

IOCL Selection Guidelines on appointment and operation of NDNE Retailers for marketing of Packed NDNE LPG to Industrial/Commercial Segments.

(Revised in Sep'2026)

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1. INTRODUCTION:

a. Indian Oil Corporation Limited (IOCL) proposes to appoint Exclusive LPG-NDNE (Liquefied Petroleum Gas - NON-DOMESTIC NON-EXEMPTED) Retailer at the advertised locations.

b. The LPG NDNE Retailer so selected will be exclusively for marketing of non-domestic packed LPG cylinders only to commercial & Industrial customers and will not be allowed to enroll Domestic LPG customers.

c. Locations for setting up LPG NDNE Retailer are identified by IOCL based on commercial considerations. The setting up of exclusive NDNE Retailer at the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits.

2. MODE OF SELECTION OF NDNE Retailers

The identified locations are advertised in TWO newspapers- one English and one Vernacular dailies - having wide circulation in the area where the location falls. These identified locations are also posted in Indian Oil website – www.iocl.com.

3. ELIGIBILITY CRITERIA

3.1.1. For individuals and partners:

i. Nationality and Residency: Should be Indian National and resident of India.
ii. AGE: Not less than 21 years (in completed years) and not above 65 years (in completed years) as on date of advertisement.
iii. Educational qualifications: Minimum 10^{th} Standard passed as on date of application.
iv. Capability to Provide Finance: Applicant to score minimum 27 marks i.e. minimum 60% of the allotted 45 marks against the parameter – Capability to provide finance.

3.1.2. For public/private limited companies:

i. The company should be registered in India under Companies Act, 1956.
ii. All the Directors of the Company should be Indian National and resident of India.
iii. Application should accompany Board resolution for authorizing only one Director to apply for NDNE LPG Retailership on behalf of the Company, who will also sign all the relevant documents, application form and also appear for interview.
iv. Age of the authorized Director as mentioned above should not be less than 21 years (in completed years) and not above 60 years (in completed years) as on date of advertisement
v. Educational qualification is not applicable for Companies.

vi. One application is to be submitted on behalf of the Company duly signed by authorized Director along with Memorandum and Articles of Association.

3.1.3. Dealer/Distributor/Business Associate of OMCs / Private Players selling NDNE packed LPG:

i. Existing Dealer of A site /Distributor/Business Associate or members of their family unit (as defined below) who is marketing NDNE Packed LPG cylinders of OMCs / Private Players as a Proprietor or Partner, is also eligible to apply provided they submit a consent to resign from the same and also submit termination letter of OMCs / Private Players within 3 months of issuance of LOI by IOCL, then only this application shall be considered. An affidavit to this effect is to be submitted by the applicant along with the application.

ii. In case of Companies, the existing Share Holders having controlling stake or Directors or Promoters or their family member having NDNE LPG Retailership or similar agreement for marketing of NDNE LPG cylinder (as a Dealer/Distributor/Business Associate) as Proprietor/Partner with other OMCs / Private Players are also eligible to apply provided they submit consent to resign from the same and also submit termination letter of OMCs / Private Players within 3 months of issuance of LOI by IOCL, then only this application shall be considered. An affidavit to this effect is to be submitted by the applicant along with the application.

iii. Any NDNE retailer of IOC in other location can apply and upon selection is allowed to carry out both NDNE retailership.

3.1.4 For Government agencies/Cooperative societies/ Federations/Non-profit organizations

i. Application should accompany resolution for authorizing only one person on behalf of the Government agencies/ Cooperative societies/ Federations/Non-profit organizations to apply for NDNE LPG Retailership who will also sign all the relevant documents, application form and also appear for the interview

ii. Educational qualification shall not be applicable for Government agencies / Cooperative societies/ Federations/Non-profit organizations.

3.1.5 **MULTIPLE DISTRIBUTORSHIP NORM (RELATIONSHIP CLAUSE):**

I. Multiple Dealership / Distributorship norms means that none of the individuals/Partners of the Partnership firms/Limited companies would be entitled to a new NDNE LPG Retailership, if applicant or any other individual in a family unit or any of the partners of the partnership firm or any share Holders

of the company having controlling stake or any of the Director/Promotors of a company or any other individual in a 'family unit' of any of the partners of partnership firm/shareholders having controlling stake/any of the Directors/Promoters of a Company already holds a A-site Retail outlet & LPG distributorship or LOI for a A-site Retail outlet and LPG Distributorship of any Govt. or PSU Oil Company in their name or in partnership.

Family Unit: Family Unit, in case of married person/applicant shall consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried person/applicant, 'Family Unit' shall consist of individual concerned, his/her parents and unmarried brother(s) and unmarried Sister(s).In case of divorcee, family unit shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, family unit shall consist of individual concerned, unmarried son(s), unmarried daughter(s).

II. An existing NDNE LPG Retailer/LOI holder for NDNE LPG Retailership of IOCL is eligible to apply for other locations (but not in the same location).

III. An applicant to NDNE LPG Retailership can also apply for multiple locations.

IV. Efforts should be made to maintain the same name for the NDNE LPG Retailership at multiple locations. Further, NDNE LPG Retailer selected for multiple locations is required to appoint a professionally qualified manager with Diploma in Engineering/ BE/ MBA to look after the business at locations where he is unable to physically look after the business at locations where he is unable to look after the day to day operations of the NDNE LPG Retailership.

4. **INELIGIBILITY:** The following are not eligible.

I. (a) <u>APPLICABLE TO INDIVIDUAL AND PARTNERS OF PARTNERSHIP FIRMS</u>

a. Persons convicted or against whom charges have been framed by a court of law for any criminal offence involving moral turpitude/economic offences (other than freedom struggle).
b. Mentally unsound or blind persons.
c. A person / any partner of a partnership firm or members of their family unit having agreement of an existing or terminated Dealership of Retail Outlets of A site/ SKO / LDO agents / Distributorship of domestic LPG cylinders of any Oil Company.

d. A person/ any partner of a partnership firm or members of their family unit having NDNE LPG Retailership or similar agreement for marketing of NDNE LPG cylinder with any Oil Company and same was terminated in the past on the grounds of malpractices/non performance as per the target given by Oil Company.

II. APPLICABLE TO PUBLIC/PRIVATE LIMITED COMPANIES:

a. Any of the existing Share Holders having controlling stake or Directors or Promoters convicted or against whom charges have been framed by a court of law for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) as on date of advertisement.
b. Any of the existing Share Holders having controlling stake or Directors of Promoters or their family member having agreement of an existing or terminated Dealership of Retail Outlets of A site / SKO / LDO agents / Distributorship of domestic LPG cylinders of any Oil Company.
c. Any of the existing Share Holders having controlling stake or Directors or Promotors or their family member having NDNE LPG Retailership or similar agreement for marketing of NDNE LPG cylinder with any Oil Company and same was terminated in the past on the grounds of malpractice / non performance.

5. **DISQUALIFICATION**:

a. If any person is allotted the NDNE Retailership on the basis of misrepresentation of information / wrong information given by the applicant or by suppression of information, the same is liable to be cancelled.

b. Incomplete application forms / applications without proper documents related to eligibility criteria/photographs & other documents as sought in application form shall be rejected.

6. **PARTNERSHIPS:**

a. In case of partnership, each partner should individually meet the specified eligibility criteria except for capability to provide land for godown/show room. The land/godown/showroom owned by any one of the partners or jointly owned by them will be treated as being owned by the firm.

b. Each Partner should also submit separate application forms. However, the applications should be clubbed together. The clubbed forms shall accompany one application fee. If called for interview, all the Partners must appear for interview.

Partnership deed on non-judicial stamp paper of required value of the respective state is required to be submitted along with the application form.

7. **BASIC FACILITIES REQUIRED FOR OPERATION OF NDNE RETAILER:**

a. **GODOWN FOR STORAGE OF FILLED NDNE LPG CYLINDERS.**

Godown, approved and licensed by Chief Controller of Explosives (CCOE) of Petroleum and Explosives Safety Organisation (PESO), is required for storage of LPG in cylinders.

The land should be freely accessible through all weather motorable approach road (public road or private road of the applicant connecting to the public road) and should be plain, in one contiguous lot, free from overhead power transmission lines. Pipelines / Canals / Drainage / Nallahs / Public Roads should not pass through the plot. NDNE Retailers may be allowed to operate from CCOE approved multiple godowns located within the area of operation with prior approval of IOCL.

Minimum dimensions of the plot required are 15 M X 12 M. The land should accommodate 1000 Kg (minimum) packed LPG storage capacity godown duly approved and licensed by CCOE of PESO.

b. **SHOWROOM**
Showroom can be made in a shop / land located within the municipality / Notified Area council / Panchayat limits in respect of the advertised location for NDNE Retailership. Minimum area of the showroom should be 100 Sq. feet with frontage not less than 8 feet. Show room should be fully furnished along with PC, Printer, Telephone lines etc.
For Government agencies/Cooperative societies/non-profit organizations showroom is optional.

c. **INFRASTRUCTURE FOR DOOR DELIVERY OF NDNE LPG CYLINDERS:**
Delivery vehicles of suitable capacity will be required for effecting door delivery of Indane cylinders.

d. **VEHICLE FOR UPLIFTING CYLINDERS FROM NEAREST PLANT**
Every NDNE retailer may be allowed to uplift NDNE cylinders though his own vehicle of any capacity approved by RTO from the Plant either on Ex MI basis or on delivered basis. In case NDNE Retailer is uplifting cylinder in his own truck on delivered basis from the Plant, he shall be paid transportation at L1 rates prevailing at that particular Plant for transportation of NDNE LPG Cylinders and he should be given priority loading.

In case of NDNE Retailer operating at multiple locations, he is required to meet the above requirements on basic facilities for each location.

8. **CONSTRUCTION OF GODOWN/SHOWROOM ON THE SITE AS MENTIONED IN APPLICATION FORM**

Physical verification of the godown/land for godown will be undertaken for the selected applicant. In the event it is found that there is misrepresentation of the details submitted in the application form then the application shall be rejected. However, if the offered plot is not found suitable for construction of godown, the applicant can give another land meeting the suitability for construction of godown within 02 months from the communication from the concerned Area Office. If no suitable land is offered within two month of such communication, the candidature of the applicant will be rejected. Re-evaluation of the said candidate will be done on the basis of the ownership status of the offered plot as on the date of application. In case the candidate offers land which is on firm offer or can arrange, then the merit panel will undergo revision based on the revised marking on the basis of the type of revised land offered. Revised Merit panel will be published by the Divisional LPG Head with the approval of the State Head.

In case the applicant select is unable to provide the godown/land for godown at a place as given in the application after getting LOI due to reasons beyond the control of the applicant, then applicant shall be given only one opportunity to offer any other suitable land/godown as a replacement within 2 months of issuance of LOI. However such replacement is permissible only if the alternate land/godown offered is suitable for LPG godown.

If the applicant, after selection on the above basis, is unable to construct Godown duly approved by the Chief Controller of Explosives on the land/obtain CCOE approval for godown indicated in the application and could not provide Showroom within 6 months of issuance of LOI, then the allotment of NDNE LPG Retailership is liable to be cancelled. However extension of time period may be granted as per DOA applicable for LPG Distributorships.

In the event of cancellation of the 1st candidate, the next candidate in the merit list shall be considered. This process shall continue till the suitable candidate is selected by evaluating up to 5th candidate in the merit list.

In case applicants have given documents of jointly owned land but NOCs from co-owners is not attached and proposed godown land fulfilling requirement stipulated , application can be considered as own land and accordingly evaluation to be made, subsequently NOCs from co-owners to be obtained at the time of issuance of LOI.

9. **APPLICATION FORM:**

Application form for NDNE LPG Retailership can be obtained from the Indane Divisional Office mentioned in the advertisement. The application format can also be downloaded from www.iocl.com

i. The application can be submitted on plain paper in the prescribed format as mentioned above. In such case, a DD for Rs. 5000—drawn in favour of Indian Oil Corporation Limited is to be submitted along with application form.
ii. Application Fee (non refundable) – Rs.5000/-
iii. In case of partnership, each partner will have to submit separate application form.. However, while submitting the filled forms their application forms have to be clubbed together. The clubbed forms shall accompany one application fee.
iv. In case of Companies, one application is to be submitted on behalf of the Company duly signed by the authorized Director along with Memorandum and Articles of Association.
v. In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, a application format is attached covering the prerequisites for safe operation of NDNE LPG Retailership.

10. PERSONS / COMPANIES APPLYING FOR DIFFERENT LOCATIONS:

While one applicant can apply for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case.

11. SCRUTINY, EVALUATION OF APPLICATION AND INTERVIEW:

a. A Selection Committee comprising of one officials of IOCL shall be appointed for opening, scrutiny, evaluation of application/documents.

b. After scrutiny of the documents, all eligible applicants shall be called for Interview by giving clear 15 days notice.

c. Eligible applicants called for Interview should come along with the original documents for the copies submitted along with application. The documents will be verified and candidates shall be interviewed by the Selection Committee.

d. Eligible applicants called for interview should come along with the original documents for the copies submitted along with application. The documents will be verified and candidates shall be interviewed. In case of discrepancy in marks allotted by Committee-I , the committee –II shall take corrective action and its decision shall be final.

12. NORMS FOR EVALUATING THE CANDIDATES

The NDNE Retailer will be selected on the basis of evaluation of all eligible applicants on the following parameters.

Description	For individual & partners of Partnership firms	For Limited Companies
a. Capability to provide finance	45 marks	45 marks
b. Capability to Provide land for Godown	20 Marks Own Land:-20 Firm Offer:-18 Can Arrange:-15	20 Marks Own Land:-20 Firm Offer:-18 Can Arrange:-15
c. Educational qualifications	10	NA
d. Age of the applicant	5	5
e. Profitability of the Company	NA	10
f. Experience	5	5
g. Business ability/acumen	10	10
h. Personality of the Applicant	5	5
TOTAL	100	100

The evaluation on the parameters 'a' to 'e' above shall be done on the basis of the information given in the application. The evaluation on the parameters 'f' to 'h' shall be done based on the interview.

In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, the committee shall scrutinize the application and annexures, undertaking from the applicant assuring the potential sales volume. Also, the committee to ensure that the applicant has agreed upon the suggested pre-requisites and is found fit for commissioning as NDNE Retailership.

13. Allocation of marks on various parameters based on the information provided in application and copies of documents attached:

In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, the process of marking shall not be followed.

Parameter	Sub head	Description	Max Marks	Evaluation
Capability to provide finance.	Liquidity – Funds The amounts as on date of application shown in Savings accounts/Current accounts in bank/Fixed deposit etc.	(a) Amount in Saving accounts/current accounts in Bank. (as on date of application) (b) Free and unencumbered fixed deposits (as on date of application)	10	Based on the information statement given in the application along with supporting copies of the documents, in the name of self or family unit mentioned above. Award 0.1 marks on every unit of Rs.10000/- or more in multiples of Rs.10000/- and amounts less than complete unit of Rs.10000/- will not be considered for award of marks. Maximum marks 10. In case of companies, all the above funds I the name of company should only be considered.
	Ability to arrange loan.	Bankers Certificate for credit worthiness and willingness to extend loan, if required. (Certificate date of bankers shall be between the start and end date of advertisement)	35	Based on the letter from any Bank enclosed with the application. If the amount of loan is not mentioned, zero marks shall be awarded. Full 35 marks shall be awarded if liquid funds are more than Rs.35 lakhs over and above 10 Lakhs. Otherwise marks to be awarded on the basis of certificate from bank/financial institution/liquid fund as under:

				1 mark per each lakh. 35 Lakhs and more maximum marks is 35.
	Sub total maximum marks		45	
Land for Godown	The godown / suitable land for godown should be preferably within municipal/NAC/Panchayat limits or at a maximum distance of 20 KMs from the periphery of the municipal / Notified Area Council (NAC) / Panchayat limits in respect of the advertised location. The land should be suitable, in contiguous plot, freely accessible through all weather motorable road. Size of the land is minimum 15m X 12 m	For Individuals or partners of Partnership firm, the land owned by their family members (as defined in "Family Unit" below) would also be considered as belonging to the applicant subject to attaching the consent through notarized affidavit of the concerned family members for use of same for godown. For Companies, the land owned by the Promoters or Directors or existing Share holders having controlling stake would also be considered as belonging to the Company subject to attaching their consent through notarized affidavit for use of the same for godown. Other share holders can also offer land on lease basis.	20	**OWN LAND**: Own Godown/ land for godown having clear title / Registered Sales Deed or Registered 5 year(from the last date of advertisement min 5 years) lease agreement having a clause allowing construction of LPG godown on the leased land/Registered Power of attorney with complete rights of the land including construction/developmental rights of the suitable land / godown.:- Marks to be awarded 20 marks. **FIRM OFFER** Notarised 5 year(from the last date of advertisement min 5 years) lease agreement having a clause allowing construction of LPG godown on the leased land.:- Marks to be awarded 18 marks **Can Arrange:** The applicant has to mention that they can arrange a land for godown / godown fulfilling the requirements within 02

				months of issuance of communication from AO. Marks to be awarded 15 marks.
	Sub total maximum marks		20	
EDUCATIONAL QUALIFICATION (as on date of application) (Not applicable for Companies)	Basic	10th Standard Graduate (3 year Degree)/Post graduate in any discipline	5 8	Based on information & self attested documents given in the application. Applicants should produce the certificate stating that all the subjects are cleared. To be verified from the mark sheets/certificates issued by the educational institutions.
	Professional (Technical/Business related)	Technical Graduate (BE, B. Tech / AMIE) / MBA or equivalent All professional courses like CA, MBBS, LLB etc are to be considered for 10 marks	10	Based on information & attested documents given in the application. The qualifications obtained from recognized university/statutory body shall only considered eligible
	Sub Total maximum marks		10	
AGE: Any candidate less than 21 years completed) and above 65 years (in completed years) as on date of advertisement is not eligible.	Age as on date of advertisement	Marks will be awarded on the following basis. >=21<46 >=46<65	 5 3	Based on information & attested documents – of 10th class mark sheet/certificate/copy of passport/Municipality birth certificate attached with the application. (In case of Companies, age of the authorized Director who signed the application form is to be evaluated).

	Sub Total maximum marks	5	
Profitability (Applicable only to Companies)	Marks shall be allocated as follows: Profit made during 1st year – 4 marks Profit made during 2nd year – 4 marks If, Profit during 2nd year is higher than 1st year:- (+) 2 marks If, profit during succeeding year is less than previous year:- (-) 2 marks	10	Assessment will be based on net profitability in last two financial years (Apr-Mar) as mentioned in the certified audited balance sheets, Profit and Loss statements submitted along with application form.
	Sub Total maximum marks	10	
Experience (In case of the Companies, the experience of the Company is to be evaluated)	Experience in LPG Business or in the area of conversion to LPG from other fuels/design of LPG infrastructure facility/consultancy to the above. Experience claimed by the applicant shall be assessed during the interview.	5	Marks shall be given by Committee – II based on response to the leading questions Experience in LPG business as Distributor, Business Associate or Transporter or having work order from any Oil Company to construct pipeline and allied facilities in Bottling Plants ,running restaurants B2B business and direct sale/ home delivery of product including LPG, carried out fuel conversion in any Industry from other fuel to LPG or Providing LPG (Bulk/Packed) infrastructure or providing consultancy services in these fields will be given higher marks.
	Sub Total maximum marks	5	
Business	Part –A (Max – 5 Marks)	5	Assessment based on response to leading

ability/acumen	Knowledge about LPG, its safe handling, statutory regulations related to LPG infrastructure etc. Part – B (Max. 5 Marks):- - Management of people - Management of finance - Management of material & infrastructure - Trade related Business contacts	5	questions. (In case of the Companies, the Director who is authorized by the Board to sign the application form and to attend the interview shall be evaluated)
	Sub Total maximum marks	10	
Personality	Communication/articulation skills, Politeness, Appearance, Enthusiasm, Self-confidence/convincing power etc.	5	Assessment based on response to leading questions. (In case of the Companies, the personality of the Director who is authorized by the Board to sign the application form and to attend the interview shall be evaluated.
	Sub Total maximum marks	5	
	Grand Total	100	

In respect of partnerships, all partners will have to attend the interview together and they will be evaluated as follows:

i. The land/godown owned by any one of the partners or jointly owned by them or owned by members of family unit of any of the Partners will be treated as being owned by the firm. The firm offer must be in the name of any partner of the partnership firm.
ii. Capability to provide Finance (45 marks) : Funds /ability to arrange loan as provided by Partners individually shall be added together and treated as being available to the Partnership firm as a whole for evaluation purpose.
iii. Age, Educational qualification, Experience – The average of the Marks obtained by individual partners will be allotted to the firm.
iv. Evaluation based on Interview: Average of Marks obtained by individual partners shall be allotted to the firm.

14. **NORMS FOR EVALUATION OF FINANCIAL CAPABILITY OF MULTIPLE NDNE LPG RETAILERSHIPS:**

In case, the applicant is already a NDNE LPG Retailer of IOCL/holding LOI for the same/already an applicant for IOCL NDNE LPG Retailer at other location, and is applying for another location and intends to operate at multiple locations, s/he is required to submit an affidavit giving details of her/his existing NDNE LPG Retailership or LOI for the same issued by IOCL/Location for which application has already been submitted.

The applicant can apply for many locations with the same fund. However, if empanelled in multiple locations, further liquidity fund in the form of FD/ savings/current bank account of additional 15 lacs per selected location to be made available before carrying out FVC. Additional fund is to be arranged within 15 days of empanelment. The same is to be confirmed by the applicant to the concerned Area office within 15 days of empanelment or intimation by the Area Office which ever is earlier. Failing in doing so, the empanelment is to be cancelled.

15. INTERVIEW FOR SELECTION :

i. The Committee-II shall prepare the merit list of all the candidates in the order of marks obtained.
ii. The minimum qualifying marks for inclusion in the merit list are 50% of the total marks, which includes minimum 60% of the marks allocated for "Capability to provide finance" and 40% of the marks, allotted for interview i.e. 8 out of 20. The interview shall be conducted even if there is a single candidate and candidate should score above minimum marks to become eligible to appear in the merit list.
iii. The merit list of maximum 5 candidates long with marks obtained in individual parameters shall be displayed on the Notice Board of the Office in which interview was held and also displayed in web portal – www.iocl.com.
iv. If two candidates have a tie in the scores at the end of interview, place the candidates who scores more in the interview in First Place. If both the candidates get same marks in the interview also, then consider marks in age. If there is still tie, then the younger candidate by age shall be placed first.
v. The above merit list shall remain valid for a period of one year from the date of issuance of LOA for NDNE LPG Retailer at that particular location.
vi. **Deferring of Interview**: Based on a written request from the candidate, one extension not exceeding 30 days may be given for only those locations where single candidate is there and request is received at least 3 days before the date of interview. State LPG head can extend the date of interview in such events.
vii. In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, there shall be no interview process.

16. FIELD VERIFICATION

i. Before carrying out the field verification, the candidate has to submit 50% of Security Deposit (1.5 lakhs) within 07 days of declaration of the merit list in the form of DD/online payment. If the candidate is found rejected during the FVC, the same will be forfeited. In the event of non-deposit of 50% of the SD amount, the empanelment of the candidate in the merit list will deemed to be cancelled.
ii. A committee of One Officer shall be appointed by State LPG Head for Field Investigation.
iii. The field verification shall be conducted for the 1st candidate in the merit list. If found eligible and no complaint is pending or no stay is granted by any court, then letter of Intent (LOI) duly approved by State Head, shall be issued by the Divisional LPG Head of the respective areas under whose jurisdiction NDNE LPG Retailers are being appointed.
iv. If the First candidate is not found suitable/fails to fulfill the terms and conditions of the award of NDNE LPG Retailer-ship or the award is to be cancelled for any reason whatsoever, the NDNE LPG Retailership will be offered to the 2nd candidate in the merit list after necessary field verification.
v. If the 2nd candidate also fails to fulfill the terms and conditions of offer or found unsuitable for any reason whatsoever, then the NDNE LPG Retailership will be offered to the 3rd candidate in the merit list. The same procedure shall be carried out till all the candidates displayed in the merit list are covered.
vi. If all the displayed candidates from the merit list fail to fulfill the terms and conditions or found unsuitable for any reason whatsoever, the location may be re-advertised or cancelled at the discretion of the IOCL.

17.COMMISSIONING OF THE NDNE RETAILERSHIP:

An Individual/Partners/Company who has been given the 'Letter of Intent' (LOI) would be required to fulfill the terms and conditions as contained therein within the specified time period, so as to commission their Retailership within the stipulated time period. Before commissioning, State LPG Head shall approve and issue Letter of Appointment (LOA) and Divisional LPG Head shall execute NDNE LPG Retailership Agreement.

LOA shall be issued to the selected candidate only after receipt of confirmation of acceptance of resignation from his/her employer, if he/she is already employed. (Not applicable to the Companies). The selected candidate is required to submit the acceptance of resignation from his/her employers within 3 months of issue of LOI by IOCL.

18. SECURITY DEPOSIT: The selected candidates is required to submit interest free refundable Security Deposit of Rs. 3 lacs (1.5 lakhs during FVC and balance 1.5 lakhs before issuance of LOA) to Indian Oil Corporation Ltd., as stated in the advertisement, before issuance of letter of appointment (LOA). In case of multiple NDNE LPG Retailers the security deposit is

required to be deposited separately for each location. IOCL also, reserves its right to adjust any dues to it, from this amount at the time of resignation/termination. However in case of termination of the Retailership Agreement on account of proven malpractice or due to non performance to achieve sales target fixed by Divisional LPG Head the said Security Deposit will be forfeited.

19. TENURE OF NDNE RETAILER AGREEMENT: The tenure of Indane NDNE Retailership Agreement will be for an initial period of 5 years and renewable for every 5 years thereafter, subject to the examination of the performance of the NDNE Retailership by IOCL and decision thereon.

In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, the tenure for agreement is not applicable and the agreement shall be open-ended and same shall be valid till any breach occurs by either party as per agreement terms.

20. EXPECTED SALES VOLUME:

a. NDNE Retailer shall be given 3 months for stabilization of business in the market. IOCL shall fix the sales target for NDNE Retailership. This target shall be reviewed and revised at regular interval of 6 months based on market growth by IOCL. IOCL at its discretion may consider termination of NDNE Retailership Agreement, in case the performance of NDNE Retailer is not as per the targets fixed. This is applicable for individual location in case of a NDNE Retailer having NDNE Retailership at multiple locations.

b. The NDNE retailer shall be allowed to market NDNE packed LPG only and is not allowed to sell domestic LPG at any point of time. However domestic LPG Distributors will continue to sell both domestic and NDNE LPG cylinders in the same market.

c. In case of Government agencies/Cooperative societies/ Federations/Non-profit organizations, when appointed as NDNE LPG Retailer shall be given a target based on the sales potential by Divisional LPG Sales head. The NDNE retailer so appointed shall focus on converting the entire segment managed under them to LPG and ensure monthly volumes. Indane Divisional office shall review the performance every 3 months for growth in volumes and achievement of assigned targets

21.COMPLAINT REDRESSAL:

Any complaint received against the selection will be redressed in the following manner:

a. Complaints received within 15 days of declaration of merit list shall only be considered for further investigation.

b. The complaints received within 15 days of declaration of merit list shall be put up to the State LPG head.

c. The State LPG Head shall dispose off the complaints in the following manner.

i. Anonymous complaints shall be closed and filed with the approval of State Head.
ii. If the complaint, is pertaining to issues covered in Field Verification to be investigated during field Verification.
iii. For complaints, which are verifiable documents/issue other than above, the complaint will be investigated by another officer.
iv. For complaints of non verifiable nature, the Corporation will take a decision on the same.

22. NDNE Retailer shall be governed by the existing guidelines for domestic LPG Distributorships' operation with respect to inventory management, documentation, computerization, SV/TV remittances, Product and equipment reconciliation, reconstitution, relevant Marketing Discipline Guidelines etc.

23. All Policy guidelines with respect to Pricing, Incentives, Discounts, release of SD free cylinders, Non fuel business etc. as applicable to LPG Distributors shall be made applicable to NDNE Retailer as well on sale of NDNE packed LPG cylinders.

24. NDNE retailers shall be responsible for proper upkeep of cylinder installation at customer premises. NDNE Retailer may levy service charges from the customers for maintaining their piping manifold, online equipment and for any other value added services though a separate commercial invoice. NDNE retailer shall ensure that his customers are undertaking regular testing of the installation as per statutory requirement and shall keep copies of all relevant valid test certificates of the same.

25. IOCL can expand/reduce the Area of operation of NDNE Retailership.

26. IOCL at its discretion can appoint additional NDNE Retailers in the same Area of operation.

27. Visibility & Promotions: NDNE business requires sales promotion activities such as workshops/meetings etc with prospective and existing customers. In addition, interaction with equipment vendors such as industrial/commercial burners/ Reticulated system installers, training of customers etc. is also required.

28. Insurance: Insurance policy to adequately cover the stock of the equipment and Public liability coverage to the extent of Rs. 10.00 Lac shall be obtained by the NDNE Retailer. Similarly NDNE Retailer operating at multiple locations is required to obtain the above insurance policy separately for each location he is operating.

29. In case of termination of NDNE Retailership, alternate arrangement to maintain the supplies shall be made through an existing domestic LPG Distributorship/NDNE Retailership as decided by IOCL.

30. In case NDNE Retailer is operating from multiple locations, each location shall be treated individually.

31. GENERAL NOTICE:

a. The details provided in this selection guideline are only for the information and the IOCL reserves the right to amend, modify, delete or add any terms and conditions at its sole discretion.

b. The content given in this selection guideline should not be considered as policy document and cannot be legally quoted. IOCL shall be the final authority for giving any clarification or interpretation on the contents given in this selection guideline, if need be and at its own discretion. IOCL cannot be held responsible for any loss or damage or consequences from misunderstanding or misinterpretation of the contents in this selection guideline. The IOCL may revise the contents of this selection guideline from time to time without giving any notice.

**********END**********

General Instructions to the applicant for making LPG NDNE Retailer Application

Item No.	Instruction	Supporting Documents:- Applicants to provide them at the time of verification.
1	Write the name of the location for which application is made.	As per advertisement
2	Write the name of the district of the location for which application is made.	As per advertisement
3	Write the name of the State of the location for which application is made	As per advertisement
4	Write the date and name of the news paper in which advertisement has appeared for the location mentioned in item I.	As per advertisement
5	Write the status whether application is by individual or made in partnership or Private/ Public Limited Companies	Affidavit –A/ Affidavit A1
6	To be filled by individual applicants or applications made in partnership. For companies, the person authorized to apply has fill in all details.	Affidavit –A/ Affidavit A1
7	Information in multiple dealership(A site Retail Outlet)/distributorship norm. If answer is yes, applicant is not eligible for LPG distributorship.	Affidavit-A
8	Education :- Information in chronological order	Original certificate of each qualification.
9	For Partnership Applications only. Separate individual application to be made by all the partners along with one application fee. (Not applicable for others) For Companies, the details are to be filled.	Draft partnership deed.
10	Experience:	Supporting Document
11A	Capability to provide godown for storage of LPG cylinders: In case applicant does not provide any information from 11A1 to & 11A3, then response to all will be taken as "No".	
11A1	In case applicant has suitable land for construction of godown or ready made godown for storage of filled LPG cylinders in his name or in the name of member of his 'family unit' then response should be 'Yes' so strike off 'No' and provide details. In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 11A2	Registered Sales Deed/Mutation/gift deed/lease (5 yrs minimum) agreement and government record etc. and (from the last date of advertisement min 5 years) Consent from the family member in form of Notarized affidavit is required.
11A2	In case 11A1 is "No", then only 11A2 should be filled. In case applicant has a Firm offer of Sales/lease from any owner of a suitable land or godown, then response should be "Yes" so strike off "No" and provide the details. In case the applicant does not have firm offer then response should be "No" so strike off "Yes" and move to 11A3.	Notorised Agreement to sale or lease (5 yrs. Minimum) from the owner. (from the last date of advertisement min 5 years). Proof of ownership etc.
11A3	In case applicant 11A1 and 11A2 is "No" then only 11A3 should be filled.	
12.1	Amount in the Saving Account / Current Account in the name of self & the member of the "Family Unit" as on the date of application. Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.	In case of family members Notarised Affidavit as per Annexure – B/ Annexure-B1 and Statement of Account from which amount as on the date of application can verified.
12.2	Amount based on the certificate/letter from a Schedule Banks/Financial	As per Annexure – C

General Instructions to the applicant for making LPG NDNE Retailer Application

	Institutions to extend loan as per Annexure C. In case no amount is mentioned then it shall be taken as nil and no marks will be awarded.	

Note:

1. ('Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit" of an unmarried Applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s)/ sister(s) for the purpose of this entire application). In case of divorcee, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s).

2. Applicant should provide only that information in the application against various items, for which applicant is in possession of supporting documents in original as on the date of submission of application. Failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information.

3. In case applicant require extra space on any point, the same can be given by adding more row or add extra sheets but details should be given in the same format as mentioned in that particular point.

APPLICATION FORMAT FOR NDNE RETAILER IOCL

FORM TO BE FILLED UP IN CAPITAL LETTER USING BLACK/BLUE BALL POINT PEN ONLY

For Office use Not to be filled by applicant	Office Code	Serial No	Date of receipt of application (D D - M M - Y Y)	Passport Size Photograph with specimen signature partially across the photograph

PARTICULARS OF APPLICATION FEE

AMOUNT IN RS	
DEMAND DRAFT NUMBER	
Date (D D - M M - y y)	
DRAWN ON (Name of the Bank)	
PAYABLE AT (Location of concerned Area Office)	
In Favour of	**Indian Oil Corporation Ltd**

Enclose Application processing fee of Rs 5000/- (Rupees Five Thousand Only) for all applicants.

1	**Name of the Location Advertised**	
2	**Revenue District**	
3	**State**	
4	**Advertised On** (d d _ m m _ y y y y)	
	Name of Newspaper	
5	**Status of applicant : (Please Tick as applicable)**	**Individual** ☐ / **Partners** ☐ / **Private Limited Companies** ☐ / **Public Limited Companies** ☐

6 Applicant details (Individual/Partner of the Partnership firm/Authorised Director of the Companies): (Individuals/Partners of Partnership firm to enclose affidavit as per Annexure- A and Companies to attach affidavit as per Annexure A1)

6.1	**Name**	First name / Middle name / Surname
6.2	**Father's / Husband's Name**	Title / First name / Middle name / Surname
6.3	**Address**	**Pin code :**
	Mobile No.	
	Telephone No -	email:
6.4	**Nationality** person other than Indian Nationality are not eligible	**Resident of** Name of town/Village
6.5	**Gender** Male / Female	**Revenue District** / **State**
6.6	**Date of Birth** (D D - M M - Y Y Y Y) **Age** **Years** **Months** **Days**	Attach copy of proof of date of birth (attested copy of 10th class marksheet/certificate/copy of passport/Municipality birth certificate) — **Age as on the date of advertisement**
6.7	**Marital Status** **Single** **Married** **Widow** **Widower** **Divorcee**	**Strike off what is not applicable.**
6.8	**For being eligible applicant should have sound Physical/Mental health and should not be blind. Are you having sound Physical/Mental health. Are you blind?**	**Yes** **No** **(if No application is not eligible)**
7(a)	**For Individuals/Partners of partnership firm: Does any of the member (including yourself) of your 'Family Unit' is dealer/distributor or LOI holder of any MS-HSD/SKO-LDO dealership A site / LPG Distrbutorship of any Oil company as a Proprietor or a Partner?**	**Yes** **No** **if YES applicant is not eligible**
7(b)	**For Companies: Does any share holders having controlling stake or Director/Promoters or their family members (Family as defined in case of multiple distributorship norms for individuals) is**	**Yes** **No** **if YES applicant is not eligible**

	dealer/distributor or LOI holder of any MS-HSD/SKO-LDO dealership A site/LPG distributorship of any oil company as a Proprietor/a Partner/Share holder with controlling stake?			
7(c)	**Is any member (including yourself) of your 'Family Unit' is an applicant for NDNE LPG Retailership of IOC as a Proprietor or a Partner,for some other location?, In case of cmpanies is any of the Share holders having controlling stake/ Directors/Promoters or any of their family members is an applicant/LOI holder/Own NDNE LPG Retilership of IOCL?**	**Yes**		**No**
	if yes, give details.	**(Give location details)**		
7(d)	**Applicant (Individuals or partners of partnership firm) or Company/Directors/promoters/Share holders of controlling stake (n case of Companies) or their family members is an existing Dealer of A site /Distributor/Business Associate of other Oil Companies, in his name or in partnership for marketing NDNE Packed LPG cylinders at same or some other location and is willing to resign on being selected as NDNE LPG Retailer of Indian Oil.**	**Yes**	**No**	**if YES applicant is not eligible**
	if yes, give details.	**(Give location details)**		

Note: ('Family Unit' of a married applicant shall consist of self, applicant's spouse and unmarried son(s) daughter(s) and 'Family Unit' of a unmarried Applicant shall consist of self,applicant's parents and applicant's unmarried brother(s)/sister(s),In case of divorcee, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) for the purpose of this entire application)

8 **Educational Qualification*(s): (Attach attested copy of proof of Educational Qualification)**

(Not applicable for Companies)

	Qualification	**Certificate/ Degree**	**Board/University**	**Year of Passing**
	Matriculate (10th Standard)			
	Graduate (3 year Degree)			
	Post Graduate in any Discipline			
	Diploma In Engineering			
	Technical graduate (B.E. /B.Tech / AMIE)			
	MBA or equivalent			

Note: Marks will be awarded based on the information given by the applicant on the education. On verification, if it is found that the information given above is incorrect/false/misrepresented then the applicant's candidature will stand cancelled and will not be eligible for NDNE LPG Retailership. Attach the attested copy of Educational qualifications.

9 **In case of partnership, please give name of each of the partners and attach Proposed Partnership Deed. Applicant of all the partner(s) should be attached together while submission. (Please note each partner will have to appear for interview.)**

S.No	**Names and addressess**	**Percentage Share**

9-A **Companies incorporated Under Companies Act 1956 (Enclose Affidavit as per Annexure A-1)**

Name of the Company

Address

Pin code:

Telephone No. email:

STD code Mobile:

10	**Experience (In case of the Companies, the experience of the Company is to be evaluated): Do you have Experience in LPG Business or in the area of conversion to LPG from other fuels/design of LPG infrastructure facility/consultancy to the above. Experience in LPG business as Distributor, Business Associate or Transporter or having work order from any Oil Company to construct pipeline and allied facilities in Bottling Plants ,running restaurants B2B business and direct sale/ home delivery of product including LPG, carried out fuel conversion in any Industry from other fuel to LPG or Providing LPG (Bulk/Packed) infrastructure or providing consultancy services in these fields will be given higher marks.**				

Type of Experience	Name and address of the establishment/Institution etc.	Period		Brief Description
		From	To	

Note: Marks will be awarded based on the information given in the application and on answers to leading question in connection with experience claimed during interview`. On verification if it is found that the information given is incorrect/false/misrepresented then the applicant's candidature will stand cancelled and will not eligible for NDNE LPG Retailership.

11 Capability to Provide Infrastructure as on the Date of Application.

11(A) GODOWN FOR STORAGE OF LPG CYLINDERS

Specifications of Land for LPG godown : Suitable for Minimum 1000 kg packed LPG capacity and minimum dimensions of 15MX 12M.The land should be suitable, in contiguous plot, freely accessible through all weather motorable road. The plot should be free from overhead power transmission lines, Pipelines/Canals/Drainage/Nullahs/Public Roads should not pass through the plot. The offered godown/land for godown should be within 20 KMs road distance from the periphery of the Municipal/Notified Area Council (NAC)/Panchayat limits in respect of the advertised location -

Note: ('Family Unit' of a married applicant shall consist of self, applicant's spouse and unmarried son(s) daughter(s) and 'Family Unit' of a unmarried Applicant shall consist of self,applicant's parents and applicant's unmarried brother(s)/sister(s),In case of divorcee, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, 'Family Unit' will consist of individual concerned, unmarried son(s)/unmarried daughter(s) for the purpose of this entire application)

11A1	(**OWN LAND**) Do you own a suitable godown/suitable Godown/ Land for construction of Godown:- (Registered Sale Deed or Registered Sale Deed or Registered 05 year lease agreement or Registered Power of attorney with complete rights of the land including construction/developmental rights of the suitable land/godown in your own name or in name any member of your 'Family Unit' is required). In case of the Companies, the godown/land for godown owned by Directors or Share holders having controlling stake is also considered as belonging to the Company.	Yes / No

Provide the following details and notorised affidavit as per Annexure - B by individuals/partners of partnership firms and as per annexure - B1 by Companies.

Land is in the name of	Relationship with applicant	Date of registration of sale deed/mutation/gift/lease/POA	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L*B in M	Distance form advrtised location (in Km)

11A2	(**FIRM OFFER**) Do you have a Firm Offer for suitable Godown/ Land for construction of Godown:- (Notarised 5 year lease agreement having a clause with complete rights of the land including construction/developmental rights of the suitable land/godown in your own name or in name any member of your 'Family Unit' is required). In case of the Companies, the Firm Offer for godown/land for godown in the name of Directors or Share holders having controlling stake is also considered as a Firm Offer for the the Company.	Yes / No

Provide the following details and notorised affidavit as per Annexure - B by individuals/partners of partnership firms and as per annexure - B1 by Companies.

Land is in the name of	Relationship with applicant	Date of Firm Offer	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L*B in M	Distance form advrtised location (in Km)

11A3	(**CAN ARRANGE**) Can you arrange a land for godown / godown fulfilling the requirements within 02 months of issuance of communication from AO.	Yes / No

Note: On verification if it is found that the information given above is incorrect/false/misrepresented then the applicant's candidature will stand cancelled and will not be eligible for NDNE LPG Retailership.

12 **Capability to Arrange Finance**

Please note that marks will be awarded to applicant on capability to arrage finance based on the iformation given by the applicant on the Amount in Savings Bank Account and ability to get loan from Scheduled Banks. On verification if it is found that the information given by the applicant is incorrect/false/misrepresented then the applicant's candidature will stand cancelled and will be ineligible for this NDNE LPG Retailership. (In case of Companies the amount in saving account is not applicable)

12.1 **AMOUNT IN BANK (in case of married applicant family is - self, spouse unmarried son(s)/daughter(s); in case of unmarried applicant family is - self, parents and unmarried brother(s)/unmarried sister(s)*. Attach affidavit as per format given in Annexure -C. The amount mentioned should be available in the bank account as on date of Application.**

S.No.	Name Of Bank	Savings Bank / Current A/c	Name of Account	Relationship with applicant	Amount as on date of application.
					Rs .
					Rs .
	TOTAL				
	Total amount in words.				

12.2 Details of the loan which can be obtained from Banks. Certificate to extend loan as per Annexure C to be issued by bank

Name and address of the Bank	Date of certificate	Amount of loan
	dd m m y y	

13 **Profitability Statement (applicable for Companies only) Assessment will be based on net profitability in last two financial years (Apr-Mar) as mentioned in the certified audited balance sheets, Profit and Loss statements submitted along with application form. Marks shall be allocated as follows:**
Profit made during 1st year – 4 marks.
Profit made during the 2nd year – 4 marks
If, Profit during2nd year is higher than 1st year:- (+) 2 marks
If, profit during succeeding year is less than previous year:- (-) 2 marks

Financial Year	Profit made in Rs			

14	Whether the applicant/Directors*/Share holders having controlling stake in the company ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and/or economic offence (other than fredom struggle)?	Yes / No (Please strike off what is not applicable)
	(If yes, you are not eligible to apply).	
15	DECLARATION BY THE APPLICANT.	
	I am aware that inter se suitability of candidates will be decided by evaluation of candidates on the document based marks and interview. Evaluation on document based marks will be done based on the information given by me/us, duly supported by documents, in this application. on verification by Indian Oil, if it is found that the information given by me/us is incorrect/false/misrepresented then my/our candidature will stand cancelled and I/We will be declared ineligible for NDNE LPG Retailership. I also confirm that I am in possession of the supporting documents in original for the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information.	
	I am fully aware that if I am unable to provide a LPG Godown duly approved by the Office of Chief Controller of Explosives (PESO), then the allotment of NDNE Retailership made to me will be cancelled.	
	I am fully aware that I will not be appointed as NDNE Retailer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignationfrom my employer before issuance of Letter of Appointment.	
	That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation.	
	I have read the condition for the NDNE LPG Retailership mentioned in advertisement and confirm that I fulfill the eligibility criteria for the NDNE LPG Retailership, I have applied for in this application.	

Undertaking

I, _____daughter of /son of/ wife of Shri_____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this NDNE LPG Retailership.

Place : _____ **Signature of applicant** _____

Date : d d - m m - y y y y **Name of applicant** _____
(Name in block letters)

List of Enclosures

1 Demand Draft No Date
2 Proof of Age
3 Proof of Educational Qualification
4 Attested copies of Land/ Godown documents
5 Affidavit as per format in Annexure-A/ Annexure- A1
6 Affidavit as per format in Annexure-B/ Annexure- B1
7 Letter from bank/ Financial Institution as per format in Annexure-C
8 Draft of Partnership deed as applicable.
9 Attested copies of supporting documents in respect of Item #
10 Board resolution (In case of Companies)
11 Certified audited balance sheets, Profit and Loss statements for the last 02 years.

(AFFIDAVIT) **Annexure – A**

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

(Affidavit to be submitted by individuals and partners of partnership)

Strike off whichever is not applicable.

I,_____ son/daughter/wife of _____ Age _____ years residing at _____do hereby solemnly affirm and say as under:

1. That I am Indian National and resident of India.

2. That I am unmarried. That neither I, nor my Father, Mother, unmarried brother(s), unmarried sister(s) have A- site dealership/distributorship or hold Letter of Intent for A- site Retail Outlet or domestic LPG distributorship of any PSU Oil Company.

OR

That I am married. That neither I nor my spouse, unmarried son(s)/unmarried daughter(s) have dealership/distributorship or hold Letter of Intent for A- site Retail Outlet or domestic LPG distributorship of any PSU Oil Company.

OR

That I am widow/widower, that neither I nor my unmarried son(s), unmarried daughter(s) have dealership/distributorship or hold Letter of Intent for A- Site Retail Outlet or LPG distributorship of any PSU Oil Company.

OR

That I am divorcee. That neither I nor my unmarried son(s), unmarried daughter(s) have dealership/distributorship or hold Letter of Intent for A-Site Retail Outlet or LPG distributorship of any PSU Oil Company.

* Strike off whichever is not applicable.

3. That I or any of my family members as stated above do not own/hold LOI for NDNE LPG Retailership agreement or similar agreement with other Oil Companies for marketing of NDNE LPG Cylinders as Proprietor / Partner.

OR

That I or any of my family members as stated above own/hold LOI for NDNE LPG Retailership agreement or similar agreement with other Oil Companies for marketing of NDNE LPG Cylinders as Proprietor/Partner at location_____(Name of the location) and shall resign from the same if selected as NDNE LPG Retailer by IOCL.

4. That I have never been convicted nor charges have ever been framed against me by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle.)

5. That I hereby confirm that I was never a signatory to dealership/distributorship agreement/NDNE Retailership of any oil company, which was terminated for proven malpractices or non performance as per the target given to me and/or for violations of provisions of the Marketing Discipline Guidelines.

6. That I or any other member of my family as stated above do not own NDNE LPG Retailership/hold LOI for

NDNE LPG Retailership of IOCL at any other location and presently not an applicant for NDNE LPG Retailership of IOCL at any other location as a Proprietor/Partner

OR

That I or other members of my family as stated above own NDNE LPG Retailership/hold LOI for the same/Applicant for NDNE LPG Retailership of IOCL at location(s)_____ as a Proprietor/Partner.

7. That against item no.12 of my application form details of various sources of funds required for setting up and operation of the distributorship has been furnished. I under take that these funds will be made available for the purpose of setting up and operation of NDNE LPG Retailership. In case it is found that the same is not made available as and when required, the offer of NDNE LPG Retailership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against IOCL.

8. That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for the award of the NDNE LPG Retailership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation would be within its rights to withdraw the letter of intent/terminate the NDNE LPG Retailership (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal/termination.

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

Name of Location

(Signature of applicant)

Annexure – A1

(NOTORISED AFFIDAVIT)
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(To be submitted by Companies formed under the Companies Act, 1956)

In the matter of NDNE LPG Retailership of Indian Oil Corporation at _____(Location) whereas _____(Name of the Company) _____ (Location) has applied for NDNE LPG Retailership at _____.

I, _____son/daughter /wife of _____ Age _____ years resident of _____ in the capacity of _____ do hereby solemnly declare:

1 That through a resolutuion passed by the Company, I have been authorized to apply for the said Retailership. A copy of the resolution/authorization on is enclosed herewith forming part and parcel of this affidsvit.

2 That all Directors of the Company are Indian Nationals and residents of India.

3 That the said Company formed under the companies act 1956 on _____(date of registration/incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.

4 That our Company had made profit during the previous consecutive 2 financial Years as certificate by Charterted Accountant. (Copies of CA certified balance sheet are attached)

5 That on behalf of the Company, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said NDNE LPG Retailership issued by Indian Oil Corporation, Government of India or any other statutory body from time to time.

6 That our Company does not have any criminal records nor does it have any criminal charges framed against it nor against Board of Directors/Promoters/Share Holders having controlling stake by any court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.

7 That none of the Directors of this company/Promoters/Share Holders having Controlling Stake or family members of Directors/Promoters/Share holders having controlling stake (family as defined in the case of multiple dealership norms for individuaks) already own a A- site Retail Outlet /LPG Distributorship or LOI for a A-Site Retail Outlet / LPG Distributorship of any Oil company in their name or in partnership.

8 The none of the Share Holders having controlling stake or Directors or Promoters or their family member having agreement of an existing or terminated Dealership of A- Site Retail Outlets/Distributorship of domestic LPG cylinders of any Oil Company.

9 (a) That none of the Share Holders having controlling stake or Directors or Promoters or their family member having NDNE LPG Retailership or similar agreement for marketing of NDNE LPG cylinder with other Oil Company and it was terminated by any Oil Company on the grounds of malpractice/non performance.

9 (b) That the Share Holders having controlling stake or Directors or Promoters or their family member do not own/hold LOI for NDNE LPG Retailership agreement or similar agreement with other Oil Companies

OR

That the Share Holders having controlling stake or Director or Promoters or theor family member havinmg NDNE LPG Retailership or similar agreement for marketing of NDNE LPG Cylinder as Proprietor/Partner with other Oil Company_____ (Name of the other Oil Company with whom existing arrangement is there) and shall agree to resign from the same on being selected as NDNE LPG Retailer of IndianOil.

That if any information/declaration given in this application or in any document submitted in support of application for the award of the NDNE LPG Retailership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation would be within its rights to withdraw the letter of intent/terminate the NDNE LPG Retailership (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation for such withdrawal/termination.

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

Solemnly affirmed and declared before me.

This _____day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of Deponent
(Name in the block letters)

Name of Location

Signature of applicant

(NOTORISED AFFIDAVIT) **Annexure – B**

(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 – Applicable for individuals or Partners of partnership firms)

I _____ Son/Wife of _____Age_____ years

1. That I am unmarried and my father*/mother*/unmarried brother*/unmarried sister* (Mr/Ms)_____(name has applied for NDNE LPG Retailership of IOOC at _____(Location) against the advertisement made in_____ news paper dated_____

OR

That I am married. My unmarried son*/unmarried daughter*/wife*/husband*

(Mr/Ms)_____ (name) has applied for NDNE LPG Retailership of IOC at_____ (Location) against the advertisement made in _____news paper dated_____

OR

That I am widow/widower. My unmarried son(s), unmarried daughter(s) (Mr/Ms)_____ (name) has applied for NDNE LPG Retailership of IOC at_____ (Location) against the advertisement made in _____news paper dated_____

OR

That I am divorcee. My unmarried son(s), unmarried daughter(s) (Mr/Ms)_____ (name) has applied for NDNE LPG Retailership of IOC at_____ (Location) against the advertisement made in _____news paper dated_____

*Strike off which is not applicable.

2. That, in case he/she is selected for NDNE LPG Retailership of IOC, I will provide financial assistance to the extent of Rs._____ which is mentioned at Item nos----------under my name in the

application submitted by (Mr/Ms)_____for NDNE LPG Retailership of IOC at_____

3. That, in case he/she is selected for NDNE LPG Retailership of IOCL, I have no objection for construction of godown/showroom on the land specified in item no 11.

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 Solemnly affirmed and declared before me.

This_____ day of_____

Signature and Seal of Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

Name of Location

(Signature of applicant)

Annexure-C

Format for obtaining Credit worthiness certificate from the bankers, from a scheduled bank / financial institution on their Letter Head and enclosed with the application. Please note that amount must be mentioned. If no specific amount is mentioned, no marks will be awarded.

TO WHOMSOEVER IT MAY CONCERN

Shri/Smt/Kum/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 dealing of Shri/Smt/Kum/M/s---------- with the bank and his/her conduct has been satisfactory. In case , NDNE LPG Retailership of IOC is allotted to him/her/them, we will be willing to extend a loan of Rs----- (In words) towards financing the same.

Signature

Name & Designation

Office seal

Date

Name of Location

Signature of applicant