities/ Govt. approved valuer.

(Fixed & Moveable assets will be evaluated @ 40 % of asset value)

#### 6.2.2.3. Other Notes for evaluation under head “financial capability” :

- Having full or more funds than required towards value of collateral/ security for the COCO will entitle the candidate for full marks and proportionately for lower funds in item 6.2.2.1 and 6.2.2.2 as above. Documentary evidence will have to be provided for each claim.
- Finance / assets owned by the family unit of the applicant can be considered for award of marks subject to the written consent on notarized affidavit on appropriate stamp paper from the family member, along with supporting documents to establish the capability. For this purpose, in case of **married person/ applicant** the “family unit” consists of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the “family unit” consists of self, father, mother, unmarried brother(s) and unmarried sister(s).
- Cash, jewellery and any other assets where ownership cannot be established and traced will not be considered for award of marks.

### 6.2.3. Age

|               | DGR nominee | Others (thru advertisement) |
|---------------|-------------|-----------------------------|
| Maximum marks | 10          | 10                          |

Evaluation under this head will be made based on the documentary evidence (In case of Individual - Matric certificate or School leaving certificate or Passport or Pan card or Election Card issued by the Election Commission, In case of Non Individual – certificate of incorporation of the entity issued by the competent authority) in respect of age submitted by the candidate on following basis :

#### 6.2.3.1. For Individual

On the basis of completed number of years as on date of application

| Age                   | Marks |
|-----------------------|-------|
| > = 30 and < 45 years | 10    |
| > = 45 and < 60 years | 5     |
| > = 60 and < 65 years | 3     |

#### 6.2.3.2. For Non individuals

On the basis of completed number of years of existence as on date of application.

| Age                                     | Marks |
|---|-------|
| More than 5 years                       | 10    |
| More than 3 years but less than 5 years | 5     |
| Less than 3 years                       | 0     |

### 6.2.4. Rank\*

|               | DGR nominee | Others (thru advertisement) |
|---------------|-------------|-----------------------------|
| Maximum marks | 20          | Not Applicable              |

The evaluation of DGR nominees will be as under :

| Rank (of Army)*    | Marks |
|--------------------|-------|
| Colonel and above  | 20    |
| Major and Lt. Col. | 15    |
| Below Major        | 10    |

\*Equivalent ranks from Indian Airforce/ Indian Navy would be considered.

### 6.2.5. Personality

|               | DGR nominee | Others (thru advertisement) |
|---------------|-------------|-----------------------------|
| Maximum marks | 20          | 20                          |

Evaluation under this head will be made based on leading questions during interview to assess the candidate's knowledge/ skills on following parameters:

| Sl. No. | Parameter   | Max. Ma |
|---------|---|---------|
| i.      | Business environment (Labour Laws, ESIC, EPF, Shops & Establishment Act, Factories Act, Contract Labour (R&A) Act, Local Laws such as Trade / Municipal Laws, Safety and Environment and other statutory rules besides issues related to customer service etc.) | 12      |
| ii.     | Work experience, communication skill, presentability, level of education etc.   | 8       |

Award of marks under the head "personality" will also be applicable for Registered Coop. Societies, Govt. Bodies, PSUs, Limited Companies etc. Evaluation under this head will be made based on leading questions during interview to assess the knowledge / skills of such Organisation on the above parameters.

**6.2.6. Additional marks to Ex-Defence personnel applying against advertisement**

Ex-Defence personnel, applying against advertisement and obtaining qualifying marks for selection (i.e. 50% each in Total and also under head Finance) will be awarded following additional marks over and above marks secured by them out of 100 marks

| Rank (of Army)*                  | Marks |
|----------------------------------|-------|
| Colonel and above                | 5     |
| Major and Lt. Col.               | 3     |
| All other officers (below Major) | 2     |

\*Equivalent ranks from Indian Airforce/ Indian Navy would be considered.

**The final empanelment will be made based on total marks obtained by each candidate (and not by percentage of marks).**

**7. SELECTION PROCEDURE :**

**7.1. Cases of Nomination from DGR**

DGR Headquarter at Delhi will be approached seeking nomination for eligible retired officers.

The nominated persons will be advised to submit filled in application form. The eligible nominees will be called for interview by giving 15 days notice to attend interview along with application form and originals of other supporting documents.

**7.2. For Government Organizations/ Bodies, PSUs:**

In such cases, based on bilateral understanding / agreement, approval will be accorded.

**7.3. For other categories (thru advertisement) :**

The advertisement will be released in two newspapers giving 30 days time. Applicants will be required to submit application fee of Rs 1000/=.

A 15 days notice will be given to eligible candidates and they will be advised to attend interview along with application form and originals of other supporting documents.

**General for both DGR and Others category :**

On the basis of document based evaluation and interview, the Selection Committee will prepare a panel of candidates / parties in order of merit. If for any reason, no.1 candidate / party is not found suitable / willing, he will approve the next candidate / party in the merit panel will be offered the subject contract and so on.

**7.4. Results of the Interview :**

After completion of the interview, the results along with 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 details of marks scored by each candidate under various parameters. Out of the candidates securing minimum eligible marks, top three candidates will be empanelled and ranked as first, second and third with a suitable remark after column for total marks in the mark sheet. If none of the candidate scores minimum qualifying marks, the location will be declared as "No candidate found suitable"

## 8. SECURITY DEPOSIT / SECURITY FOR ASSETS OF THE COMPANY :

- The Service Provider will have to offer collateral security, to the extent of value given in the advertisement by way of BG to the satisfaction of Corporation, before signing of agreement. The value of Bank Guarantee would be equivalent to 5 days sales (MS and HSD) volume on the estimated second year sales, to cover the stocks of the retail outlet, plus estimated monthly payment of wages etc
- Reimbursement of cost (BG servicing only) incurred in providing the BG will be reimbursed at actuals to the Service Provider, on producing necessary documentary evidence.
- It will be the responsibility of Service Provider to collect and deposit the cash proceeds in IOC's designated local Bank account on day to day basis, as per instructions and produce proof of such deposits immediately thereafter. **While RTGS transactions will be preferred, Bank Charges for purchasing pay order /DD shall be reimbursed to the Service Provider on actuals (upon production of receipt from the bank), if RTGS is not technically feasible.**
- In case, the second year projected volumes are achieved before the second year, specific recommendation would be put up for taking additional BG by giving 15 days notice to Service Provider.

## 9. GRIEVANCE REDRESSAL:

- 9.1. An aggrieved person may send his/her complaint to the concerned Divisional Office within 15 days from the date of interview. No complaints against appointment of Service Provider will be entertained after 15 days from the date of the interview.
- 9.2. Pending disposal of complaints appointment of Service Provider shall be kept in abeyance. Disposal of complaints shall be as per established complaint redressal system as specified herein below.
- 9.3. Anonymous /pseudonymous complaints and complaints having no specific and verifiable allegation will not be investigated.

All complaints received will be recorded and examined by a standing committee. Based on recommendations of this committee, the competent authority will take a decision to investigate or file the complaint.

- 9.4. When a decision is taken by the competent authority to investigate the complaint, the investigation will be done by an Officer. The investigating officer shall give a due opportunity to the complainant and shall submit his report to the competent authority.
- 9.5. The investigation report shall be reviewed by the competent authority who will issue / give speaking orders, conveying the decision on the complaint.
- 9.6. Decision on the complaint will be taken as under:
  - 9.6.1. **Complaints not substantiated:** The complaint will be filed and the complainant will be advised accordingly.
  - 9.6.2. **Established complaint:** Wherever injustice to the complainant or any favour to any other applicant is established resulting into the change in Panel rankings, action will be taken with regard to cancellation of the concerned selection, after the due process, as applicable and re-interview of all eligible candidates will be conducted.

- 9.6.3. Wherever it is established that the 1<sup>st</sup> empanelled candidate has furnished wrong information / concealed vital information which could have impacted the selection, selection of such candidate should be cancelled and next empanelled candidate should be considered.

#### 10. TERMINATION OF THE CONTRACT :

The contract can be terminated by Indian Oil by giving one month notice to the other party or upon severe breach of agreement without any notice as per conditions of the contract. The contract can also be terminated by the contractor with prior 90 days notice for such termination.

The contract will come to an end at the expiry of notice period or contract period automatically.

#### 11. AGREEMENT:

The selected candidate will have to execute a standard agreement with Indian Oil and is required to abide by the terms and conditions thereof.

- The agreement with the Service Provider for COCO outlets will be for a period of **three years** in case of Permanent COCOs and **one year** in case of Temporary COCOs.
- The Service Provider if after his appointment is issued an LOI for dealership or distributorship of any Oil Company, he shall have to resign from the contract of Service Provider by giving immediate (within 7 days) suitable notice to IOC for termination of contract within next 90 days. During the period of notice and working as Service Provider, Letter of Appointment (LOA) for dealership should not be accepted nor operation of dealership should be started.

#### 12. GENERAL TERMS AND CONDITIONS FOR OPERATION OF COCOS BY SERVICE PROVIDER:

- 12.1. The Service Provider will ensure observance of all given instructions from time to time with regard to Quantity and Quality Control, day to day operation, safety etc.
- 12.2. Maintenance of the Outlet and Equipment shall be responsibility of the Corporation while Service Provider will be responsible for proper and safe upkeep, cleanliness and house-keeping of the outlet.
- 12.3. The Service Provider shall give an **undertaking** to the effect that no claim on the dealership will be made in future, in view of having awarded this labour contract on adhoc / temporary basis for operation of the retail outlet. This arrangement shall not confer the Service Provider any right to claim permanent dealership or permanent Service Provider for the aforesaid retail outlet at any time nor for any other rights in respect of any other job contract.
- 12.4. The Service Provider shall execute an Agreement as stipulated by the Corporation. He shall abide by, observe and fulfill all the obligations as imposed under the Service Provider agreement.
- 12.5. The Service Provider will be granted a mere leave and permission to enter upon the site only for the purpose of supporting the business at the retail outlet in the name of the Corporation and for no other purpose.
- 12.6. The premises of the retail outlet shall be deemed to be in the possession of the Corporation and one or more representatives of the Corporation shall always have the right to be in the premises of the outlet.



**13. MANPOWER REQUIREMENT/COMPENSATION & REMUNERATION:**

The manpower for day to day operations will be provided by the Service Provider. The indicative deployment of manpower is as follows :

**A. Mandatory Manpower:**

- a. Manager One in General Shift.
- b. Cashier One for two islands (Max.2 per shift)
- c. Pump Attendants One per D/U or 2 per MPD per shift
- d. Air Tower Boy One per shift in day shifts only
- e. Security One per shift
- f. House Keeping Boy One in General Shift

**B. Additional Manpower**

- a. Accountant One in General Shift  
(wherever the COCOs are selling more than 150 KL per month)

**C. Additional for Xtra Care Outlets / High format Swagat ROs :**

- a. Windscreen cleaning boy One per shift in day shifts only

The actual deployment of manpower can however be fine tuned by the DRSM / Officer In-charge of the COCO. 15% relief to be considered on the above number of manpower (Item No. **A and C**) to provide mandatory offs to Staff.

- For the purpose of arriving at minimum wages, the operating staff will be categorized as follows:

| S.No. | Type of manpower                         | Category         |
|-------|--|------------------|
| (i)   | Cashiers, Fore Court Managers            | Skilled          |
| (ii)  | Driveway Pump Attendants                 | Semi- Skilled    |
| (iii) | Air boys, Windscreen boys, House keeping | Unskilled        |
| (iv)  | Security guards                          | As per DGR rates |

- Payment will be reimbursed to the Service Provider for actual manpower provided as per minimum wages as applicable in the respective state for different categories along with PF at applicable rate; ESIC; Gratuity; Bonus; Service Tax and any other statutory payment duly certified by the officer of the corporation.
- Fixed Lumpsum Amount per month: Rs 20,000/- lump sum
- **Incentives:** In addition to lumpsum payment of Rs.20,000/- as above, following variable incentives will be paid.

| S.N | Volume (pm)                | Incentive      | Comments  |
|-----|----------------------------|----------------|---|
| 1   | Upto 100 kl                | NIL            |   |
| 2   | Beyond 100 kl and ≤ 175 kl | Rs.60/- per kl | Rs.60/- per kl on volume above 100 kl                   |
| 3   | Beyond 175 kl and ≤ 250 kl | Rs.80/- per kl | Rs.4500 + Rs.80 per kl on volume above 175 and ≤ 250 kl |
| 4   | Beyond 250 kl              | Rs100/- per kl | Rs.10500 + Rs100 per kl on volume above 250 kl          |

**Note:** Sales would mean **Nozzle sales from COCO during the period and not supplies**

- All expenses for running the retail outlet would be borne by Indian Oil including Electricity; Water; Telephone; Stationery; Staff Uniform; etc.
- **Product Loss** on account of evaporation and handling losses upto 0.59 % in MS and 0.15 % in HSD of total actual sales made at the outlet will be absorbed by Indian Oil. Any losses beyond the ceiling as mentioned above will be borne by the contractor and the same would be adjusted / recovered by Indian Oil on a monthly basis. The losses on month to month basis will be calculated based on the actual sales volume and the prevailing **retail selling price** of the outlet.

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**APPLICATION FOR ENGAGEMENT OF A SERVICE PROVIDER FOR PROVIDING SERVICES FOR CORPORATION OWNED CORPORATION OPERATED RETAIL OUTLET AT**

Passport Size  
Photograph  
with specimen  
signature on  
the photograph

Location \_\_\_\_\_ Rev. Distt. \_\_\_\_\_ State \_\_\_\_\_

Advertised on (Date) in (Name Of News Paper) by Indian Oil Corporation Limited ( M.D.)

**1. APPLICANT DETAILS :**

1.1 Name (in Block Letters) : Mr. / Ms. / M/s. \_\_\_\_\_

1.2 Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
PIN: \_\_\_\_\_

1.3 Status of applicant i.e. whether **Individual & Partnership / Non-individual Entity like Regd. Co-operative Society / Organised body / Corporate House** ( Tick as applicable )

**2. INDIVIDUAL INCLUDING PARTNERSHIP : ( Enclose Affidavit as per Appendix 'A' )**

2.1 Date of Birth : \_\_\_\_\_ ( Proof to be attached )  
Completed Age as on date of application : \_\_\_\_\_

2.2 Father's / Husband's Name : \_\_\_\_\_

2.3 Nationality : \_\_\_\_\_

2.4 Educational Qualifications : \_\_\_\_\_ (Proof to be attached )

2.5 In case you are an income tax assessee , please furnish PAN No. : \_\_\_\_\_ ( Proof to be attached )

2.6 Last Rank Held : \_\_\_\_\_ ( Proof to be attached ) ( For Ex-Defence  
personnel and DGR nominees )

2.7 **It is confirmed that I am eligible to apply for Service Provider Contractorship and meet multiple dealership norm as per the Para 2 of Appendix 'A' enclosed.**

**2.8. PARTNERSHIP :**

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

**3. NON-INDIVIDUAL ENTITY : ( Non - Individuals to enclose Affidavit as per Appendix 'A1' )**

3.1 Name of the non-Individual Entity : \_\_\_\_\_

3.2 Name and Designation of the authorized person ( Submit authority / Resolution authorizing for application from the entity )

Address : \_\_\_\_\_  
PIN : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_ E-Mail Address : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

- 3.3 Registration No. Certificate of Non-Individual Entity : \_\_\_\_\_ ( Enclose Proof )
- 3.4 PAN Card Details of Non-Individual Entity : \_\_\_\_\_ ( Proof to be attached )
- 3.5 **It is confirmed that applicant Non-Individual Entity is eligible to apply for Service Provider Contractorship and meets multiple dealership norm as per Para 7 and 8 of Appendix 'A1' enclosed.**
- 3.6 For Registered Co-op Societies and Limited companies : Whether entity made net profit during preceding three financial years as per audited balance sheet prior to year of application ( Please tick as applicable ) : YES / NO . ( Proof to be attached )
- 3.7 Completed age ( no. of years in existence ) as on date of application : \_\_\_\_\_ ( Please attach certificate of incorporation of entity )

**4. FOR ALL APPLICANTS ( INDIVIDUALS AND NON-INDIVIDUALS )**

**FINANCIAL CAPABILITY AND EXPERIENCE :**

- 4.1 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 ( given in table below ) / loans, UTI, 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 (vehicles etc). The details under ' Finance ' may be provided in the following format .( **Attach separate sheets 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.

**NOTE :**

In cases where finance (savings, current, FD, NSC etc), 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"( as defined in Para 2.7 ), the same can be considered for evaluation subject to consent of the family member/s on notarized affidavit. Affidavit should contain details / references of accounts / assets owned by the family member(s) along with supporting documents to establish the capability should be enclosed.

- 4.2. Give details of Managerial experience of working in specific sector as given below. If yes, please attach documentary evidence in support of experience of providing services in a particular sector.( For details – attach additional sheets)

**For Individuals including partner ,**

| Sector                       | Capacity – Post Held | Organisation Name | Period |
|------------------------------|----------------------|-------------------|--------|
| Petroleum                    |                      |                   |        |
| Automobile/Transport Service |                      |                   |        |
| Any Sector Other Than Above  |                      |                   |        |

For Non-Individuals ,

| Sector                       | Type Of Business | Details of Business | Period |
|------------------------------|------------------|---------------------|--------|
| Petroleum                    |                  |                     |        |
| Automobile/Transport Service |                  |                     |        |
| Any Sector Other Than Above  |                  |                     |        |

4.3. Copies of current registration with E.P.F. and E.S.I.C. ( if available ) to be enclosed .

5. **DEMAND DRAFT / PAY ORDER NO.** \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ (state Bank's name) in favour of Indian Oil Corporation Limited( M.D.) payable at \_\_\_\_\_ is enclosed.

6. **Any other information:**

7. **UNDERTAKING:-**

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called and I am aware that in the event I fail to produce the Originals, my application for service provider will be disqualified.

That, if selected, I undertake that I will be required to furnish a Bank Guarantee of required value as per the policy of Indian Oil. I understand that the subject contract is for providing services during the period of contract and as per terms of contract I will have no claim whatsoever on getting dealership for the subject location.

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 service provider.

Place :

Signature

Date :

(Name in block letters)

**NOTE : Affidavits to be enclosed in original. In respect of all other certificates / documents, duly attested Photo copy / True copy ONLY need be attached along with the application. However, originals of all these will have to be brought at the time of interview, if called for.**

Encl : Total of \_\_\_\_\_ no. of documents with this application.

Encl : Checklist for supporting documents /affidavits as per Appendix B is to be filled in by all applicants and attached on top of application form.

APPENDIX- 'A'

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

**( To be submitted by Individuals and Partners of Partnerships )**

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/ service provider / contractor-ship for COCO operation or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship / service provider (or contractor) for operation of COCO of any Oil Company

**OR**

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

3. I have never been convicted and / or no charges have been framed by a Court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).

4. I hereby confirm that I was never a signatory to a dealership/distributorship/ contractor-ship for COCO operation agreement of any oil company, which was terminated for proven adulteration/malpractices.

5. That against item no.4 of my application form details of various sources of funds required for providing labour and for the contracted operation of the outlets 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 contractorship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the Indian Oil .

6. 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 thereof. If any information/declaration given by me in my /our application or in any document submitted by me/us in support of application for the engagement of contractor for service provider 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 offer letter / terminate the contract for service provider (if already appointed)** and that we 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

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

**APPENDIX 'A1'**

**( To be submitted by Non-Individual Entities like Registered Co-operative Societies , Organised Bodies , Corporate Houses )**

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

**(AFFIDAVIT)**

In the matter of Service Provider at Company Owned Company Operated (COCO) Retail Outlet (RO) of M/s. Indian Oil Corporation Ltd., at \_\_\_\_\_ (Location) whereas M/s. \_\_\_\_\_ (Name of the entity) \_\_\_\_\_ (Address) has applied for Service Providers for COCO RO 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 service provider. 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 contractorship for providing services at COCO 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 (@) / 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 partners / 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).
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 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 / Service Provider for COCO of any oil company which was terminated for proven adulteration / malpractices.
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 partners / 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 / Service Provider at Retail Outlet or hold Letter of Intent for Retail Outlet / SKO-LDO dealership / LPG Distributorship of any Oil Company / Service Provider for COCO.
8. 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 / Contract of Service Provider for COCO. 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)
9. \*That against item No. 4 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 service

provider , at any stage, can be withdrawn and that I will have no claim / damage whatsoever against Indian Oil Corporation Ltd.

10. 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 service provider 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 offer / terminate the contract for service provider (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

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

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**APPENDIX – 'B'**

**COVER NOTE OF APPLICATION**

Name of Location / District :

Name of Applicant :

**CHECK LIST OF DOCUMENT TO BE SUBMITTED**

| S.N. | Document Particulars  | Page No. |    | Submitted<br>Yes / No/<br>NA |
|------|---|----------|----|------------------------------|
|      |   | From     | To |                              |
|      | <b>For Individuals and Partnership Firms</b>  |          |    |                              |
| 1.   | Attested copy of Certificate regarding Age  |          |    |                              |
| 2.   | Attested copy of Certificate regarding Educational Qualification  |          |    |                              |
|      | <b>For Non-Individual Entity</b>  |          |    |                              |
| 3.   | Authority letter / resolution specifying name of authorised person  |          |    |                              |
| 4.   | Attested copy of Registration certificate of the entity from competent authority  |          |    |                              |
| 5.   | Attested copies of audited profit and loss account statement for the preceeding 3 financial years (Registered Co-Operative Societies and Limited Companies Only)  |          |    |                              |
| 6.   | Attested copies of certificate of incorporation of entity   |          |    |                              |
|      | <b>For Ex- Defence Officers applying (a) against DGR nominations and (b) against advertisement</b>  |          |    |                              |
| 7.   | Attested copy of certificate for last rank held   |          |    |                              |
|      | <b>General – For All Applicants</b>   |          |    |                              |
| 8.   | Complete Filled Application Format with signature and photograph (with signature on photograph)   |          |    |                              |
| 9.   | Affidavit in Appendix 'A' of advertisement (for individuals and Partnership Firms) / Appendix 'A1' for Non individuals  |          |    |                              |
| 10.  | Attested copy of PAN No.- (For Individual and Non-individual Entity)  |          |    |                              |
| 11.  | Attested document/ affidavit regarding capability to provide finance -  |          |    |                              |
|      | (a) Valuation report from Govt. approved valuer of owned property   |          |    |                              |
|      | (b) Fixed deposit/saving/etc  |          |    |                              |
|      | (c) The finance / asset owned by the family unit - applicant providing a consent from the concerned member from the 'family unit' on notarised affidavit along with supporting documents to establish the capability. |          |    |                              |
| 12.  | Attested copy of Proof / Certificate regarding managerial experience of working in specific sector  |          |    |                              |
| 13.  | Application Fee - Demand draft in favour of " Indian Oil Corporation Ltd. (M.D.) " payable at specified location  |          |    |                              |
| 14.  | Attested copies of registration certificate with E.P.F. and E.S.I.C. if available.  |          |    |                              |
| 15.  | Any other document  |          |    |                              |
|      | <b>Total no. of pages attached</b>  |          |    |                              |

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

Signature of applicant \_\_\_\_\_