

**Brochure**

**For**

**Selection of**

**Service Provider for**

**COCOs**



**09<sup>th</sup> May 2022**

# **Guideline for selection of Service Provider**

## **Guideline for selection of Service Provider for providing Manpower & Services at Company Owned Company Operated (COCO) Retail Outlets**

### **1. Categories of Candidates for Selection:**

#### **1.1 Through Advertisement:**

An advertisement will be released in the newspaper inviting applications for appointment of COCO Service Providers. For this purpose, a capsule advertisement will be released in two newspapers giving 30 days' time to the applicants to submit their applications.

#### **1.2 Nomination from Director General for Resettlement (DGR)/ Rajya Sainik Boards**

Director General for Resettlement (DGR) Headquarters would be approached for seeking nominations of eligible retired officers and Rajya Sainik Board will be approached for seeking nominations of eligible retired official of rank JCO only . DGR / Rajya Sainik Board of the concerned State will be requested to respond within 30 days' of issuance of letter. Director General for Resettlement (DGR) Headquarters would be the nodal office for sending the nominations of officers. The Rajya Sainik Board of concerned State where the COCO location falls would be the nodal office for sending nominations of JCOs.

### **2. Eligibility Criteria:**

|   |  |
|---|--|
| <b>a. Citizenship/ Residential Status</b> | Indian Citizen.<br>Resident of India as per IT Rules                                 |
| <b>b. Age</b>                             | Minimum Age 21 years and Maximum Age 60 years.                                       |
| <b>c. Educational Qualification</b>       | Minimum 10 <sup>th</sup> pass (examination conducted by a recognized Board / School) |
| <b>d. Finance</b>                         | Availability of Liquid assets (as defined in clause 5.2) of minimum Rs.15 lakhs.     |

|  |   |
|--|---|
| <b>e. For Nominees of DGR / Rajya Sainik Boards (under para 1.2)</b> | The recommendations of concerned Department besides other eligibility criteria. |
|--|---|

- **Applicant should meet all eligibility criteria as on the date of application.**
- **Only individuals are eligible to apply.**
- **Proof of age must be supported by copy of 10th standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / PAN Card / Aadhar Card / Voter Identity Card issued by Election Commission. No other proof will be admissible.**

**Note:**

- i) In case date of application is not mentioned in the application, in that case cutoff date of submission of application would be considered as date of application.
- ii) The selected Service Provider will have to register himself with EPF and ESIC within a specified period before commencement of contract.
- iii) The selected candidate will be required to furnish BG equivalent to 3 days sales value which may vary from location to location.
- iv) Evaluation will be done under Finance for availability of "Liquid Assets" beyond Rs 15 Lakhs and upto Rs 30 Lakhs.
- v) Selection through advertisement : Documents / applications submitted / received after the cut off date and time of advertisement will not be considered for evaluation.
- vi) Selection through DGR nominations : Documents / applications submitted / received after the cut off date and time mentioned in the intimation letter of oil company will not be considered for evaluation.

**3. Disqualification:**

3.1. Following will not be eligible to apply:

- **Any Individual** (including members of their "family unit" as defined in the **Note** below) holding RO / SKO / LPG dealership

/ distributorship or LOI for RO / SKO / LPG dealership/distributorship of any Oil Company (PSU as well as private oil company)

- COCO service provider and LOI holders of COCO service provider (including members of their “family unit” as defined in the **Note** below) of any Oil Marketing Company – PSU as well as private oil company - (by any name like Labour Contractor / Job Contractor etc.). However, existing Service Provider / Job Contractor / Labour Contractor will be eligible to apply for the contract of Service Provider for the COCO already under contract with him/her.
- Employees and retired employees of any Oil Company (PSU as well as private oil company-including members of their “family unit” as defined in the **Note** below) are not eligible to apply.

3.2. Person Convicted by a Court of Law for any criminal offence involving moral turpitude and / or economic offences.

3.3. Signatories of dealership / distributorship agreements of any Oil Company terminated on account of adulteration / malpractice.

3.4. The landlord (including members of their “family unit” as defined in **Note** below) of the concerned COCO Retail Outlet site.

3.5. Non individual applicants like Govt. Organizations / Bodies, PSUs, Co-Operative Societies, partnership firms.

**Note: 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. Nature of Contract:**

To provide manpower and services for Fuel Dispensing and other related activities including day to day operation and maintenance at the COCO Retail Outlet.

## 5. Selection Criteria and Guidelines for Evaluation :

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

| Parameter   | Maximum Marks |
|---|---------------|
| <p><b>i. Age (completed years)</b></p> <ul style="list-style-type: none"> <li>For age 21 years to 35 years – 25 marks</li> <li>For age above 35 years to 50 years – 21 marks</li> <li>For age above 50 years to 60 years – 17 marks</li> </ul>  | 25            |
| <p><b>ii. Educational Qualification</b></p> <ul style="list-style-type: none"> <li>For 10th pass – 15 marks</li> <li>For 12th pass – 18 marks</li> <li>For Graduation – 21 marks</li> <li>For Post-Graduation, For Post-Graduation in Management, Post-Graduation Diploma in Management from IIM, Graduation in Engineering, Graduation in Medicine, Graduation in Law, Chartered Accountant, Cost accountant, Company Secretary – 25 marks</li> </ul>  | 25            |
| <p><b>iii. Financial capability</b></p> <p>The maximum marks awarded is 30.</p> <p>The candidate will be awarded marks based on availability of "Liquid Assets" beyond Rs 15 Lakhs and upto Rs 30 Lakhs. For every increase of Rs. 1 lakh (one lakh) beyond Rs. 15 lakhs, 2 marks will be awarded.</p> <p>For Rs 15 lakhs - 0 marks.<br/>For Rs 30 Lakh - 30 marks.</p> <p>(proportionate marks will be awarded based on Liquid Asset Beyond Rs.15 Lakhs available with the candidate as on date of Application)</p> <p>For eg : for Rs. 16.78 lakhs, marks would be 3.56<br/>for Rs. 20 lakhs, marks would be 10</p> | 30            |
| <p><b>iv. Personal Interview</b></p> <p>Evaluation under this head will be made based on leading questions during interview to assess the candidate's knowledge/ skills on following parameters:</p> <ul style="list-style-type: none"> <li>Business environment (Labour Laws, ESIC, EPF, Shops &amp; Establishment Act, Factories Act,</li> </ul>  | 20            |

|   |            |
|---|------------|
| <p>Contract Labour (R&amp;A) Act, Local Laws such as Trade / Municipal Laws, Safety and Environment and other statutory rules etc.) – 10 marks</p> <ul style="list-style-type: none"> <li>• Work experience, communication skill, presentability etc. – 5 mark</li> <li>• On customer service – 5 mark</li> </ul> |            |
| <b>Total</b>  | <b>100</b> |

Minimum 60% marks will be required for eligibility and selection.

Evaluation under head “**Financial Capability**” will be based on following assets:

## 5.2 Liquid assets:

The funds can be in the following forms:-

- **Funds in savings accounts, Deposits with any Bank/Registered Companies/Postal Schemes:** Copy of Pass book/account statement/deposit receipts to be provided. In case of deposits, the applicant has to additionally submit a certificate obtained from the concerned Bank/Registered Company/Post Office indicating the value of the deposit on the date of application. In the absence of such certificate, the deposit amount only shall be considered.
- **National Savings Certificates:** Redemption value - Valuation certificates along with copy of certificates to be provided. In the absence of such valuation certificate, the deposit value shall be considered.
- **Bonds: Redemption value:** Valuation Certificates along with copy of bonds to be provided. In the absence of Valuation certificate no marks would be awarded against bonds.
- **Shares of listed Companies in Demat form:** Valuation certificates along with copy of Demat statement to be provided. In the absence of Valuation certificate no marks would be awarded against shares.
- **Mutual Funds:** Valuation certificates along with copy of mutual fund certificates or Demat statements to be provided. In the absence of Valuation certificate no marks would be awarded against mutual funds.

Valuation certificates of all assets should be of a date, which is after the date of advertisement and on or prior to the date of application. The valuation certificate is to be obtained either from a Chartered Accountant or Depository Participant, as applicable.

Only 60% of the certified value (for Shares, Mutual funds & Bonds) will be considered for the purpose of evaluation.

**Note**

Evaluation would be done **only** on the basis of applicant's declaration of financial capability in the application form.

The financial capability details given in the application form by the applicant must be supported by copies of relevant documents for evaluation of marks.

If the applicant is not able to produce relevant documents in support of financial capability, he / she shall be disqualified at the time of verification of documents.

Also if the applicant is not able to give the Bank Guarantee within stipulated time, the LOI shall stand automatically withdrawn and a letter to the effect will be sent to the selected applicant.

**5.2.1 Other Notes for evaluation under head "financial capability"**

- Finance / liquid 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 (**Appendix I**). 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).
- Balance in current account will not be considered.
- Cash, jewelry or any other assets not listed in 5.2 will not be considered for award of marks.

- The funds mentioned in the application form should be available with the applicant **as on the date of application** which should be mandatorily filled by all applicants.

## **6. Selection Procedure:**

### **6.1 Through advertisement:**

A capsule advertisement would be released in two newspapers inviting application for appointment of COCO service providers. Detailed advertisement containing details of location, tenure of contract, BG value required etc. will be hosted on website of Corporation simultaneously.

The details of oil company offices where this information is available will also be a part of the detailed advertisement and copy of the detailed advertisement will also be displayed at oil company's concerned office.

Detailed Brochure for Selection of Service Provider for operation of COCOs along with application form can be down loaded from the website free of cost.

Applicants will be required to submit the application form along with supporting documents, affidavit and Non-refundable application fee of Rs.10,000/- (Rupees Ten Thousand only).

Application forms shall be scrutinised for eligibility. A 15 days' notice will be given to eligible candidates and they will be advised to attend interview along with original photo identity proof submitted with application form.

### **6.2 Cases of Nomination from DGR / Rajya Sainik Board:**

Concerned oil company will write to DGR Headquarter at Delhi for seeking nominations of eligible retired officers and concerned Rajya Sainik Boards seeking nominations of eligible retired official of rank of JCO.

The nominated persons will be advised to submit filled in application form giving 30 days' time.

Applicants will be required to submit the application form along with supporting documents, affidavit and Non-refundable application fee of Rs.10,000/- (Rupees Ten Thousand only).



Application forms shall be scrutinised for eligibility. A 15 days' notice will be given to eligible candidates and they will be advised to attend interview along with original photo identity proof submitted with application form.

## **7. Selection Process:**

### **7.1 Process of Interview & declaration of result:**

#### **A Interview Process**

- (i) All eligible applicants will be called for interview.
- (ii) A written communication (thru registered letter/speed post) will be sent to all the eligible candidates to report for interview for selection at a specified place on specified date and time giving clear 15 days' time from the date of the letter.
- (iii) Interview will be held by a committee of 3 officers of the concerned oil company.
- (iv) Interview committee would conduct the interview through Video conference (VC), where in the applicants would be required to be present at the concerned oil company's office for appearing/ attending the VC interview.
- (v) Only the applicant shall be allowed to remain present in the VC room during the interview process.

#### **B. Declaration of Results**

- i) The result of the selection, after interview, shall be displayed on the notice board of the venue immediately and at Company office along with details of marks.
- ii) Names of the top three candidates will be empaneled as first, second and third and shall also be displayed simultaneously on the notice board. If none

of the candidate scores minimum qualifying marks, the result for the location will be declared as "No candidate found suitable".

### **7.2.1 Empanelment in case of tie:**

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

| <b>S. No.</b> | <b>Parameter</b>              |
|---------------|-------------------------------|
| 1             | Capability to provide finance |
| 2             | Personal interview            |

- b) In case of tie on parameters given above, the applicant who is younger in age shall get preference over other/s.
- c) In case of tie on parameters a & b (Finance, Interview & Age) above, the applicant who gets higher marks in Educational qualification shall get preference over other/s.
- d) The above will also apply for selection of DGR nominees.

### **8. Advertisement:**

Selection will be done by inviting applications through capsule advertisements in two newspapers - One English daily having highest circulation in the State and one vernacular daily having highest circulation in the State.

The capsule advertisement published in News Paper will also be hosted in the Web sites of the Corporation simultaneously along with detailed advertisement. Brochure containing application form will also be hosted on the oil company web site.

### **9. Cut-off date for receipt of Applications:**

The advertisement would specify the last date and time on or before which the application should reach the designated office of the oil company.

Applications received after the specified closing date and time for any reason including postal delay will not be considered and no correspondence shall be entertained in such cases whatsoever.

#### **10. Application Form:**

Application form for Service Provider (**Appendix – II**) will be hosted on the website of the oil company as part of Brochure and can be downloaded free of cost from the website of the oil company.

#### **11. Submission of application:**

Application form duly filled in, should be submitted in a sealed envelope with name & serial no of the COCO location (as per the detailed advertisement / as per oil company's letter to DGR nominees) super scribed on the envelope as below:

"Application for COCO Service Provider at \_\_\_\_\_(location),  
\_\_\_\_\_(district)\_\_\_\_\_(State) of \_\_\_\_\_(Name  
of the Oil Company)".

The applicants are required to fill in check list as per **Appendix - IV** and attach the same on top of the application form.

Applicant should number all pages of application including affidavits attached therewith and sign on each page. All affidavits to be submitted in original along with the application.

Only those documents, which are sought in the application format should be submitted along with the application.

Each applicant should submit only one application for one location.

No alteration / addition / deletion in the application form will be permitted except affixing of photograph and putting signature on the application form.

## **12. Letter of Intent:**

LOI will be issued, after 30 days of declaration of selection / results, in case information given in the application by the applicant is found to be correct and no selection related complaint / court case is pending for decision.

In case the selected candidate is unable to fulfil terms and conditions of LOI, then the LOI will be withdrawn.

## **13. Letter of Appointment:**

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfill the terms and conditions as contained therein.

On compliance of LOI conditions, Letter of Appointment (LOA) would be issued. Contract / Agreement for Service Provider would be executed..

An indemnity bond / undertaking will also be required to be submitted by the Service Provider select.

## **14. Bank Guarantee:**

A Bank Guarantee of amount published in the advertisement/notice to DGR against the COCO location is required to be obtained from the Service Provider select within 30 days of issuance of LOI. LOA would be issued after receipt of BG. The Bank Guarantee should be of a Scheduled Bank.

## **15. False Information:**

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

## **16. Affidavit:**

The applicants should submit an affidavit in the standard format confirming facts as per **Appendix – III** along with application.

### **Note:**

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

## **17. Application Fee:**

Non-refundable application fee of Rs.10,000/- in the form of demand draft of scheduled bank only in favour of the concerned Oil Company as per the details given in the detailed advertisement is to be submitted.

One applicant can submit only one application for one location. In case more than one application is received from an applicant for a single location, only the last received application, along with the supporting documents will be considered for evaluation. The non-refundable Application fee submitted by the applicant along with all other applications will be forfeited.

## **18. Security Deposit / Security for Assets of the Company:**

- i) The Service Provider will have to offer collateral security, to the extent of value given in the notice / advertisement by way of BG from any Schedule bank to the satisfaction of the Corporation, before signing the agreement. The value of Bank Guarantee would be equivalent to 3 days estimated sales.
- ii) Reimbursement of Bank charges incurred in providing the Bank Guarantee will be reimbursed at actuals to the Service Provider, on producing necessary documentary evidence.
- iii) Against BG of 3 days sales value, *initial* supply covering 90% of BG value would be released and subsequent releases will be guided by oil company policy. All future supplies would be released against deposit of cash proceeds in oil company's designated local Bank account on day to day basis or RSP value of product by way of RTGS/e-payment mode as decided by oil company.

- iv) Wherever Business / COCO Managers are posted, the supplies from supply locations will be released on authorization of Business / COCO Manager.

It will be the responsibility of Service Provider to collect and deposit the cash proceeds in oil company's designated local Bank account on day to day basis and produce proof of such deposits to Business / COCO Managers / concerned oil company Officers immediately thereafter. Wherever it is not possible to deposit cash in the Company's collection account, the same may be deposited by the Service Provider in his account and subsequently transferred to Company's collection account thru RTGS/e-payment mode on day to day basis.

- v) Where ever the sales proceeds are deposited in the bank account of the COCO service provider and later on transferred to Oil Company's account, the bank charges for cash counting / handling would be reimbursed to the Service Provider based on documentary proof.
- vi) Bank Guarantee would be reviewed every six months by the oil company. In case additional BG is required, the same has to be submitted by service provider within 30 days.

## **19. Grievance Redressal:**

Any complaint should be accompanied by a fee of Rs. 5000/-, in the form of demand draft of schedule bank only, in favour of the Oil Company. Any complaint received without this fee will not be entertained. The complaint received against the selection including eligibility will be disposed off as under:-

- (i) An aggrieved person may send his/her complaint to the concerned Divisional Office / Regional Office/ Territory Office. Complaints received before or after the selection process / declaration of result, will be kept in record and investigation carried out after 30 days of declaration of result only in following cases:-
- General complaints with verifiable facts
  - Complaints against empanelled/selected candidate(s)
- (ii) Any complaint received after 30 days from the date of declaration of results will not be entertained.

- (iii) Representation from applicants against rejection of his/her candidature will be verified and disposed of immediately by the oil company Manager before proceeding to next stage. For such cases, fee of Rs. 5000/- will not be applicable.
- (iv) Anonymous complaints, without verifiable facts, will not be investigated.
- (v) Complainant would be required to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents. If during the investigations, complaint is found to be false and/or without substance, the Oil Company reserves the right to take action against the complainant as provided under the law and fee should be forfeited.
- (vi) In case a complaint is received against an applicant, who has not been selected, the same will be kept in abeyance. In case the LOI against selected candidate is cancelled and the applicant against whom the complaint was received gets selected, the complaint will only then be investigated.
- (vii) If a decision is taken to investigate the complaint, decision on the complaint will be taken as under and intimated to the complainant:-
  - a) Complaints not substantiated:

In case the complaint is not substantiated it will be filed and complaint fee will be forfeited.
  - b) Established Complaints:

In case of established complaint, suitable action would be taken and complaint fee collected would be refunded.

## **20. Termination of the Contract:**

The contract can be terminated by oil company by giving 30 days' 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 Service Provider 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.

## **21. Agreement:**

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

- The agreement with the Service Provider for the **permanent COCO** outlets will be for a period of **three years**.
- 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 oil company for termination of contract within next 90 days. During the period of notice and working as Service Provider, Letter of Appointment (LOA) for dealership / distributorship should not be accepted nor operation of dealership / distributorship should be started.

## **22. General Terms and Conditions for Operation of COCOs by Service Provider:**

- a. The Service Provider will ensure observance of all given instructions from time to time with regard to Quantity and Quality Control, day to day operations, safety etc.
- b. 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.
- c. 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 contract 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.
- d. 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.



- e. 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.
- f. 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.
- g. The Service Provider will be governed by "The Contract Labour (Regulation and Abolition) Act 1970" and will be obliged to fulfill the role required of him under any rules / regulations /Statutory provisions.

**23. Manpower Requirement / Compensation & Remuneration:**

The manpower for day to day operations will be provided by the Service Provider. The requirement will be provided by the concerned oil company depending on the specific requirement of the COCO location.

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

| <b>S. No.</b> | <b>Type of manpower</b>                      | <b>Category</b>                             |
|---------------|--|---|
| (i)           | Cashiers, Fore Court Managers, Managers      | Skilled                                     |
| (ii)          | Driveway Pump Attendants                     | Semi-Skilled                                |
| (iii)         | Air boys, Windscreen boys, Housekeeping boys | Unskilled                                   |
| (iv)          | Security guards                              | Unskilled / As per DGR / Sainik Board rates |

**B. Remuneration & Incentives:**

**Remuneration:**

Fixed lump sum amount per month: Rs.30,000/-.

### **Incentive:**

| <b>Slab</b> | <b>Volume (per month)</b> | <b>Incentive / KL</b> | <b>Comments</b>   |
|-------------|---------------------------|-----------------------|---|
| 1           | Upto 100 KL               | NIL                   |   |
| 2           | Beyond 100 & ≤ 175 KL     | Rs.75/-               | Rs.75/- per KL on volume above 100 KL                                     |
| 3           | Beyond 175 & ≤ 250 KL     | Rs.100/-              | Rs.100/- per KL on volume above 100 KL                                    |
| 4           | Beyond 250 & ≤ 350 KL     | Rs.125/-              | Rs.125/- per KL on volume above 100 KL                                    |
| 5           | Beyond 350 & ≤ 450 KL     | Rs.150/-              | Rs.150/- per KL on volume above 100 KL                                    |
| 6           | Beyond 450 & ≤ 600 KL     | Rs.75/-               | Incentive applicable upto 450 KL + Rs.75/- per KL for volume above 450 KL |
| 7           | Beyond 600 KL             | Rs.50/-               | Incentive applicable upto 600 KL + Rs.50/- per KL for volume above 600 KL |

**Note:** Sales would mean supplies to the COCO during month.

### **C. Reimbursement of wages for manpower:**

Reimbursement of wages for manpower to the Service Provider is to be made for actual manpower provided as per Minimum Wages on the basis of **higher of wages** as applicable in respective States vis-a-vis wages as per Central Govt. rates along with PF at applicable rates, gratuity, bonus, service tax and any other statutory payment duly certified by the Officer of the Corporation.

Service tax component will be reimbursed to the Service Provider for the following payments subject to applicability of service tax as per Service tax statute:

- i) Monthly lump sum amount payable to Service Provider.
- ii) Incentive paid on incremental sales volume to Service Provider.
- iii) Total wages reimbursed for manpower.

**D.** All expenses for running the retail outlet would be borne by oil company including Electricity, Water, Telephone, Stationery, Staff Uniform, etc.

**E.** Where ever the sales proceeds are deposited in the bank account of the COCO service provider and later on transferred to Oil Company's account, the bank charges for cash counting / handling would be reimbursed to the Service Provider based on documentary proof.

**F.** 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 Oil Company. Any losses beyond the ceiling as mentioned above will be borne by the Service Provider and the same would be adjusted / recovered by oil company 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** (at month end) of the outlet.

**G. Reimbursement for handling charges for Auto LPG / CNG sales to Service Provider:**

- a) Payment to be reimbursed to Service Provider for actual manpower provided for handling Auto LPG / CNG as per requirement of oil company, in addition to the manpower provided for handling MS & HSD.
- b) The Service Provider would be required to provide additional BG considering Auto LPG / CNG also in addition to MS & HSD.
- c) Auto LPG / CNG sales would be clubbed with MS & HSD sales for making Fixed Lump sum payment and slab wise variable incentives for rendering service at COCO. CNG sales volume to be taken in MT for this purpose.



## Appendix - I

### Notarized Affidavit for offer of finance by members of 'Family unit'

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

(To be given by the family member as defined in eligibility criteria other than applicant, for Finance)

I \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_ age \_\_\_\_\_ years resident of \_\_\_\_\_ do hereby solemnly affirm and say as under:-

That I am unmarried and my father\* /mother\* /unmarried brother\* / unmarried sister\* (Shri / Smt / Kum) \_\_\_\_\_ (name) has applied for Service Provider contract of IOC\* / BPC\* / HPC\* COCO at \_\_\_\_\_ (location), dist '\_\_\_\_\_' against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_ / letter dated \_\_\_\_\_ received from IOC\* / BPC\* / HPC\* against nomination by DGR / Rajya Sainik Board / Zilla Sainik Board.

OR

That I am married and my unmarried son\*/ unmarried daughter\* / wife\* / husband\* (Shri / Smt / Kum) \_\_\_\_\_ (name) has applied for Service Provider contract of IOC\*/BPC\*/HPC\* COCO at \_\_\_\_\_ (location), dist '\_\_\_\_\_' against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_ / letter dated \_\_\_\_\_ received from IOC\* / BPC\* / HPC\* against nomination by DGR/ Rajya Sainik Board / Zilla Sainik Board.

\* Strike off whichever is not applicable.

That in case he/she is selected for the contract of Service Provider, I will provide financial assistance to the extent of Rs. \_\_\_\_\_ lakhs, which I hold in my name, and which is mentioned at Clause no. 3.1 of the application form submitted by (Shri / Smt / Kum) \_\_\_\_\_ for contract of Service Provider of IOC\* / BPC\* / HPC\* at \_\_\_\_\_

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

Signature

Name of Deponent and  
Relationship with applicant

Solemnly affirmed and declared before me

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

Signature and Seal of  
Magistrate/Judge/Notary Public

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

Passport Size  
Photograph  
with specimen  
signature on  
the photograph

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

Advertised on (Date) in (Name of Newspaper) by OMC (Name of Oil Company) / (IOC / BPC / HPC) letter dated (DD/MM/YYYY) asking for submission of application against nomination by DGR / Rajya Sainik Board

**1. Applicant Details:**

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

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

\_\_\_\_ PIN: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**2. Standard affidavit: Enclose affidavit as per Appendix - III**

2.1 Date of Birth: \_\_\_\_\_ (Proof to be attached)

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

2.3 Citizenship/ Residential Status: Citizen of India / Resident of India as per IT Rules

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

2.5 PAN No.: \_\_\_\_\_ (Proof to be attached)

2.6 Last Rank Held: \_\_\_\_\_(Proof to be attached)  
(For nominees of DGR / Rajya Sainik Board)

2.7 It is confirmed that I am eligible to apply for Service Provider Contractor-ship and meet multiple dealership norm as per the sr. no 3 & 5 of Appendix 'III' enclosed.

### 3. Finance Details:

3.1 Details of liquid Assets: Give details of source of funds:

| Finance (Please read Clause no. 5.2 of Brochure before providing the information below)<br>(Please attach copies of relevant supporting documents / certificates as applicable)   |   |                            |                        |                                |   |                                  |
|---|---|----------------------------|------------------------|--------------------------------|---|----------------------------------|
| a. AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and members of "family unit". Attach notarized affidavit as per format given in Appendix - I from member(s) of 'family unit'.   |   |                            |                        |                                |   |                                  |
| S. N.   | Name of Bank  | S.B. A/c. No               | Name of Account Holder | Relationship with Applicant ** | Amount in Rs. as on date of application |                                  |
|   |   |                            |                        |                                |   |                                  |
|   |   |                            |                        |                                |   |                                  |
| TOTAL AMOUNT (in Rs.)   |   |                            |                        |                                |   |                                  |
| TOTAL AMOUNT IN WORDS (in Rs.)  |   |                            |                        |                                |   |                                  |
| b. Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.) |   |                            |                        |                                |   |                                  |
| S. N.   | Type of Financial instrument - FD / NSC / KVP, etc. | Reference Number with date | Name(s) of the holder  | Relation with applicant **     | Initial investment Amount               | Redemption Value (Amount in Rs.) |
|   |   |                            |                        |                                |   |                                  |
|   |   |                            |                        |                                |   |                                  |
| TOTAL AMOUNT (in Rs.)   |   |                            |                        |                                |   |                                  |
| TOTAL AMOUNT IN WORDS (in Rs.)  |   |                            |                        |                                |   |                                  |

c. Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.

| S. N.                          | Type of Financial instrument - Bonds / Shares / MF | Reference Number with date | Name(s) of the holder | Relation with applicant ** | Initial investment Amount | Certified Value (Amount in Rs.) | 60% of the certified value |
|--------------------------------|--|----------------------------|-----------------------|----------------------------|---------------------------|---------------------------------|----------------------------|
|                                |  |                            |                       |                            |                           |                                 |                            |
|                                |  |                            |                       |                            |                           |                                 |                            |
| TOTAL AMOUNT (in Rs.)          |  |                            |                       |                            |                           |                                 |                            |
| TOTAL AMOUNT IN WORDS (in Rs.) |  |                            |                       |                            |                           |                                 |                            |

|  |  |
|--|--|
| TOTAL AMOUNT (in Rs.) (a+b+c)          |  |
| TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c) |  |

\*\* Please qualify the relationship "Unmarried brother", "Unmarried sister", "Unmarried son", "Unmarried daughter", "Father", "Mother", "Spouse" etc. wherever necessary.

Note: The funds mentioned above should be available with the applicant as on the date of application.

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

**4. Application Fee:**

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

**5. Undertaking:**

I undertake to produce Originals of all the attachments enclosed with this application at the time of verification of documents and whenever called for 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 furnish a Bank Guarantee of required value as per the policy of Corporation. I understand that the subject contract is for providing services during the period of contract. As per terms of contract I will have no claim whatsoever on getting dealership for the subject COCO 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 self 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 verification of documents and if called for.

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

Encl : Checklist for supporting documents /affidavits etc. as per **Appendix - IV** is to be filled in and attached on top of application form.



## Appendix - III

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

I, \_\_\_\_\_ son / daughter / wife of  
\_\_\_\_\_ Age \_\_\_\_\_ years residing at  
\_\_\_\_\_, applying for the COCO  
location \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_ do hereby  
solemnly affirm and say as under :

2. That I am an Indian Citizen and a resident of India as per IT rules.
3. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have RO dealerships / SKO-LDO dealerships / LPG distributorships or hold Letter of Intent for RO dealerships / SKO-LDO dealerships / LPG distributorships of any Oil Company (PSU as well as Private Oil Co.) in individual capacity or in partnership with any other individual.

OR

That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have RO dealerships/SKO-LDO dealerships /LPG distributorships/ or hold Letter of Intent for RO dealerships/SKO-LDO dealerships /LPG distributorships of any Oil Company (PSU as well as Private Oil Co.) .) in individual capacity or in partnership with any other individual .

4. I hereby also confirm that, neither I, nor any member of my "family unit" is an employee or a retired employee of any Oil company.
5. I hereby also confirm that neither I, nor any member of my "family unit" have service provider / contractor-ship for COCO operation or hold Letter of Intent for service provider / contractor-ship for COCO operation of any COCO of any Oil Company.

OR

That I, or member of my "Family unit" am/are holding the service provider / contractor-ship for operation of subject COCO.

6. That I have never been convicted by a Court of law for any criminal offence involving moral turpitude / economic offences.
7. 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.

8. That against item no. 3 of my application form with details of various sources of funds required for COCO Service Provider-ship 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 contractor-ship, at any stage, can be withdrawn and that I will have no claim / damages whatsoever against the OMC (name of Oil Company).
9. That neither I nor any of my family members (family unit as defined in the case of multiple dealership norms) is owning the land, wholly or partly, on which the COCO Retail Outlet is constructed and for which I have applied for the selection as Service Provider.
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 thereof. If any information/declaration given by me in my application or in any document submitted by me 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. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. would be within its rights to withdraw the offer letter / terminate the contract for Service Provider (if already appointed) and that I would have no claim, whatsoever, against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for such withdrawal / termination.

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

Solemnly affirmed and declared before me

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

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

## Appendix – IV

### COVER NOTE OF APPLICATION: CHECK LIST OF DOCUMENTS SUBMITTED

Name of the COCO Location / District:

Name of Applicant:

| S.N. | Document Particulars  | Page No. |    | Submitted     |
|------|---|----------|----|---------------|
|      |   | From     | To | Yes / No / NA |
| 1.   | Attested copy of Certificate regarding Age  |          |    |               |
| 2.   | Attested copy of Certificate regarding Educational Qualification  |          |    |               |
| 3.   | Attested copy of certificate for last rank held (For Ex-Defence Officers applying against DGR / Rajya Sainik Board nominations)   |          |    |               |
| 4.   | Complete Filled Application Format with signature and photograph (with signature on photograph)   |          |    |               |
| 5.   | Affidavit as per Appendix-III   |          |    |               |
| 6.   | Attested copy of PAN Card   |          |    |               |
| 7.   | Attested copy of Photo Identity (Aadhaar / PAN card / Passport / Driving License / Voter id)  |          |    |               |
| 8.   | Attested document / affidavit regarding financial capability (liquid Assets) -  |          |    |               |
|      | a. Fixed deposit/saving/etc   |          |    |               |
|      | b. The finance / asset owned by the family unit - applicant providing a consent from the concerned member from the 'family unit' on notarised affidavit (Appendix-I) along with supporting documents to establish the capability. |          |    |               |
|      | c. Valuation certificates from chartered Accountant / Depository participant etc.   |          |    |               |
| 10.  | Application Fee - Demand draft in favour of "Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd./ Hindustan Petroleum Corporation Ltd." payable at specified location   |          |    |               |
| 12.  | Any other document  |          |    |               |
|      | Total no. of pages attached   |          |    |               |

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

Signature of applicant