



**Brochure**

**For**

**selection of**

**Non Domestic LPG Distributors**  
**(Revised)**

**August 2016**

## **SELECTION GUIDELINES FOR APPOINTMENT OF EXCLUSIVE NON-DOMESTIC LPG DISTRIBUTORS.**

### **ELIGIBILITY CRITERIA**

#### **The applicant should:**

- i. Be an Indian citizen and be a resident of India.
- ii. Have minimum 10<sup>TH</sup> Pass as educational qualification awarded 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 **as on the date of application.**
- iii. Be not less than 21 years of age and not more than 60 years of age **as on date of application.**
- iv. Fulfil Multiple dealership/distributorship norm as under: -

Multiple Dealership/Distributorship norms means that the applicant or any other member of 'family unit' should not hold a dealership/ distributorship/RGGLV or Letter of Intent (LOI) for a dealership/distributorship/RGGLV of a PSU Oil Company i.e. only one Retail Outlet / SKO-LDO dealership / LPG distributorship/RGGLV of PSU Oil Company will be allowed to a 'Family Unit'.

**'Family Unit' in case of married person/ applicant, shall consist of individual concerned, his/her Spouse(s) and their unmarried son(s)/daughter(s). In case of unmarried person/ applicant, 'Family Unit' shall consist of individual concerned, his/her parents and his/her 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).**

- v. No financial balance amount is required to have on the date of application. However, the candidate should have adequate amount to cover the security deposit towards equipments ( cylinders/ DPRs etc.) to be issued to him/her on selection and commencement of transaction.

- vi. Should own / or have lease offer (minimum 5 years) for a plot of land of adequate size (*within 20 km from municipal/town/village limits of the location offered in the same State*) for construction of godown for storage of minimum 2000 Kg of LPG in cylinders or ready LPG cylinder storage godown **as on the date of application**.

As per Gas Cylinder Rules 2004, the floor area of the storage shed for storing 2000 kg LPG in cylinders should be 130 sq metres. There should be clear minimum safety distance of 3 metres between storage shed and the boundary wall/ fencing. The following guidelines must be followed at times of evaluation of the plot by the designated officer of the company.

1. No high tension wire pass over the proposed plot.
2. No Electric Pole inside the proposed plot.
3. The ratio of inner portion of storage shed in length & width should not be more than 1 : 1.5
4. Proper safety distance should be maintained (as per rule).
5. Truck parking area should be available outside the gate. It may be covered or open but marked. If covered then an entrance gate of 4-meter width should be provided.
6. Approach road up to godown must be available.
7. Agricultural land should be converted , if prescribed.
8. Mastic flooring must be provided in any size (from 500 kg to any size).
9. 2 nos. DCP & 5 sand bouquets should be provided.
10. Entire area in the radius of 100 meter should be shown in drawing and all measures constructed structure must be shown.
11. All inner walls should be cement plastered and proper fencing should be provided.
12. Any amendment in rules by time to time will be followed.

In case an applicant has more than one suitable plot for construction of godown for storage of minimum 2000 Kg of LPG in cylinders or ready LPG cylinder storage godown **as on the date of application**, the details of the same can also be provided in the application.

- vii. Own / have lease offer (minimum 5 years) for a suitable shop of minimum size 3 metre by 4.5 metre in dimension or a plot of land for construction of shop of minimum size 3 metre by 4.5 metre at the advertised location or locality as specified in the advertisement **as on the date of application**. It should be easily accessible to general public through a suitable approach road.

In case an applicant has more than one shop or a plot of land for construction of shop of minimum size 3 metre by 4.5 metre at the advertised location or locality as specified in the advertisement **as on the date of application**, the details of the same can also be provided in the application.

**Reference vi & vii above:**

**‘Own’ means having ownership title of the property in the name of applicant / family member as defined in multiple distributorship norm of eligibility criteria.**

**‘ Offer’ means lease for at least 5 years in the name of applicant / family member as defined in multiple distributorship norm of eligibility criteria.**

**In case the land is jointly owned by the applicant / member of ‘Family Unit’ (as defined in multiple dealership / distributorship norm) with any other person(s) and the share of the land in the name of applicant / member of the ‘Family Unit’ meets the requirement of land including the dimensions required, then that land for godown/showroom will also qualify for eligibility as own land subject to no objection from other owner(s).**

- viii. Neither have been convicted nor charges been framed by any Court of Law for any criminal offence involving moral turpitude/ economic offences.
- ix. Not be a signatory to distributorship/dealerships agreement, terminated on account of proven cases of malpractice of any Oil Company.
- x. Totally paralysed ,mentally unsound and toitaly blind persons are not eligible to apply for any distributorship.

#### **PARTNERSHIPS:**

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.

#### **PERSONAL SUPERVISION BY DISTRIBUTORS:**

A person selected for the distributorship shall be paying full attention towards day to day working of the distributorship by personally managing the affairs of the distributorship. He/she will not be eligible for taking up any other employment. If the selected person is already employed he/she will have to resign from the employment & produce the letter of acceptance of resignation by the employer before the issuance of letter of appointment by the Oil Company.

#### **NON DOMESTIC DISTRIBUTORSHIP AGREEMENT**

A person selected for non domestic distributorship after issuance of Letter of Appointment will have to execute Non Domestic Distributorship Agreement with Bharat Petroleum Corporation Ltd. Duration of which will be initially 5 years from the date of agreement and on expiry of such term, extension will be granted at the sole discretion of the corporation on reviewing the performance of the Non Domestic distributorship by Bharat Petroleum Corporation Ltd.

## **APPLICATION FORM:**

Application form for distributorship will be available for download free of cost from our website [www.ebharatgas.com](http://www.ebharatgas.com) and [www.bharatpetroleum.in](http://www.bharatpetroleum.in)..

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee: (non refundable) - Rs.1000/-. By Demand Draft in favour of Bharat Petroleum Corporation Ltd.
- c) In case of partnership, each partner shall have to submit separate application forms along with separate application fee as applicable. However, while submitting the filled forms their application forms have to be attached together.

## **GENERAL:**

- I. The selected Non-domestic distributors appointed will enroll with their own efforts the nondomestic customers and no existing non-domestic customers will be transferred to them from existing LPG distributor network.
- II. The Non-domestic distributor selected will be for exclusive Non-domestic packed cylinder supplies and neither now nor in future will be allowed to enroll domestic cylinder customers and effect supplies.
- III. The company reserves the right to cancel / withdraw / amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- IV. No addition /deletion/ alteration will be permitted in the application once it is submitted.
- V. No additional documents whatsoever will be accepted or considered after the cut off date of the application.
- VI. 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
- VII. In respect of all documents /certificates; only 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.
- VIII. 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.
- IX. If any statement made in the application or in the document enclosed therewith or subsequently submitted in pursuance of the application by the candidate 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.

- X. 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.
- XI. This is only an application and not an offer of Non-Domestic distributorship.

**CUT-OFF DATE FOR RECEIPT OF APPLICATIONS:**

Applications received after the specified closing date and time including postal delay will not be entertained.

**PROCEDURE FOR RECEIPT OF APPLICATION**

Application to be received in sealed envelope only. The Srl. No. and date of receipt of application should be stamped on the envelope containing the application. The same should be recorded in a register. Acknowledgement of receipt to be issued to the applicant.

In case deficiencies are found in the application , a letter to be sent to the applicant to rectify the deficiency within a specified period of time .

**BANK GUARANTEE**

The selected candidate before being issued the appointment letter will have to provide a Bank Guarantee of Rs 5 lakhs from a scheduled bank.

BPC 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 is on account of proven malpractice, the said amount in the bank guarantee shall be forfeited.

**SELECTION PROCESS & 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.

Each candidate appearing in the interview will be assessed by the selection committee broadly under the following parameter.

<b>Sr .N o.</b>	<b>Parameter</b>	<b>Description</b>	<b>Max Marks Individual including partnerships</b>	<b>Evaluation</b>
<b>1</b>	<b>Age</b>	31-60 yrs 21-30 yrs	10 8	Marks will be awarded based on proof of age produced at the time of interview
		<b>Sub Total maximum marks</b>	<b>10</b>	

2	<b>Educational Qualification</b>	a) 10 <sup>th</sup> pass from government recognised institution	10	Marks will be awarded based on proof of educational qualification produced at the time of interview
		b) Graduate and above	15	
		<b>Sub Total maximum marks</b>	<b>15</b>	
3	<b>Infrastructure</b>	Godown - Own Land	20	Marks will be awarded based on information provided in the application
		Godown - Leased Land	15	
		Showroom -Own Land/Ready Showroom	10	Marks will be awarded based on information provided in the application
Showroom -Leased Land/Ready Showroom	5			
		<b>Sub Total maximum marks</b>	<b>30</b>	
4	<b>Business ability / acumen</b>	Assessment will be done on the following:-	15	Marks will be awarded based on response to specific situation related queries/questions on the following:-
		<ul style="list-style-type: none"> <li>- Management of people</li> <li>- Management of finance</li> <li>-Management of material &amp; infrastructure</li> <li>-Trade related</li> </ul>		
		<b>Sub Total maximum marks</b>	<b>15</b>	

Sr. No	Parameter	Description	Max Individual Marks including partnerships	Evaluation
5	<b>Experience</b>	Direct Sale / Home Delivered products (including LPG distributorship) or	20	Marks will be awarded based on proof of experience produced at the time of interview. Minimum experience of 1 year as on date of application.
		Other Petroleum products or	10	
		Any other Trade	3	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 candidates in the interview.
		<b>Sub Total maximum marks</b>	<b>20</b>	

<b>6</b>	<b>Personality</b>	Assessment on the following parameters Communication /articulation skills. Polite, presentable and well mannered. Enthusiasm / energetic / Self-confidence / convincing power.	<b>10</b>	Assessment based on observation and leading questions.
		<b>Sub Total maximum marks</b>	<b>10</b>	
		<b>Grand total</b>	<b>100</b>	

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

Under parameters age, educational qualification, 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.

In case of tie between two or more candidates 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.

A candidate has to get minimum 50% marks after interview for being included in the merit panel. In case no candidate gets 50% marks, then the location will be re-advertised.

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