



Brochure for Selection of
Non Domestic LPG Distributors

October 2021

SELECTION GUIDELINES FOR APPOINTMENT OF NON-DOMESTIC LPG DISTRIBUTORS

Bharat Petroleum Corporation Limited (BPCL also referred as “The Company”) proposes to appoint Non Domestic LPG Distributors at the advertised locations.

1. COMMON ELIGIBILITY CRITERIA :

The applicant should meet the following criteria for being eligible as on date of application :

- 1.1 Indian by Nationality and be a resident of India.
- 1.2 Not less than 21 years of age and not above 60 years of age (in completed years) .
- 1.3 Minimum 10th pass as educational qualification
- 1.4 Have minimum Rs. 10 lakhs as liquid funds in the name of Applicant or family members
- 1.5 Not a ‘family member’ of an employee in service of PSU Oil Marketing Companies .
- 1.6 Having sound physical and mental health.
- 1.7 Should not be convicted by any Court of Law.
- 1.8 Not a signatory to distributorship/ dealerships terminated by any Government Oil Company
- 1.9 Should be able to provide ready to use LPG Godown /Land suitable for LPG Godown .

2. LIST OF DOCUMENTS TO BE SUBMITTED BY THE APPLICANT :

Self attested copies of the following documents shall be submitted alongwith application . Original documents to be produced at the time of interview for verification by the company .

- 2.1 Application form duly filled in as per Appendix -4
- 2.2 Notarized Affidavit by the applicant as per format given in Appendix-1.
- 2.3 **Proof of Identity** : PAN Card / Aadhaar/ Passport /Voter card/ Driving License
- 2.4 **Proof of Age** : Birth Certificate / PAN Card / Aadhaar/ Passport /Voter card/ Driving License / High School passing Certificate mentioning date of birth
- 2.5 **Proof of educational qualification** :
 - i) 10th Standard - Certificate of passing /Marksheet
 - ii) For Graduation and above : Degree Certificate / Final Year Marksheet
- 2.6 **Capability to provide finance** :
 - i. Notarized Affidavit by the family member as defined in eligibility criteria other than applicant as per format given in Appendix-2 for fund (if applicable) .
 - ii. Bank / Post Office Passbook , balance statement duly signed and stamped by Bank / Post Officer
 - iii. FD Receipts / Certified statement duly signed and stamped by Bank Officer
 - iv. Shares / Mutual funds : online statement of demat account / Mutual fund / holding statement
- 2.7 **Land / Godown** :
 - i. In case the applicant is offering owned/leased Land for Godown or ready to use Godown - copy of documents pertaining to “Ownership” of land for godown in the name of applicant or family unit such as Registered Sale Deed/ Gift Deed / Lease Deed valid for minimum 5 years
 - ii. Notarized Affidavit for Godown / Land by the owners of land / family unit as per format

given in Appendix-3

iii. Old PESO license if ready to use godown is offered

2.8 Caste Certificate for SC/ST – if availing benefit in Application fee

2.9 Experience Certificate

2.10 Original DD of requisite value as application fee

3. ESSENTIAL CONDITIONS :

3.1 Godown/ Land details :

- a. Ready to use LPG Godown or Land for construction of Godown shall be located within 25 kms from municipal/ town/ village limits of location advertised and within the state of advertised location . It should meet all the criteria for obtaining statutory approvals of Central/State Govt./Local Authority for minimum 2000 Kg packed LPG capacity. PESO license is mandatory for the Godown . For more details ,refer to PESO office / website: www.peso.gov.in.) . The land for godown should have all weather motorable approach road.

Ready to use LPG Godown essentially means that a godown which was earlier used for storage of Packed LPG with PESO License . Copy of PESO license is must for applicants applying under “ready to use Godown “category.

Land for construction of LPG Godown should have approx. dimensions of 17m x 13m and meet all the requirements of PESO for obtaining license for minimum 2000 Kg. capacity. The land for construction of godown should be plain, in one contiguous plot, free from live overheads, power transmission or telephone lines. Canals/ drainage/ nullahs should not be passing through the plot.

- b. Applicants shall study the requirements of PESO and other regulatory authorities and offer the Ready to use godown/ land for construction of Godown that meets the requisite criteria. Applicants should offer suitable Ready to use LPG Godown or Land for construction of Godown which is either owned or available on Registered Lease or has offer letter in his/her name or in the name of Applicant /Family Unit . Validity of registered lease or offer letter should be for a minimum period of 5 years from any date between the date of advertisement and upto the last date of application as specified in the advertisement or corrigendum if any.
- c. The Own / registered lease deed for minimum 5 years of Ready to use LPG Godown or Land for construction of Godown includes ownership of the “Family Unit” from any date between the date of advertisement and upto the last date of application as specified in the advertisement or corrigendum if any. In case of ownership/co- ownership by family unit member(s) , consent shall be obtained by the Applicant from the family unit member(s) as per Appendix – 3 . Further, applicant should have consent from other co-owners ,if land is jointly owned with others .
- d. In case of **Offer for** Ready to use LPG Godown or Land for construction of Godown, the same has to be registered on sale deed / lease deed on Applicant name / family unit, before issuance of the letter of appointment (LOA). Affidavit as per Appendix – 3 to be submitted , In case of offered land on ownership/co- ownership by family unit , consent shall be

obtained from the family unit(s) as per Appendix – 3. Further, applicant should have consent from other co-owners ,if land is jointly owned with others.

- e. At some locations, BPCL may have PESO approved godown , which may be offered to successful applicant. Such locations will be specified in the advertisement . Prevailing Operating terms and License Fee Recovery (LFR) will be applicable and binding on the selected applicant . These terms and LFR per cylinder is subject to change by the corporation on any date in future.

- 3.2 **Alternate Land :** In case, the applicant select is unable to provide Ready to use LPG Godown or Land for construction of Godown at place as given in the application form after getting LOI due to reasons beyond the control of the applicant , he / she shall offer other suitable Ready to use LPG Godown or Land for construction of Godown as an alternate within 2 months of issuance of LOI. However, such change is permissible only if the alternate land/Godown offered is suitable for LPG Godown within 25 kms from municipal/ town/ village limits of location advertised within the state of advertised location and meeting the norms.

The validity of ownership or tenure of registered lease of such changed location shall be for a period of minimum 5 years and shall be meeting the ownership / lease period criteria on the date of offering alternate land .

- 3.3 Business Associates of OMCs or applicants who are signatories to LPG distributorship or Retail outlet dealership agreement of any Government / Private Oil companies are eligible to apply for Non Domestic LPG distributorship .

3.4 **PARTNERSHIP FIRM:**

In case of partnership, each partner should individually meet the specified eligibility criteria and should also submit separate application forms along with separate application fee. However, the applications should be clubbed together. If called for interview, all of them must appear for interview. They also have to submit a copy of the partnership deed along with the application.

3.5 **GENERAL:**

- 3.5.1 Educational certificates or marksheets shall be issued by any of the recognised board incorporated by an Act of the Central or State Legislature in India or any other educational institutions established by state/ central legislature bodies or possess an equivalent qualification recognized by the Ministry of HRD, Government of India
- 3.5.2 Non Domestic LPG distributors may be permitted to carry out businesses of the LPG SBU other than domestic LPG subject to extension , addition, deletion in the business activity by the corporation .
- 3.5.3 The corporation is not obliged or responsible for handing over any customers to the selected Non-domestic distributors and it is expected that they will enroll customers with their own efforts.
- 3.5.4 Currently , the Non-domestic distributor selected will be for Non-domestic packed cylinder supplies and hence supply of domestic LPG cylinders will not be allowed through the non-domestic LPG distributorship.
- 3.5.5 Totally paralysed, mentally unsound and totally blind persons are not eligible to apply.

3.5.6 ‘Ownership’ or “Own” for **Ready to use LPG Godown or Land for construction of Godown** means having:

- a. Ownership title of the property, Or
- b. Registered lease deed having a minimum period of 5 years from any date between the date of advertisement and upto the last date of application as specified in the advertisement or corrigendum if any.

The lease deed should meet the following requirements:

- i. No conditional/restrictive clause in the lease agreement which is contrary to the ownership clause.
- ii. No Exit clause prior to the definite period of minimum 5 years.

The applicant should have ownership as defined under the term ‘Own’ above in the name of applicant / member of “Family Unit” as on last date for submission of application as specified either in the advertisement or corrigendum (if any). In case of ownership/co-ownership by family unit member(s) , consent in the form of a declaration from the family unit member(s) will be required.

3.5.7 **Family Unit wherever mentioned means the following:**

- a. In case of married person/ applicant, ‘Family Unit’ will consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s).
- b. In case of unmarried person/ applicant, ‘Family Unit’ will consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s).
- c. In case of divorcee, ‘Family Unit’ will consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her.
- d. In case of widow/widower, ‘Family Unit’ will consist of individual concerned, unmarried son(s)/unmarried daughter(s).

3.5.8 **Family member of an employee of Oil Marketing Companies means the following:**

- a. The wife or husband as the case may be of the employee, whether residing with him / her or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
- b. Any other person related whether by blood or marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee.

4. SELECTION PROCEDURE :

4.1 ADVERTISEMENT :

An advertisement mentioning list of locations for appointment of Non Domestic Distributorships will be advertised by the company in a local daily newspaper .

4.2 APPLICATION FORM :

Application form for distributorship will be available for download free of cost from our website www.ebharatgas.com and www.bharatpetroleum.in.

- 4.2.1 The application can be submitted on plain paper in the prescribed format as mentioned above.
- 4.2.2 Application Fee (non refundable) - Rs.1000/- (Rs.500/- for SC/ST applicant, if supported with Caste certificate from competent Authority along with the application) in form of Demand Draft drawn in favor of BHARAT PETROLEUM CORPORATION LIMITED payable at location of the concerned territory as mentioned in Advertisement / Brochure.
- 4.2.3 The application form completed and signed by the applicant along with Application fee is to be submitted at concerned Territory office as mentioned in Advertisement latest by 5 PM on the last date for submission of application,as specified in the advertisement or corrigendum (If any).
- 4.2.4 Application to be received in sealed envelope only clearly specifying name of Location on the envelope . The date of receipt of application should be stamped on the envelope containing the application.
- 4.2.5 Applications submitted without application fees and/or received after the specified closing date and time including postal delay will not be entertained.
- 4.2.6 The company reserves the right to cancel / withdraw / amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- 4.2.7 No addition /deletion/ alteration will be permitted in the application once it is submitted.
- 4.2.8 Applications received after the cut-off date including postal delay, and those without accompanying valid documents including application fee or incomplete in any respect will not be considered and no correspondence will be entertained by BPCL in such cases whatsoever.
- 4.2.9 In respect of all documents /certificates; only self-attested copies are to be attached along with the application. Originals of such documents / certificates will have to be brought at the time of interview.
- 4.2.10 Applicants willing to apply for more than one location can do so in separate application form and should enclose separate DD/pay order as application fee.
- 4.2.11 Applicants are expected to be extremely careful in filling of application form with correct information which is true representation of the supporting documents submitted alongwith application form .In case of any information not provided for mandatory fields in the application form or mismatch between the information provided in the land and the supporting documents , the application will be rejected.
- 4.2.12 If any statement made in the application or in the document enclosed therewith or subsequently submitted in pursuance of the application by the applicant at any stage

found to be incorrect or false, the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a Non- Domestic distributor, the distributorship is liable to be terminated. In such cases the Non-domestic distributor shall have no claim whatsoever against BPCL.

- 4.2.13 This is only an application and not an offer of Non-Domestic distributorship.
- 4.2.14 This is purely a business proposition and not an application for job in BPCL and has normal business risks and also do not guarantee any assured returns or profits.

4.3 . EVALUATION CRITERIA :

The LPG Non Domestic distributor for the advertised location will be selected on the basis of interview of all eligible applicants. The date of interview will be individually informed to the eligible applicant by an interview call letter.

- a. An applicant has to get minimum 60% marks (60 mark and above out of total 100 mark) after interview for being eligible for the merit panel. In case no applicants gets 60% marks, then the location will be re-advertised.
- b. In case of tie between two or more applicants i.e. same total marks, then to decide the merit ranking, the applicant who has scored higher marks on the parameters 1 to 4 put together shall be placed above the other person in the merit panel.
- c. In respect of partnerships, all partners will have to attend the interview and they will be evaluated as under: -

Under parameters age, educational qualification, Capability to provide Finance , experience, business ability/acumen and personality, partners will be evaluated individually. Marks obtained by each partners in these parameters will be added and averaged to arrive at the marks obtained by the partnership firm.

The land /Godown owned by any one of the partners or jointly owned by them or owned by members of the family unit of any partners will be treated as being owned by the firm. The offer must be in the name of any partner of the partnership firm.

- d. Each applicant appearing in the interview will be assessed by the selection committee broadly under the following parameter :

NORMS FOR EVALUATION AS ON DATE OF APPLICATION

Sr. No.	Parameter	Description	Max Marks	Evaluation
1	Age as on date of application	46 yrs and above (till 60 years) 21- less than 46 years	8 10	Marks will be awarded based on original proof of age at the time of interview
		Sub Total maximum marks	10	
2	Educational Qualification	a.10 th pass b. Graduate and above	5 10	Marks will be awarded based on original proof of educational qualification produced at the time of interview

		Sub Total maximum marks	10	
3	Infrastructure	a) Ready to use LPG Godown – Owned or leased b) Land for construction of Godown (clear title of ownership) or Registered Lease deed. c) Offer for Ready to use LPG Godown or Land for construction of Godown d) Location where only BPCL provided Godown is compulsory and applicants are not permitted to offer their godown/land , all applicants will be allotted 40 marks. e) Locations where BPCL provided godown is available and applicants are permitted to offer their Godown/ Land with ownership/ Registered lease/on offer ,marks for applicants choosing to avail BPCL’s Godown will be limited to 25 and other applicants will be given marks based on ready to use godown/ land ownership or lease/offer .	40 32 25 40 25	Marks will be awarded based on information provided in the application alongwith supporting papers
		Sub Total maximum marks	40	
4	Capability to provide Finance	Amount in Savings Bank accounts in Scheduled Bank/ Post Office and amount available in certified /online statement of demat account for equity shares ,mutual funds or fixed deposits in the name of Applicant or family members of the ‘Family Unit’ of the Applicant as defined . In case of offered fund is in the name of family unit , consent in the form of a declaration from the family member(s) will be required as per Appendix – 2.	20	Based on the information given in the application alongwith original documentary evidence for liquid fund available at the time of interview subject to max. marks for the amount mentioned in the application form . Amount less than Rs. 10 Lakhs in the application – Not Eligible for interview. If more than Rs. 10 Lakhs in the application then Award 0.1 marks on every unit of Rs.10,000/- Amount less than complete unit Rs.10,000/- will not be considered for award of marks. Max. Marks will be 20 for amount Rs.20 Lakhs and more.

5	Business ability / acumen	Assessment will be done on the following:- - Management of people - Management of finance -Management of material & infrastructure -Trade related	10	Marks will be awarded based on response to specific situation related queries/questions on the following:- -Management of people -Management of finance -Management of Material & infrastructure -Trade related
		Sub Total maximum marks	10	
6	Experience	Direct Sale / Associated with Industrial Gas , Hotels. Other Petroleum products, FMCG, other retailing business. Any other Trade	5 4 2	Minimum experience of 1 year as on date of application. Marks will be considered based on proof of experience produced at the time of interview . However , Marks will be awarded on the quality rather than amount of experience. The quality of experience will be judged based on the response to the questions related to experience in Direct Sale, Home Delivered products, Trade of petroleum products, Hospitality/service industry etc. by the applicants in the interview.
		Sub Total maximum marks	5	
7	Personality	Assessment on the following parameters Communication /articulation skills. Polite, presentable and well mannered. Enthusiasm / energetic / Self-confidence / convincing power.	5	Assessment based on observation and leading questions.
		Grand total	100	

4.4 . DECLARATION OF RESULTS OF SELECTION PROCESS :

Upon completion of interviews , list of eligible candidates alongwith marks will be displayed by the company on the notice board at the office of Interview . This list will also indicate the name of candidate selected for issuance of LOI subject to meeting other norms .

4.5 FORMATION OF MERIT PANEL :

The top 3 applicants based on the marks will form a merit panel . The applicant with highest marks will be eligible for issuance of LOI . If for any reason, the LOI is not issued / cancelled at a later date , the next applicant in the merit panel will become eligible for LOI

4.6 . SECURITY DEPOSIT :

The selected applicant, before issuance of Letter of Intent (LOI) should have to deposit interest free refundable Security Deposit of Rs. 3.5 lakhs in form of Demand Draft (DD) in favour of Bharat

Petroleum Corporation Limited within 7 days from the date of selection .

If selected applicant fails to submit the security deposit , the candidature shall be cancelled and selection process shall be commenced for evaluation of next empanelled applicant .

In case, LOI is withdrawn due to nonfulfillment of terms & conditions of LOI , Rs. 50,000/- will be deducted from Security deposit and balance Rs. 3 Lakhs will be refunded .

For commissioned distributorships , BPCL will reserve the right to adjust any dues to it from this amount at the time of resignation/ termination. However, in case of termination of the distributorship on account of proven malpractice, the said security amount shall be forfeited.

4.7. LETTER OF INTENT (LOI) :

On receipt of Security deposit of Rs. 3.5 Lakhs within 7 days from the date of selection , Territory Manager will issue LOI to first empaneled applicant.

4.8 VALIDITY OF LETTER OF INTENT (LOI) :

The LOI holder has mandatory obligation to commission the distributorship within the period of 4 months from the date of LOI including providing LPG Godown with PESO license and other regulatory approvals and ownership /Lease documents failing which the LOI is liable to be withdrawn along with forfeiture of the part Security deposit.

5 CONDITIONS FOR OPERATING THE DISTRIBUTORSHIPS :

5.1 PROVISION FOR INFRASTRUCTURE:

In addition to godown for storage of filled LPG cylinders, delivery vehicles will be required for effecting door delivery of BPCL cylinders . Depending upon the need, delivery system will be advised before commissioning and subsequently from time to time by the respective representative of Territory Office .

Further, the applicant is required to make available office space and infrastructure for storage of files, Customer data, Facility to communicate with customers by way of emails, telephone etc. as well as place for Distributor staff to be available for the customers. The distributor is also required to have / appoint staff with technical expertise who can assist customers with respect to use of Commercial LPG/ Conversions etc.

5.2 PERSONAL SUPERVISION BY DISTRIBUTORS:

A person selected for the distributorship shall be paying attention towards day to day working of the distributorship by effectively managing the affairs of the distributorship.

5.3 COMMISSIONING OF DISTRIBUTORSHIP

An applicants who has been given the 'Letter of Intent' (LOI) would be required to fulfil the terms and conditions as contained therein, so as to commission the distributorship within the

stipulated time period of 4 months from the date of LOI.

Progress on commissioning of the Distributorship will be monitored as per format of the checklist. This checklist will form the basis for commissioning of the LPG Distributorship.

Before commissioning, Letter of Appointment will be issued to the selected applicant and an agreement shall be executed as per agreement format. In addition, the applicant must get all required statutory certificates and permissions for the distributorship within a specified time frame before commissioning.

5.4 TENURE OF DISTRIBUTORSHIP

The tenure of the distributorship shall be for an initial period of 5 years and renewable for every 5 years thereafter, subject to the examination of the performance of the distributorship by the Territory and Region and decision thereon.

5.5 RECONSTITUTION OF NON DOMESTIC (ND) DISTRIBUTORSHIP:

Selected applicant may be allowed to induct a partner for arranging additional funds or infrastructure or managing the business upon issuance of LOI or upon commissioning of distributorship subject to prior approval of the company upon payment of applicable fees and Terms & Conditions .

6. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM

Any complaints received against an applicant will be disposed off as under: -

- i. Anonymous complaints will not be investigated.
- ii. Complaint should be accompanied with a non -refundable fee of Rs 5000/- by demand draft.
- iii. Complaint will be investigated only if the applicant against whom complaint has been lodged is selected.
- iv. In case during the investigation, complaint is found to be false and/or without substance the Oil Company reserves the right to take action against the complainant as provided under the law.

7. WITHDRAWAL OF LOI AND TERMINATION OF DISTRIBUTORSHIP :

In order to promote ease of doing business, BPCL is providing flexibility to applicants by submitting the documents on declaration basis . It is expected that the information and documents submitted alongwith the application form are true & genuine and that applicants has taken all the requisite consent from all the concerned . Based on this principle and outcome of selection process , LOI will be issued to the selected applicants and 4 months time will be given for the commissioning of the distributorship

The company has the right to withdraw the LOI issued or terminate the distributorship at any point of time under following situations :

- a. Non fulfilment of any of the terms & conditions of LOI.

- b. Commissioning of the distributorship within the period of 4 months from date of LOI is essential part of this selection procedure. In case of violation of this clause, the company has a right to withdraw the LOI and forfeit an amount of Rs 50,000/- from Security deposit submitted by LOI holder . Under any extraordinary situation , company may decide to extend the time limit of commissioning of distributorship at its own discretion which can not be challenged by the LOI holder . Extension of LOI can not be treated as a right by the LOI holder.
- c. Establishment of any complaint against LOI Holder/ Commissioned distributorship - If at any stage of pre or post commissioning , it is noticed that information / statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the applicant at any stage is found to have been suppressed / misrepresented / incorrect or false affecting eligibility or complaint received or any dispute created from the concerned land owners / Local Authorities/ other Government Agencies regarding land /Godown , Financials, Age, education or other credentials of the applicant, BPCL has right to withdraw the LOI or terminate the distributorship at any point of time without any assigning any reason thereof . In such cases the applicant / Non-domestic distributor shall have no claim whatsoever against BPCL.
- d. Violation of any terms and conditions of the distributorship agreement signed upon commissioning of the distributorship .

Notarised Affidavit on Rs 100/- stamp Paper											Appendix 1												
I, _____ son/ daughter/ wife of _____																							
Age _____ years residing at _____ do hereby solemnly affirm and say as under																							
1	That I am an Indian Citizen and residing in India.																						
2	That my date of birth is <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table> (in words _____)													D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y														
3	That I passed 10 th examination from recognized School / Institution in the year* _____ / Y Y Y Y																						
	and / or _____																						
4	That I have passed & completed the course of Graduate in the year* _____ / Y Y Y Y																						
	I do not belong to family member of employee of oil market companies as on date of application. Family member of an employee of Oil Marketing Companies means: i. The wife or husband as the case may be of the employee, whether residing with him / her or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law. ii. Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such																						
5	That I am of sound physical & mental health .																						
6	That I have never been convicted by any Court of Law .																						
7	That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any government Oil Company, which was terminated .																						
8	That if any information/ declaration given by me in my application or in any document submitted by me in support of application for the award of the Non Domestic LPG Distributorship or in this affidavit shall be found to be untrue or incorrect or false, then Bharat Petroleum Corporation would be within its rights to withdraw the Letter of Intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.																						

*** Strike off whatever is not applicable.**

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 person making affidavit
(Name in block letters)**

Name of the Location

(Signature of applicant)

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF Rs.100/-)

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

I _____ Son/wife of _____ Age_years
resident of _____ do hereby solemnly affirm and say
as under:-

- 1 That I am unmarried and my father*/mother*/unmarried brother* /
unmarried sister* (Mr/Ms) _____ (name) has applied for non
domestic LPG distributorship of BPCL at _____ (location) against the
advertisement made in __news paper dated _____.

OR

That I am married and my unmarried son*/ unmarried
daughter*/wife*/husband* (Mr/Ms) _____ (name) has applied for
non domestic LPG distributorship of BPCL at _____ (location) against the
advertisement made in _____news paper dated _____.

* Strike off whichever is not applicable.

- 2 That in case he/she is selected for LPG distributorship I will provide financial
assistance to the extent of amount which is mentioned at Item no.10a & 10b
under my name in the application submitted by (Mr/Ms)
_____ for non domestic LPG distributorship of BPCL at
_____.

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature

Signature and Seal of Magistrate/Judge/Notary public

Name of Deponent

Relationship with applicant.

(NOTORISED AFFIDAVIT)
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF Rs.100/-)

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

That I own a Godown / piece of land singly / jointly at _____ (village/town), Taluka/Tehsil _____, Dist _____ in the State of _____ as per the following details :

Name(s) of the owner of LPG Godown / Land for godown	Relationship with applicant	Date of registration of sale deed/gift deed /date of Mutation/lease or Date of Firm Offer	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions of land *		Distance in KM from the municipal/ town/ village limits of location advertised
					Length in Meter	Breadth in meter	

2. That Shri/Smt/ Kum / M/s. _____ has applied for Non domestic LPG Distributorship of BPCL at _____ (location) District _____ against the advertisement appeared in _____ news paper dated _____
1. That in case Shri/Smt/ Kum / M/s. _____ is selected for Non domestic LPG Distributorship , I will either sell/transfer/lease the above mentioned piece of land to Shri / Smt / Kum / M/s. _____ for setting of Non Domestic LPG Distributorship at the above mentioned location as per the site plan duly signed by me .

OR (applicable for family unit members)

That in case Shri/Smt/ Kum / M/s. _____ is selected for Non domestic LPG Distributorship , I will allow the above mentioned piece of land to Shri / Smt / Kum / M/s. _____ for setting of Non Domestic LPG Distributorship at the above mentioned location as per the site plan duly signed by me.

- 4 (a) That I confirm that I do not have any objection for the construction of LPG Godown at the above plot as per the particulars given above for a period of 5 years . **Further, I confirm that I am having consent from other co-owners , if my land is jointly owned with others .**

(b) I hereby confirmed that the said plot of land / piece of land mentioned above has not been offered by me to any other person/entity.

- 5..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.

This _____ day of _____ 20____

Name:

Signature:

Relationship with the applicant

Signature and Seal of Signature

Magistrate/Judge/Notary Public Name of Deponent and Relationship with applicant

APPLICATION FOR BPCL NON DOMESTIC LPG DISTRIBUTOR															Appendix - 4																																			
(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN)																																																		
For Office use										D D - M M - Y Y Y Y					Passport Size Photograph with specimen signature on the photograph																																			
Not to be filled by applicant										Date of receipt of application																																								
Particular of application fee					Rs.																																													
Demand Draft Number					Date					D D - M M - Y Y Y Y																																								
Drawn on (Name of the bank)										Payable At																																								
In favour of (Full name of the oil company)										BHARAT PETROLEUM CORPORATION LIMITED																																								
(Enclose Application processing fee of Rs 1000/- (one thousand only) for all applicants except SC/ST candidate. Application processing fee for SC/ST candidates is Rs 500/- (Five hundred) on enclosing SC/ST certificate.																																																		
1	Name of the Location																																																	
2	Revenue District																																																	
3	State																																																	
4	Category										OPEN																																							
5	Advertised on										D D - M M - Y Y Y Y IN					(Please write Name of Newspaper)																																		
6	Status of applicant:										Individual					Partnership					(Tick as applicable)																													
7	Applicant should enclose Affidavit as per the format given in Appendix - 1 (If applied as a partnership, individual partners to submit Appendix 1)																																																	
7.1	Name										First Name					Middle Name					Surname																													
7.2	Fathers / Husbands Name										First Name					Middle Name					Surname																													
7.3	Address										District					State					Pin code																													
7.4	Indian Citizen										Yes					No					if 'No' applicant is not eligible																													
7.5	Gender										Male/ Female																																							
7.6	Date of Birth										Age					Years					Months					Days																								
7.7	Attach Self Attested Copy of Certificate										D D - M M - Y Y Y Y					Age as on date of application . For Proof of Age , any document issued by Government Department/ High School Certificate)																																		
7.7	Marital Status										Single					/					Married					/					Widow					/					Divorcee					Strike off w hat is not applicable				
7.8	Name of Spouse, If married																																																	
7.9	Is any of your family member an employee of Oil marketing Company										YES					NO					if 'Yes' applicant is not eligible																													

Family member of an employee of Oil Marketing Companies means:

(i) The wife or husband as the case may be of the employee, whether residing with him/ her or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.

(ii) Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.

8 I. Educational Qualification										
Qualification		University / Institution				Document Required	Year of Passing			
i)	10 th Pass					Marksheet/ Certificate				
ii)	Graduation					Degree / Marksheet				
Note: Marks will be awarded based on the information given by the applicant on the education qualification. Self attested copy of required document as above to be attached. At a later date, 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										
9. Partnership: In case of partnership, please give name of each of the partners and attach Proposed Partnership Deed. All partners should submit separate applications and Application of all the partner(s) should be attached together while submission: (Please note each partner will have to submit separate application fee and all the partners will have to appear for interview.)										
Sr No	Name and Address							Percentage Share		
10	Capability to provide Finance : The amount mentioned below to be available as liquid cash on the date of application . Supporting proof to be submitted alongwith the application Attach notarized affidavit as per format given in Appendix-2 from member(s) of 'family unit'. Attach additional sheet for more fund.									
10a	Amount in Saving Bank Account in Scheduled Bank/Post Office as on the date of application in the name of applicant and members of 'family unit'.									
S.N	Name of Bank	S. B. A/C No.	Name of account holder (s)	Relation with applicant	Amount as on date of application.					
1										
2										
3										
TOTAL										
Total amount in words.										
10b	FIXED DEPOSIT/SHARES/MF as on date of application in the name of applicant and members of 'family unit'.									
	Type of Investment FD/Shares/MF	Reference Number with date	Name(s) of the holder	Relation with applicant	Amount as on date of application.					
1										
2										
3										
Total										
Total amount in words.										
11	Experience : Do you have experience of running or working in any of the establishment dealing in the following for minimum one year? Please give full details chronologically.									
	Type of Experience	Name and address of the establishment/Institution etc			Period		Number of years			
	Direct Sale / Associated with Industrial Gas, Hotels				From	To				
	Other Petroleum products, FMCG, other retailing business.									
	Any other Trade									
Note: Marks will be awarded based on the information given in the application and on answers to leading questions in connection with experience claimed during interview. At a later date, if it is found that the information given is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship.										

12 Capability to provide infrastructure as on the date of application												
GODOWN FOR STORAGE OF LPG CYLINDERS OF 2000 kg												
Candidate should provide details of suitable ready to use LPG Godown or Land for construction of Godown on ownership or registered lease or on offer basis meeting eligibility criteria for minimum period of 5 years from any date between the date of advertisement and upto the last date of application as specified in the advertisement or corrigendum if any . The LPG Godown should be of minimum 2000 Kg capacity located within 25 kms from municipal/ town/ village limits of location advertised. Please strike off what is not applicable												
12A	Do you have owned ready to use Godown within 25 Km from municipal/town/village limits of the location offered in the same State meeting all the requirements of PESO for obtaining license capacity of 2000 KGs ? For more details please refer to PESO office / website: www.peso.gov.in).						Yes	No				
12B	Do you have a suitable land for construction of LPG Godown within 25 Km from municipal/town/village limits of the location offered in the same State meeting all the requirements of PESO for obtaining license capacity of 2000 KGs ? For more details please refer to PESO office / website: www.peso.gov.in).						Yes	No				
12C	Do you have an offer for suitable ready to use Godown / Land for construction of LPG Godown meeting eligibility criteria in your own name or in name of any member of your 'Family Unit'. In case of offered land / Godown , consent in the form of declaration will be required as per Appendix - 3.						Yes	No				
12D	Do you offer for BPCL provided godown specified in the advertisement ?						Yes	No				
12E	<p>Note : a)The Own / registered lease deed for minimum 5 years of Godown/ land for construction of Godown includes ownership of the "Family Unit" from any date between the date of advertisement and upto the last date of application as specified in the advertisement or corrigendum if any. In case of ownership/co- ownership by family unit member(s), consent shall be obtained by the applicant from the family unit member(s) alongwith proof of relationship .</p> <p>b) 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 distributorship.</p>											
If Yes to 12 A /12 B / 12 C, Provide the following details for ready to use LPG Godown or Land for construction of Godown (on ownership / Registered Lease) or Offer letter for godown land as applicable. Attach notarized affidavit as per format given in Appendix-3 as applicable.												
Name(s) of the owner of LPG Godown / Land for godown		Relationship with applicant		Date of registration of sale deed/gift deed /date of Mutation/lease or Date of Firm Offer		Address of the location of the land for LPG Godown		Khasra No/Survey No		Dimensions of land *		KM from the municipal/ town/ village limits of location advertised
										Length in Meter	Breadth in meter	
13. Have you ever been convicted by any Court of Law ? (If Yes, not eligible to apply)								Yes / No				
								(Please strike off what is not applicable)				
14. DECLARATION BY THE APPLICANT												
a) I am aware that inter se suitability of candidates will be decided by evaluation of candidates on the document based marks and interaction (interview). Evaluation on document based marks will be done based on the information given by me/us in this application. On verification by the Oil Company 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 LPG Distributorship. 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 in documents.												
b) I am fully aware that if I am unable to make Godown duly approved by PESO on the land/godown indicated in the application after selection then the allotment of distributorship made to me will automatically stand cancelled. Further , I have consent from other co-owners ,if land is jointly owned with others .												
c) I have read the conditions for the distributorship mentioned in the advertisement and confirm that I fulfill the eligibility criteria for the LPG distributorship I have applied in this application.												

15. 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 LPG distributorship.

Name of Applicant**Signature of applicant****Date of application****Place**

16. Check list for Applicants (Check mark is compulsory)		
S.No	Document / Activity to be checked	CHECK BOX YES/NO
1	DD attached - verify amount, drawn in favour of Bharat Petroleum Corporation Limited.	
2	Eligibility certificate(s) for SC/ST (required for fee) – If applicable	
3	Photograph pasted and signature across photograph	
4	Proof of identity	
5	Proof of Age	
6	Proof of Education	
7	Details of land /Godown offered	
8	Notarized Affidavit in original as per format given in Appendix - 1 attached.	
9	Supporting documents for Financial Capabilities (Bank/ Post Office Passbook/ Statement/ Demat Statement)	
10	Notarized Affidavit in original as per format given in Appendix - 2 attached.	
11	Notarized Affidavit in original as per format given in Appendix - 3 attached.	
12	Experience Certificate	
13	All pages of application are numbered and signed including undertaking	
14	Date is mentioned on application form	
15	Total Number of pages	
16	The Application is complete in all respect	

Name of the Location**(Signature of applicant)****Date of application****Place**