



An Exciting opportunity to associate with **The leader in the Indian Lubricants Business.**

IndianOil is the highest ranked Indian company in the latest Fortune 'Global 500' listings. IndianOil's **SERVO®** is the brand leader among lubricants and greases in India and has been conferred the "Consumer Superbrand" status by the Superbrands Council of India.

IndianOil is in the process of strengthening the distribution channel of **SERVO®** lubricants in Institutional/Reseller segment by appointing dynamic and aggressive candidates as business partners.

Indian Oil Corporation Ltd. proposes to appoint Servo Stockist –Reseller (SSR) at:

Sr.No.	Location	Revenue District	State	Area of Operation (Territory)
1	Bundi/Tonk	Bundi & Tonk	Rajasthan	Districts of Bundi & Tonk

Note: Indian Oil Corporation reserves the right to change the above "Area of Operation (Territory)" at any point of time.

- We are the leaders in the lubricants market in India, enjoying strong market share and brand equity. We manufacture and market the largest range of lubricants in the brand name of **SERVO®** in the country today supported by the best research and development centre and technical personnel.
- We are on the lookout for strong, energetic and self-motivated associates to partner with us on this challenging but exciting and rewarding initiative. The associates are expected to spearhead the systematic distribution, promotion and selling of our products in the assigned product and area thereby participating with us in this exciting growth opportunity.
- Applicant should be an Individual or Firm (Proprietorship or Partnership) or Co-operative Society or Limited Company.

1. Eligibility:

- a) Indian by Citizenship.
- b) Not less than 21 years of age and not more than 60 year of age on the date of application
- c) Minimum Matriculate or recognized equivalent. Preference for qualified professionals.
- d)
 - i. If the candidate is an individual he/she should be domiciled or be resident or have established business in the State/UT for which the stockistship is advertised.
 - ii. If the candidate is a Partnership firm, at least one partner should be domiciled or be resident or have established business or the partnership firm itself should have established business in the State/UT for which the stockistship is advertised.

iii. If the candidate is a Co-operative Society or Limited Company, the society or company as the case may be, should have established business in the State/UT for which the stockistship is advertised.

e) FINANCIALLY SOUND to initially generate a working capital of minimum **Rs. 121 lakhs**.

2. Limited Companies & Registered Co-operative Societies/Consumer Co-operative Societies making a net profit for the previous three consecutive financial years as certified by Chartered Accountant can apply provided they do not have any criminal records. AGE AND EDUCATIONAL QUALIFICATION ELIGIBILITY CRITERIA WILL NOT BE APPLICABLE IN THESE CASES.
3. Candidates convicted for any criminal offence including that of moral turpitude / economic offences (other than Freedom Struggle), are not eligible to apply.
4. In case of partnership firm, each partner should individually meet the eligibility criteria except 1(e). Partnership firm must meet the eligibility criteria 1(e) as a whole.
5. Existing Servo Stockist/CFA of IOC are not eligible to apply. Servo Stockist whose Stockistship contract has expired before the last date of application and there is no renewal request pending at IOC as on the date of application cannot apply. Family member/partners of existing Servo Stockist (SSI/SSR/SSM/SS-Agro/GSS/SSIP) in Proprietorship/partnership firm or partner(s) of partnership firm are not eligible to apply.
6. The individual or firm or cooperative societies or limited companies that have already been selected by IOC as any one of the distribution channels namely Servo Stockist or CFA are not eligible to apply.
7. Applicants can apply for different locations, but in case if they get selected for more than one location or more than one Channel (SSI/SSR/SSM/SS-Agro/GSS/SSIP) they will have to opt for only one channel & one location. They will have to give in writing their choice of channel & location and forfeit their claim on other channels & locations where they were also selected, **within seven working days in writing**. The next eligible candidate as per the merit list will become eligible for that vacated channel/location.
8. Applicants, whose application is pending at IOC for selection as Servo Stockist or CFA for any location and the placement of Letter of Appointment (LOA) for such location is not completed as on the last date of submission of application mentioned in the advertisement, are not eligible to apply.
9. Servo Stockists of IOC who earlier resigned from IOC on personal ground, not because of any irregularities or malpractices detected by IOC or any other authority, whose resignation has been accepted by IOC and all the financial dues between the Servo Stockist & IOC have been settled as on the date of advertisement will be eligible to apply provided that Ex-Servo stockist meets all the eligibility criteria, terms & conditions of NIT & Application form.
10. Existing Stockists/Distributors of competing brand of SERVO can apply. On selection and appointment, the person has to resign from the Stockistship/Distributorship of the competing brand of SERVO & resignation accepted within three months of appointment as SSI/SSR/SSM/SS-Agro/GSS.

11. Firm/Proprietor/Partners of any Lube manufacturing firm are not eligible to apply. Limited Company/Registered co-operative society manufacturing Lubricants are not eligible to apply. Chairman/Managing Director/Directors or any other functionary of any Limited company manufacturing Lubricants can apply as individual. Once selected and received LOI for the Servo Stockistship, such applicant is to resign from any capacity in the Limited Company and board resolution accepting such resignation to be submitted to IOC before appointment as Servo Stockist.
12. Candidates with successfully demonstrated capability in distribution for at least 2 years as (especially in servicing the industrial/automotive market for three years by way of dealership of products like chemicals, gases, machinery spare parts, lubricants) would be preferred. Capabilities in Lube distribution would be of added advantage.
13. The candidate selected as SSI/SSR/SSM/SS-Agro/GSS shall be a full time working Stockist. Further, details of the eligibility criteria and conditions as mentioned in the Application Form shall apply.
14. Application form should be downloaded from our Website <https://spandan.indianoil.co.in/BPSP/HomePage.jsp> and apply with enclosing the Application fee of Rs 10000/- (for SSR/SSI/SSM/SS-Agro) or Rs. 8000/- (for GSS) by a Crossed Account Payee Demand Draft/Pay order drawn on any scheduled Bank in favour of Indian Oil Corporation Limited payable at Jaipur from State office indicated below, either personally or by making a written request specifying the name of the location, through Registered Post
RCL (Lubes)
Indian Oil Corporation Ltd.,
Indian Oil Bhavan, Ashok Chowk, Adarsh Nagar
Jaipur -302004
15. APPLICATION FORMS AND ENCLOSURES COMPLETE IN ALL RESPECT MUST BE SUBMITTED IN DUPLICATE SO AS TO REACH THE OFFICE ADDRESS MENTIONED ABOVE ON OR BEFORE 1200 HRS ON 20.10.2023. THE COMPANY RESERVES THE RIGHT TO CANCEL/ WITHDRAW/ AMEND THIS ADVERTISEMENT OR EXTEND THE DUE DATE AT ITS SOLE DISCRETION WITHOUT ASSIGNING ANY REASON.
16. For any further clarifications. Please contact our local sales officers at the following contact numbers
a) Sri Shravan Kumar Contact No. 9163167156 email ID - shravank@indianoil.in



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Sr.No.	Location	Revenue District	State	Area of Operation (Territory)
1	Kota	Kota	Rajasthan	Districts of Kota

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12. Candidates with successfully demonstrated capability in distribution for at least 2 years as (especially in servicing the industrial/automotive market for three years by way of dealership of products like chemicals, gases, machinery spare parts, lubricants) would be preferred. Capabilities in Lube distribution would be of added advantage.
13. The candidate selected as SSI/SSR/SSM/SS-Agro/GSS shall be a full time working Stockist. Further, details of the eligibility criteria and conditions as mentioned in the Application Form shall apply.
14. Application form should be downloaded from our Website <https://spandan.indianoil.co.in/BPSP/HomePage.jsp> and apply with enclosing the Application fee of Rs 10000/- (for SSR/SSI/SSM/SS-Agro) or Rs. 8000/- (for GSS) by a Crossed Account Payee Demand Draft/Pay order drawn on any scheduled Bank in favour of Indian Oil Corporation Limited payable at Jaipur from State office indicated below, either personally or by making a written request specifying the name of the location, through Registered Post
RCL (Lubes)
Indian Oil Corporation Ltd.,
Indian Oil Bhavan, Ashok Chowk, Adarsh Nagar
Jaipur -302004
15. APPLICATION FORMS AND ENCLOSURES COMPLETE IN ALL RESPECT MUST BE SUBMITTED IN DUPLICATE SO AS TO REACH THE OFFICE ADDRESS MENTIONED ABOVE ON OR BEFORE 1200 HRS ON 20_10.2023. THE COMPANY RESERVES THE RIGHT TO CANCEL/ WITHDRAW/ AMEND THIS ADVERTISEMENT OR EXTEND THE DUE DATE AT ITS SOLE DISCRETION WITHOUT ASSIGNING ANY REASON.
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a) Sri Shravan Kumar Contact No. 9163167156 email ID - shravank@indianoil.in



SL No:

APPLICATION NO.

DATE:

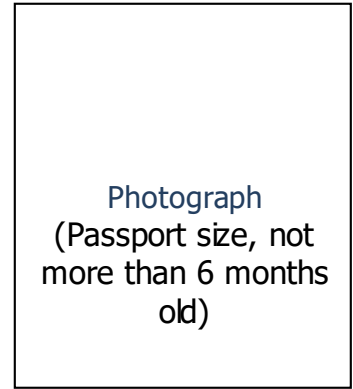
Application form for Servo Stockist –Reseller

Application Fee : For SSR Rs. 10000/-

(To be submitted in duplicate)

Important: Candidates are requested to read the enclosed guidelines carefully before filling up the application form and attach certificates/documents as required.

From:



Reseller Channel Lead (RCL)
Indian Oil Corporation Ltd.,
Indian Oil Bhava, Plot No. 3 A, Sec – 19A, Madhya Marg
Chandigarh - 160019
Punjab State Office

Dear Sir,

Sub: Request for Appointment as Servo Stockist –Reseller (SSR)

I/We hereby apply to be considered as a Servo Stockist Specific product for the location

_____ in _____ District in _____ State as

- Individual /Proprietorship Firm
- Partnership Firm
- Co-operative Society
- Limited Company

In the name of _____.

I/We hereby certify that I/We qualify for appointment based on the selection criteria placed by your organization and submit the following information along with supporting documents in support of my/our candidature (use separate sheets if necessary):

Name of applicant (in Block Letters)		
Address for communication		
Telephone/Mobile number		
e-mail id		
Dale of Birth (DD/MM/YYYY)		
Age completed in years as on the last date of submission of a pplication		
Educational Qualification (Ref to Guidelines:point2)		Please tick one
A	Matriculate /recognized equivalent	
B	Intermediate (10+2) pass/diploma	
C	Graduate/Post graduate	
D	Engineer/MBA/CA	
Citizenship (Name of the country)		
Domicile/Resident/Having established business (Ref. to Guidelines: point 4)		
A	Are you a Domicile of the concerned State/UT (YES/NO)	
B	Are you a Resident of the concerned State/UT (YES/NO)	
C	Do you have established business in the concerned State/UT (YES/NO)	
D	Do you have established business in the concerned revenue district (YES/NO)	
Past experience (Ref. to guidelines: point 6)		Details
A	Name of the firm	
B	Address of the firm (including District & State)	

C	Nature of the firm (Proprietorship/Partnership/Co-operative society/Limited company)	
D	Name of the proprietor/partners	
Nature of business for which the past experience is claimed (Ref. to guidelines: point 6)		Years of experience
A	Lube sales as Stockist/Distributor	
B	Dealership of Chemicals, Gases, Machinery, Spare Parts, Lubricants	
C	Experience in Other trades Please specify details:	
D	Annual turnover (Last year) in INR in Lakh	
E	Annual turnover (Year before Last) in INR in Lakh	
F	Details of capital employed in business	
G	Latest copy of IT return enclosed (YES/NO)	
H	Balance sheet of Last two years enclosed (YES/NO)	
I	Project report attached (YES/NO)	
Offer of Godown/Land (Owned/Leased/Other cases) (Ref. to guidelines: point 7)		Please tick one
A	Clear title to the godown/land owned by the applicant or his family member (the constituents of "Family Member" are as defined in the application form) in the location advertised	
B	Godown/Land leased / rented for more than 4 years as on the last date of submission of application in the name of the applicant with a registered lease deed / agreement in the location advertised	
C	Godown/Land leased / rented for 4 years as on the last date of submission of application in the name of the applicant with a registered lease deed / agreement in the location advertised	

D	Godown/Land with registered agreement of intention to lease/sale in the name of the applicant for 4 years or more as on the last date of submission of application in the location advertised	
E	Covered area (Sq Ft)	
F	Open area (Sq Ft)	
G	Total godown/Land area (Sq Ft)	
H	In case of leased/intention to lease please specify period of lease/intention to lease in number of years.	
Offer of Delivery vehicle (This vehicle will be made available on or before placement of LOA, if selected.) (Ref. to guidelines: point 8)		
A	Owned (less than 2 yrs. old)	
B	Leased (less than 2 yrs. old)	
C	Owned (more than 2 yrs. old)	
D	Leased (more than 2 yrs old)	
E	Make & Model	
F	Registration number	
G	Load carrying capacity (Registered Laden Weight minus Un_Laden Weight)	
H	Date/Month of manufacture	
I	Date of registration	
Offer of Sales Person (These Sales persons are currently employed with the applicants and will be made available to IOC within 21 days from the date of Letter of Intent before placement of Letter of Appointment , if selected) (Ref. to guidelines: point 9)		Please write below the Age, Educational qualification and Years of completed service with the applicant
A	Name :	Age: Educational qualification: Years of completed service:
B	Name:	Age: Educational qualification: Years of completed service:
C	Name:	Age: Educational qualification: Years of completed service:
Offer of Infrastructure (These are currently available with the applicant and will be made available to IOC within 15 days from the date of Letter of Intent before placement of Letter of Appointment, if selected) (Ref. to guidelines: point 10)		
A	Landline telephone number:	
B	Mobile telephone number:	

C	Make, Model & configuration of PC & Internet connection	
Offer of Working Capital (This working capital will be made available for the Servo stockistship immediately on appointment by IOC) (Ref. to guidelines: point 11)		Rupees in Lakhs
A	Own fund	
B	Loan	
C	Solvency certificate attached (YES/NO)	
D	Total (A+B+C)	
Any other information related to your working as stockist		

Proof of documents attached or information furnished with the application to be produced in original whenever asked for.

I/We have read and fully understood the Terms and Conditions contained in the agreement governing my/our appointment as **Servo Stockist –Institutional/Reseller/ Marine/Agro/GRAMEEN Servo Stockist (SSI/SSR/SSM/SS-Agro/GSS)** and signed on each and every page of the agreement confirming my acceptance of all terms and conditions contained in the said agreement.

DECLARATION:

I/We_____ hereby certify that the information furnished above is true to my/our knowledge. Any wrong information/suppression of facts will disqualify me/us from being considered for the Servo Stockistship.

The following documents /copies of documents are attached to this application form:

- 1)
- 2)
- 3)
- 4)

Total number of pages enclosed_____.(each paper enclosed along with the application to be serial numbered and the total pages attached to the application to be mentioned here)

Place:

Signature:

Date:

Name in Block Letters:

Address:

Rubber Stamp:

Tel. No.:

Enclosure to Application Form for Servo Stockist –Reseller (SSR)

Guidelines to Candidates

Candidates are requested to read the following guidelines in respect of the various criteria before filling up the Application Form. Certificates / Documents as required are to be enclosed to the Application form.

1. Age:

Candidate should not be less than 21 years of age and not more than 60 years of age on the date of application.

Candidates have to enclosed copy of the board certificate/birth certificate/Aadhaar card of the candidate.

In case of partnership firm, markings to be done for each partner separately and then highest of all will be considered. Co-operative societies and Limited Company will not be evaluated for Age.

2. Education Qualifications:

Candidates should be minimum Matriculate or Equivalent.

Copies of Certificates from Govt. Recognized Institutions / Universities proving the educations qualification claimed by the candidate are to be enclosed. Other things being equal preference would be given to qualified professional.

In case of partnership firm, markings to be done for each partner separately and then highest of all will be considered. Co-operative societies and Limited Company will not be evaluated for Educational Qualification.

3. Citizenship:

Candidates should be Indian by Citizenship.

An Affidavit on stamp paper of appropriate value deposited before Magistrate / Judge / Notary Public (Format Prescribed in **SS-Annexure 1**) is to be enclosed to the application form.

4. Domicile/Resident/Having established business:

The candidate should be a Domicile of the concerned State/UT **or** Resident of the concerned State/UT **or** have established business in the concerned State/UT for which the **SSI/SSR/SSM/SS-Agro/GSS** is advertised. Candidate who is registered and have established business in the concerned District for which the **SSI/SSR/SSM/SS-Agro/GSS** is advertised will get more marks than other candidates in this criterion.

In case of proprietorship firm, the proprietor/firm should be domicile or resident or have established business in the concerned State/UT. In case of partnership firm, at least one partner should be domicile or resident or have established business in the concerned State/UT or the firm should have established business in the concerned State/UT. In case of co-operative society/limited company, the society/company should have established business in the concerned State/UT.

Proof of being Resident of the concerned State/UT: Passport/UID/Aadhaar/Voters identity Card/ Electricity Bill/ Telephone Bill/Permanent Residency certificate issued by

Government. In case of partnership firm all the partners should produce the proof of being resident of the State individually.

Proof of having established business in the State/UT: Sales Tax Registration certificate /Income Tax Clearance Certificate/ Registration certificate of the Proprietorship firm/Partnership Firm/ Registered co-operative society/Limited company/**GSTIN**/any other registration under shop & establishment act or any other license/certificate issued by Central Govt/State Government/Civic authority/Municipal corporation/ Gram panchayat and Balance sheet for last one financial year.

Proof of being Domicile of the concerned State/UT: Domicile certificate issued by the concerned government authority.

5. Family members: For the process of selection and appointment of **SSI/SSR/SSM/SS-Agro/GSS** family member is defined as follows:

For Individual/proprietor & partners of partnership firms and directors/members of governing body/members of managing body/members of any such other body (as applicable) of the applicant society/company :

Spouse/Parent/Unmarried Children.

6. Details of the Firm:

The candidate is required to provide complete details on the following:

- a. Constitution of the firm with documentary evidence as prescribed in 6.g.below.
- b. Nature of Business with sales performance of the previous financial year. I O C Dealers / Resellers to attach copies of sales performance certified by their respective sales officers. Dealers / Distributors of other companies to attach copies of Letter of Appointment, documents indicating sales performance of previous financial year. Any other documents to prove their exceptional performance in their existing business may also be attached along with the specified area of operation for their business.
- c. Details of capital employed in their current business with details of Bank limits sanctioned to be certified by a chartered accountant.
- d. Copies of latest Income Tax returns with all enclosures disclosing the details of their income from business operations
- e. Balance sheet of the latest financial year for substantiating the status of the firm.
- f. All Candidates should enclose a detailed project report on their plans for the successful operation of the business if appointed.
- g. Documentary Evidence favouring Nature of the Applying Firm :
 - i. In case of partnership firm: Please attach partnership deed, giving full details of all partners. Also each partner should fill & submit the photocopies of application form in duplicate with individual details along with original applications.

- ii. In case of Company, whether Public / or Private Limited, along with the list of Directors, Articles of Association. Memorandum of Association and latest Balance Sheet, duly certified by Chartered Accountant.
- iii. If it is a Registered Co-operative Society, A Certificate of Registration, duly signed by the Registrar of Co-operative Societies. Only co-operative societies making net profit in 3 consecutive previous financial years as certified by a Chartered Accountant can apply, A Resolution passed by Society authorizing the signatory of the application to apply for the Servo Stockist to be enclosed.

In case of partnership firm, markings on past experience will be done for each partner separately and then highest of all will be considered. In case of Co-operative societies and Limited Company the experience of the applicant Co-operative society or the Limited company will be considered. In case of proprietorship firm experience as proprietor will only be considered. In case of partnership firm experience as partner will only be considered. Experience as manager or any other functionary of proprietorship or partnership firms will not be considered.

In case the applicant is a Limited company or Cooperative society then allotment of marks as Limited company or Cooperative society will be considered. Experience as Chairman/Managing Director/Directors or any other functionary of any Limited Company or Cooperative society will not be considered if he/she applies as individual or partner of any partnership firm or Chairman/Managing Director/Directors or any other functionary of any Limited Company or Cooperative society.

"Past Experience" will be counted for allotment of marks if the applicant is an existing Stockist/Distributor/Dealer/Trader for at least for 2 years including the last financial year. For past experience for less than two years (2), no marks will allotted to the applicant on the criteria of "Past experience". The applicant will have to enclose relevant documents as mentioned below in support of past experience claim.

- i. Proof of transaction such as copies of Invoices **or** Bank Statement substantiating transaction or GST returns.
- and
- ii. Letter of appointment **or** Work order copies **or** PO copy **or** Agreement copy **or** Work completion certificate mentioned in the period of work.

7. Godown Requirements:

The candidate needs to have godown /land to serve as a Servo stockist. The godown /land should be present in the tehsils/ talukas/ mavattams as specified in the tender document/ application form. A candidate will be accepted to have godown space if he has either of the following.

In case, candidate(s) offer land, then godown has to be constructed at same land before placement of LOA.

- i. Clear title to the godown/land owned by the applicant or his family member (the constituents of "Family Member" are as defined in 5 above) in the location advertised.

- ii. Godown/land leased / rented for more than 4 years, beyond the last date of submission of application in the name of the applicant with a registered lease deed / agreement in the location advertised.

In case the land / godown is in the name of a family member of proprietor in case of proprietorship firm or family member of any partner of partnership firm, the owner should make an affidavit agreeing to allow the candidate to use it as SSI/SSR/SSM/SS-Agro/GSS godown for the entire period of contract including renewed contract periods if selected.

In case of partnership firm, the godown/land may be in the name of/leased/rented to any partner or in the name of family member of any partner or in the name of/leased/rented to the firm. In case of Co-operative society/Limited company the godown/land is to be in the name of / leased/rented to the applicant co-operative society or limited company.

For applicants who have shown ready availability of owned/leased godown/land, godown/land should be made available to IOC **at the time of FIR. For other applicants, LOI conditions shall prevail.**

The minimum godown/land space required is 1000 Sq ft. including compulsorily covered enclosed space of 600 Sq ft. for sales volume up to 50 KLPM (in case of GSS, minimum godown space required is 600 Sq ft. including compulsorily covered enclosed space of 400 Sq ft). This will be increased proportionately for handling sales volume more than 50 KLPM for every 25 KLPM. The SSI/SSR/SSM/SS-Agro/GSS shall exclusively use godown space for storing Servo lubricants and for no other purpose shall use such storage facilities. The construction, maintenance and upkeep of storage facilities as per conditions of the Permit/ License or other statutory provisions shall be the sole and exclusive responsibility of the SSI/SSR/SSM/SS-Agro/GSS who will be liable to pay, bear and discharge the entire expenditure for the same. The future godown space is to be increased in proportion to the increase in sale volume, in accordance with the directions of the Corporation in this regard

The godown/land should also

- i. Be situated in non-residential area
- ii. Have an all-weather motorable approach road (public or private road connecting to the public road) of minimum 5-meter width is made available to provide access to Delivery vehicle.
- iii. In case of private road connecting to the Public Road, the same should be either owned/registered lease or having a right of way from the owner(s) of the land.
- iv. The godown should also be on ground floor only.

During the term of contract, SSI/SSR/SSM/SS-Agro/GSS may be required to make additional investments in godown to accommodate for infrastructure changes as directed by the corporation.

Change in Location of Godown

- a) With prior approval of State Lube Head of the State Stockist can change location of his authorized godown in the operation area (territory) attached to Stockist
 - i. after 1(one) year of commissioning **or**
 - ii. in case of Statutory requirement.

During the change of godown only the following changes are allowed

- 1) Leased to Owned Godown
- 2) Leased to Leased Godown
- 3) Owned to Owned Godown

In normal circumstances, change of godown from Owned to Leased will not be permitted. However, in emergent situations, shift of godown can be permitted. Emergent situations like natural calamities, statutory requirements, litigation, etc. can be considered.

Additional Godown: With prior approval of DCL/RCL of the State, Stockist can provide one additional godown in the operating area (territory) attached to Stockist. However supplies from IOC will be restricted to the first authorized godown only.

- 1) Concerned TSM/LSE will carry out inspection of the stockist godown falling under his geographical territory.
- 2) Combined stock reconciliation will be done by the TSM/LSE in whose territory the original stockist was commissioned (stockist head quarter location)

8. Delivery Vehicle:

The candidate needs to have delivery vehicle to serve as a Servo stockist.

For packed product: At least one vehicle (owned) having minimum Load carrying capacity (Registered Laden Weight - Un-Laden weight) of 1-2 tons for SSR/SSI/SSM and 0.5-1 ton for

SS-Agro/GSS. Vehicle should be suitable for packed product distribution.

The delivery vehicle should be at-max two years old as on last date of application

Delivery vehicle needs to be made available to IOC before placement of LOA

In case of partnership firm, the delivery vehicle may be in the name of any partner or in the name of the firm or to be leased to any of the partner or to the firm (leased vehicle applicable for only bulk product vehicle). In case of Co-operative society the vehicle is

either to be in the name of the co-operative society or limited company or to be leased to the co-operative society or limited company.

Delivery vehicle must be painted by LOI holder with design provided by IOC before issuance of LOA by IOC.

In case the candidate takes a vehicle on contract from a third party, an Affidavit from the third party, expressing willingness to offer the vehicle, in the prescribed format (**SS-Annexure-2**) on stamp paper of appropriate value and duly Notarized is to be enclosed along with the copy of the RC of the vehicle.

9. Sales Personnel:

The applicant is to offer at his cost at least 3 sales personnel (preferably graduates but with a minimum qualification of 10+2 or equivalent from recognized institutions) exclusively to service the market. For sales target beyond 75 KL per month one additional sales person shall be provided by the Servo Stockist for every 25 KL increase of targeted sale beyond 75 KL. These Sales persons, currently employed with the applicant, will be made available by applicant to IOC within 21 days from the date of Letter of Intent (LOI) and before placement of Letter of Appointment (LOA), if selected.

Candidates are required to provide complete details of the sales personnel (Name, Age, qualification, experience etc) in their employment in the application form. Details of storekeeper, accountant, clerk, driver etc., if provided, will not be considered as part of the sales force. Candidates are also required to provide copies of the Muster Roll, Payment register or such suitable documents to provide proof of employment of the sales persons in their firm.

10. Infrastructure:

Candidates are to provide details of Fixed Landline Telephone, Mobile phone and personal Computer with Internet connection available with them and which will be available for use in the Servo Stockist operations. The telephone should necessarily be in the name of the candidate or his firm and a copy of the latest paid telephone bill is to be enclosed to the application as proof. In the case of Personal computer copy of the purchase invoice of the PC in the name of the candidate or his firm is to be enclosed to the applications as proof of availability.

11. Working Capital:

The candidate should be willing to invest a minimum of Rs. 121 lakhs in the business initially. Thereafter it shall be as required based on the sales target.

Candidates should establish their ability to arrange Working Capital for running the SSI/SSR/SSM/SS-Agro/GSS as follows:

Working Capital = Own Fund+ Loan amount+ Solvency amount

The Part own fund should be equal or greater than 60% of the total capital requirement. If part own fund is less than 60% of the total capital requirement, and then it will lead to disqualification of candidacy.

In addition to above the candidate, if an income tax assessee, should submit copy of IT return of the latest financial year.

The candidate will be required to submit loan sanction certificate from the bank at the time of FIR.

i. **Working Capital from Own Fund**

Liquid assets in the form of Unencumbered Bank Balances/FD/NSC/ other Govt. Securities/Stocks/ Marketable Securities/ Treasury bills/ Mutual funds/ money market funds in the name of the Candidate or his Family members (as per definition of Family given in the Application form). Liquid assets of family members will be considered only in case of proprietary and partnership firms. Sum total of liquid assets of the candidate and family members will be considered as Working capital from Own Fund. **Affidavit from family members are required to be submitted in the prescribed format attached as SS-Annexure-4.**

Copies of Bank pass book/bank statement certified by banker/FD/NSC/ Govt Securities to be submitted. Bank balances, FD, NSC, Govt securities dated prior to the last date of application submission against which the application is made will only be considered.

The FD/NSC/Govt securities/ Stocks/ Marketable Securities/ Treasury bills/ Mutual funds/ money market funds as mentioned above are considered as own fund as FD/NSC/Govt securities/ Stocks/ Marketable Securities/ Treasury bills/ Mutual funds/ money market funds can be converted to liquid cash to arrange for the fund for working capital.

In case of partnership firm, the sum-total of own funds of all the partners and the firm will be considered. In case of registered co-operative society and Limited company, the own fund of the Society and Company respectively will only be considered.

ii. **Working Capital from Loan**

A. Unencumbered Fixed assets in Candidate's own name or in the name of Family members (as per definition of Family given in the Application form) which the candidate proposes to use for raising loan for the business. Fixed assets of family members will be considered only in case of proprietary and partnership firms. The asset to be valued by a government registered valuer and copy of the valuation certificate not more than three months old from last date of submission of application to be submitted. 70% of this value will be considered as amount for which the candidate is able to raise loan for working capital. **Affidavit from family members are required to be submitted in the prescribed format as attached in SS annexure-5.** Copies of documents establishing the ownership of the fixed assets to be submitted.

In case of partnership firm the sum-total of value of fixed assets of all the partners (including family members) and the firm will be considered. In case of registered cooperative society and Limited company, the value of the fixed assets in the name of the Society and Company respectively will be considered.

B. Creditworthiness certificate from the party's bankers (scheduled banks only) in prescribed format. This certificate should not be more than 3 (Three) months old as on

the last date of submission of application. Creditworthiness certificates from more than one bank, if submitted, will be added to arrive at the bank creditworthiness of the candidate.

Further,

- i. Once the candidate offers the liquid assets under own fund, the bank's creditworthiness letter will not be considered for evaluation of working capital for this candidate if the creditworthiness certificate is issued by the same bank where the candidate has unencumbered bank balance or Fixed Deposit which have been offered by the candidate to establish the availability of working capital from own fund.
- ii. In case of partnership firm either sum-total of creditworthiness issued by the banks in favor of the partners or the creditworthiness of the firm issued by banker, whichever is higher, will be considered if these are issued by the same bank. In case of registered co-operative society and Limited company, the creditworthiness of the Society and Company respectively will only be considered.
- iii. If a candidate submits creditworthiness letter from multiple banks, then the sum-total of creditworthiness issued by all the banks will be considered for evaluation with the conditions mentioned above.

Working capital from Loan will be sum total of the amount coming under A. & B. above.

iii. **Solvency Certificate**

The candidate is desired to submit a Solvency Certificate from a schedule bank clearly mentioning the amount for which the candidate is solvent. In case of Partnership firm, registered co-operative society or Limited Company, the solvency certificate should be in the name of the firm, society or company respectively. This certificate should not be more than 3 (Three) months old as on the last date of submission of application. Solvency certificate from the party's bankers (scheduled banks only) is attached in **SS a nnexure-3**.

iv. **Certificate of chartered accountant**

Candidate should submit, along with application, a certificate from a Chartered accountant on its letter head where the amount of working capital availability with the candidate from Own Fund and from Loan will be clearly mentioned. This certificate should be based on all the Documents/ instruments as mentioned in Sl. No. (i), (ii) and (iii) above and the Chartered accountant should sign all the pages of copies of Documents/instruments with its seal as a proof of verifying the originals and enclose these with the certificate. This certificate should not be more than 3 (Three) months old as on the last date of submission of application.

v. **Note**

All Certificates and Affidavits submitted by the candidate to establish its financial capability (working capital), whether it is issued by any individual, firm, registered co-operative society, Chartered Accountant, Bank etc. should be **signed by the issuing authority clearly mentioning the Name and Designation & Date of signing duly stamped** wherever applicable. All Certificates and Affidavits should be submitted in Original with the application.

12. General

- a. Candidates to note that they should fulfil all eligibility criteria specified in the Advertisement.
- b. Candidates should be of sound Physical and Mental Health. Candidates with debilitating illness like Total Paralysis, mentally unsound etc. will not be considered for appointment.
- c. Candidates to note that originals of all documents/certificates enclosed by them in support of various claims made in the application form is to be produced at the time of Interview.
- d. No additions / deletions / corrections will be permitted in the Application form once it is submitted. No additional documents whatsoever will be accepted or considered after the cut-off date for receipt of completed applications forms.
- e. All enclosures to the Applications forms are to be serially numbered by the candidate and the number of enclosures are to be indicated in the Application form.
- f. The individuals or firms or co-operative societies or limited companies (including partners in case of partnership firm and directors/members in case of Co-operative societies/Limited companies) who is an existing Carrying & Forwarding Agent (CFA) for lubricants of IOC or an existing Servo Stockist is not eligible to apply. In case of partnership, even if the firm is different, it will not be eligible if one or more partners are common. Affidavit to this effect to be submitted with Application form as per prescribed format (**SS-Annexure-1**).
- g. If the candidate is an existing Stockist/Distributor of any competing lubricant brand of Servo then the applicant has to resign from such Stockist/Distributorship of competing brand of Servo within 3(Three) months of appointment. Affidavit in this regard is to be submitted with the Application Form as per prescribed format (**SS-Annexure-1**).
- h. Firm/Proprietor/Partners of any Lube manufacturing firm are not eligible to apply. Limited Company/Registered co-operative society manufacturing Lubricants are not eligible to apply. Chairman/Managing Director/Directors or any other functionary of any Limited company manufacturing Lubricants can apply as individual. Once selected and received LOI for the Servo Stockistship, such applicant is to resign from any capacity in the Limited Company and board resolution accepting such resignation to be submitted to IOC before appointment as Servo Stockist. Affidavit in this regard to be submitted with the Application form as per prescribed format (**SS-Annexure-1**).
- i. IOC RO/SKO dealer/LPG Distributor, if selected, as Servo Stockist will be appointed as separate business entity.

- j. Applications received after the cut-off date including postal delay and those without valid supporting documents or incomplete in the any respect will not be considered.
- k. Candidate is to sign each & every page of the application form, enclosures and agreement (copy enclosed), before submission to IOC, as confirmation of his acceptance of all terms & conditions contained in the application form, enclosures and agreement.
- l. If called for interview, following person/persons are required to appear before interview (L2) committee:

Type of Candidate	Person to appear In interview
Individual/Proprietorship firm	Individual/Proprietor.
Partnership firm	All the Partners. However, in case of exigency if all partners do not attend the interview, then weighted average score shall be arrived at considering presence of all the partners. For example, if 3 members of a 4 member partnership firm attend the interview, then the total obtained marks shall be multiplied by a factor of $\frac{3}{4}$.
Registered Co-Operative Society	Any office bearer of the society authorized by society. The person should produce the authorization document at the time of interview to the L2 committee.
Limited Company	Any office bearer of the company authorized through Board Resolution. The person should produce the Board resolution at the time of interview to the L2 committee.

No person other than specified above will be considered for interview. Failure to appear in interview as per above table on scheduled date, time and place on the part of applicant will result in rejection of the concerned application.

Marking Scheme: Selection & Appointment: SSR/SSI/SS-AGRO/GSS/SSM

Level 1 Marks	Max 90
Level 2 Marks	Max 10
Total Marks	100

Distribution of marks:

Selection Committee constitution	Two levels
Marking System (Maximum Marks)	
By Level 1 Committee	
Registered and have established business	5 marks
Applicant's age	4 marks
Educational qualification	6 marks
Past Experience	25 marks
Godown / Storage Infrastructure	5 Marks

Availability of working capital (WC)	45 marks
Level 1 Total	90 marks

By Level 2 Committee:

Demonstrated capability in redistribution business (Assessed by committee during interview):	10 marks
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ALLOTMENT OF MARKS BY L1 COMMITTEE:

1. Registered and have established business

Criteria	Max. marks	Evaluation parameters	Marks
Proprietor or any partner of partnership firm or Partnership firm/ Cooperative societies/Limited companies registered and having established business:	5	In the District for which the SSR/SSI/ GSS/SSM/ SS-Agro is advertised	5
		Not in the District for which the SSR/SSI/ GSS/SSM/ SS-Agro is advertised	2

2. Age

Criteria	Max. marks	Evaluation parameters	Marks
Proprietor or Each Individual Member of Partnership Firm - Age completed in years as on the last date of submission of application	4	21 to 30	3
		More than 30 & upto 45 years	4
		More than 45 & upto 55 years	3
		More than 55 & upto 60 years	1

In case of partnership firm, markings to be done for each partner separately and then highest of all will be considered. Co-operative societies and Limited Company will not be evaluated for Age.

3. Education Qualification

In case of partnership firm, markings to be done for each partner separately and then highest of all will be considered. Co-operative societies and Limited Company will not be evaluated for Educational Qualification.

Criteria	Max. Marks	Evaluation parameters	Marks
Educational qualification for Individual / Partnership Firms	6	Matriculation/10 th pass	1
		Intermediate (10+2)/diploma	2
		Graduation/Post Graduate	4
		Engineer/MBA/CA	6

4. Past Experience

SSR/SSI/GSS/SS-Agro/SSM:

No. of years' Experience	Experience in Lube Sales as Stockist / Distributor	Experience In identified business*	Experience in other trades

Less than 2 years	0	0	0
2 years and up to 3 years	21	19	17
More than 3 years and up to 5 years	23	21	19
More than 5 years	25	23	21

*Identified business:

For SSR/GSS/SSI/SSM/SS-Agro	Retail Outlet Dealer of Oil Company, Spare Part Distributor, Spare Part Stockists, FMCG business, Lube OE Dealer, Lube Bazaar Traders, Paints distributor, Tyre and tubes distributors Dealership of commercial vehicles, Distribution of petrochemicals, Industrial Products distributor, Battery distributor, Cement distributor, Steel and steel products distributor
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For allotment of marks on Past experience for firms:

In case of partnership firm, markings to be done for each partner separately and then highest of all to be considered. In case of Co-operative societies and Limited Company the experience of the applicant Co-operative society or the Limited company will be considered. In case of proprietorship firm experience as proprietor will only be considered. In case of partnership firm experience as partner will only be considered. Experience as manager or any other functionary of proprietorship or partnership firms will not be considered. In case the applicant is a partnership firm then allotment of marks against experience of each partner and the firm will be done separately and highest of all will be considered.

In case the applicant is a Limited company or Cooperative society then allotment of marks as Limited company or Cooperative society will be considered. Experience as Chairman/Managing Director/ Directors or any other functionary of any Limited Company or Cooperative society will not be considered if he/she applies as individual or partner of any partnership firm or Chairman/Managing Director/ Directors or any other functionary of any Limited Company or Cooperative society.

5. Godown

Criteria	Evaluation parameters	Max Marks
Godown/land which will be made available to IOC at the time of FIR	Own godown	5
	Leased Godown	4
	Land availability (owned or regd. leased)	2
	Any other case	0

If the applicant is not able to provide to the corporation **at the time of FIR**, the godown/land that he has declared at the time of application, it will lead to cancellation of candidature of the applicant and stockistship will be awarded to next eligible candidate on the basis of overall score.

Own godown/land definition: Clear title to the godown/land owned by the applicant or his family member (the constituents of “Family Member” are as defined earlier) in the location advertised.

Leased Godown/land definition: Godown/land leased / rented for more than 4 years on the last date of submission of application in the name of the applicant with a registered lease deed / agreement in the location advertised.

For applicants who have shown ready availability of owned/ leased godown, godown should be made available to IOC **at the time of FIR. For other applicants, LOI conditions shall prevail.**

For applicants who have shown ready availability of owned/ leased land, land should be made available to IOC **at the time of FIR. For other applicants, LOI conditions shall prevail.**

6. Working capital

Working Capital = Own Fund + Capital from loan + Solvency certificate

Marking scheme for working capital requirement

Capital offered < Capital Required (minimum)	Ineligible
Capital offered = Capital Required (minimum)	30
Capital offered = 2* Capital Required (minimum)	45
Capital Required (minimum) < Capital offered < 2* Capital Required (minimum)	Linear extrapolation of marks in ratio of working capital

As per linear extrapolation candidates will be given marks as per the below mentioned formula

Marks = 15 + 15 * (demonstrated capital / minimum capital required)

For example: if a candidate demonstrates 1.5 * Capital (minimum) he will be awarded

Marks = 15 + 15 * 1.5 Cap(min) / Cap(min) = 37.5 marks

The Part own fund should be greater than 60% of the total capital required. If part own fund is less than 60% of the total capital required, and then it will lead to disqualification of candidacy.

Note: LEVEL-1 (MARKS FOR LIMITED COMPANIES/CO-OPERATIVE SOCIETIES:

The maximum marks that can be given by Level 1 Committee for Proprietorship / Partnership will be 90 while that for Limited Companies / Co-operatives will be 80 as there are no marks given for the applicant's age / educational qualifications for Limited Companies / Co-operatives. To bring them at a common level with respect to maximum marks, the correction factor of 9/8 will be used for evaluation of marks of Limited Companies / Cooperatives. Thus a Limited Company / Co-operative securing 50 marks out of 80 will be given an equivalent of 56.25 marks (50 x 9/8) for purposes of final evaluation.

Note: Total marks are to be rounded off to two decimal places

ALLOTMENT OF MARKS BY L2 COMMITTEE

Criteria	Evaluation parameters	Marks
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Demonstrated capability in redistribution business (Max. 10 marks)	Knowledge on redistribution business measured through probing questions on redistribution business of Lube, Retail Outlet Dealer of Oil Company, Spare Part Distributor, Spare Part Stockists, FMCG business, Lube OE Dealer, Lube Bazaar Traders, Paints distributor, Tyre and tubes distributors Dealership of commercial vehicles, Distribution of petrochemicals, Industrial Products distributor, Battery distributor, Cement distributor, Steel and steel products distributor etc.	Max5
	Personality/Communication and articulation skills/enthusiasm/polite/well-mannered/convincing power	Max2
	Knowledge on management of people/ potential assessment/ market survey/lubricant market/customers measured through probing questions	Max3

Case of tie-break

- a) Two candidates will be considered to be tied if their scores are same upto two decimal points.
- b) In cases, where the total marks (L1+L2) results in a tie, preference will be given to the candidate in the following manner:
 - I. Candidate having higher marks at L1 stage, and in case of continued tie
 - II. Candidate having higher marks in Working Capital, and in case of continued tie
 - III. Candidate having higher marks in past experience

Minimum qualification marks for Interview:

- a) Candidates securing aggregate below 45 marks (50% of Maximum Marks i.e. 90 at L1 level) after evaluation of marks by Level 1 committee will be declared in-eligible. Such candidates will not be called for interview.
- b) After interview, in case of candidates who obtain L1+L2 marks less than 50 (50% of maximum marks i.e. 100), the Level 2 Committee will declare those candidates as "Below minimum qualification marks". Such candidates will not be included in the Merit panel.

(To be typed on non-judicial stamp paper of Rs. 100/-
Or as prescribed in the respective State)

AFFIDAVIT

I, _____ of age _____ son/ daughter/ wife of
_____ and residing at _____ do
hereby solemnly affirm and say as under:-

1. That I am an Indian Citizen.
2. (a) That there are no charges framed against me by Court of Law (other than freedom struggle), and/or I have never been convicted or being tried for any criminal offence involving moral turpitude and/or economic offence (Other than freedom struggle) punishable under law.
(b) That there are no proceedings now pending against me for any such criminal and/or economic offence.
3. That I am not an existing Carrying & Forwarding agent for Lubricants or Servo Stockist of Indian Oil Corporation Limited.
4. That my family member(s) are not existing Carrying & Forwarding agent for Lubricants or Servo Stockist of Indian Oil Corporation Limited.
5. That I have not already been selected as Servo Stockist or Carrying and Forwarding Agent for Lubricants by Indian Oil Corporation Limited.
6. I am not involved in any manner in any Lube manufacturing activity.

OR

I am chairman/managing director/director/(specify the designation) of M/s _____ engaged in manufacturing Lubricants and if selected as Servo stockiest I shall resign from the post on receipt of Letter of Intent and before appointment and I shall submit the board resolution accepting my resignation to Indian Oil Corporation Limited.

7. That I am not an existing Stockist/Distributor of any of the competing brands of SERVO brand lubricants.

OR

That I am an existing Stockist/Distributor of _____ (name of the competing brand of SERVO). I will resign from the said _____ (Stockistship/Distributorship) within 3

(Three) months of my appointment as Servo Stockist failing which Indian Oil Corporation shall be entitled to cancel/terminate my appointment and I will not be appointed as Servo Stockist for which this application is made.

8. That I am fully aware that Indian Oil Corporation Limited under its policy will not appoint me as Servo Stockist, if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to Indian Oil Corporation Limited before issuance of letter of Intent for appointment as Servo Stockist.
9. I hereby verify that what has been stated above is true to best of my knowledge and belief and nothing material has been concealed therefrom. That if any information / declaration given by me in application or in any document submitted by me in support of my application for the award of Servo Stockistship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Limited would be within its rights to withdraw the Letter of Intent and/or terminate my appointment as Stockist (if already appointed) and that I would have no claim whatsoever against Indian Oil Corporation Limited for such withdrawal / termination.

Solemnly affirmed and declared before me

This _____ day of _____ 20__

Signature of person making affidavit

Signature & seal of

Magistrate/Judge/Notary Public

(Name in block letters)

(On non-judicial stamp paper of Rs. 100/-
or as prescribed in the respective state)

To be submitted with application

AFFIDAVIT

I/We _____ S/O Shri _____

Resident of _____ do hereby solemnly affirm and declare as under:

1. That I/ We are the owners of vehicle No. _____ having capacity (RLW) _____ Ton bearing engine no. _____ chassis no. _____ make and model _____.
2. That I/We have attached / shall keep attached the above mentioned vehicle with M/s. _____ (name of the applicant) _____ till the validity of Servo Stockist Contract awarded by M/s. Indian Oil Corporation Ltd. _____ in favor of M/s. _____ (Name of the applicant) _____.
3. That during above period, M/s. _____ (Name of the applicant) _____ alone shall have all the rights of operating the said vehicle and receiving consideration for such operation.

DEPONENT

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Verified at _____ on _____

Notary Public.

Solvency Certificate

Solvency certificate from the Bankers, from a Schedule Bank / Financial Institution to be obtained on their Letterhead in the following format and enclosed with the application.

TO WHOMSOEVER IT MAY CONCERN

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

- a. _____
- b. _____
- c. _____

During the above period, the dealings of Shri / Ms / M/s _____ with the bank and his/her/their conduct has been satisfactory.

We certify that Bank solvency of M/s./Shri.....with us is Rs. _____.

Office seal

Date

Signature

Name and Designation

(On non-judicial stamp paper of Rs. 100/-
or as prescribed in the respective state)

To be submitted with application

AFFIDAVIT

I/We _____ S/O Shri _____

Resident of _____ and Father/Mother/Son/Daughter of (name of applicant) _____ do hereby solemnly affirm and declare as under:

1. That I / We have liquid assets (Unencumbered Bank Balances/FD/NSC/other Govt. Securities) as described below:

(Please include description of liquid assets offered as working capital from own fund)

2. That I/We shall always make available the above mentioned liquid assets with Shri / Ms. / M/s. _____ (name of the applicant) _____ as working capital till the validity of Servo Stockist Contract awarded by M/s. Indian Oil Corporation Ltd. _____ (State Office) in favor of Shri / Ms. / M/s. _____ (Name of the applicant) _____.

3. That during above mentioned contract period, Shri / Ms. / M/s. _____ (Name of the applicant) _____ shall alone have all the rights to utilize the said liquid assets as working capital for the operation of the Servo Stockist awarded by M/s Indian Oil Corporation Ltd.

DEPONENT

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Verified at _____ on _____

DEPONENT

Notary Public.

(On non-judicial stamp paper of Rs. 100/-
or as prescribed in the respective state)
To be submitted with application

AFFIDAVIT

I/We _____ S/O Shri _____

Resident of _____ and Father/Mother/Son/Daughter of (name of applicant) _____ do hereby solemnly affirm and declare as under:

1. That I / We have Unencumbered Fixed Assets as described below:
(Please include description of Fixed assets offered as working capital from own fund)

2. That I/We shall always make available the above mentioned Fixed assets with Shri / Ms. / M/s. _____ (name of the applicant) _____ as working capital till the validity of Servo Stockist Contract awarded by M/s. Indian Oil Corporation Ltd. _____ (State Office) in favor of Shri / Ms. / M/s. _____ (Name of the applicant) _____.

3. That during above mentioned contract period, Shri / Ms. / M/s. _____ (Name of the applicant) _____ shall alone have all the rights to utilize the said Fixed assets as working capital for the operation of the Servo Stockist awarded by M/s Indian Oil Corporation Ltd.

DEPONENT

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Verified at _____ on _____

DEPONENT

Notary Public.