



BHARAT PETROLEUM CORPORATION LTD.

BROCHURE

SELECTION OF BHARATGAS DISTRIBUTORS

1. IDENTIFICATION OF LOCATIONS

Locations for setting up LPG Distributorships are identified by the oil company after carrying out required feasibility study and based on commercial considerations. The setting up of LPG distributorships at the identified locations is a business proposition that have business risk and does not guarantee any assured returns or profits.

2. RESERVATION

The locations identified for setting up of LPG distributorships are reserved under various social objective categories. The percentage reservation are as under:-

Schedule Castes / Scheduled Tribes (SC/ST)	25%
Defence Personnel (DC)	8%
Freedom Fighter (FF)	2%
Outstanding Sports Persons (OSP)	2%
Paramilitary/Police/Govt.Personnel (PMP)	8%
Physically Handicapped Personnel (PH)	5%
Open Category (O)	50%

Reservation for distributorships in tribal Territorys in north eastern states are as under :

State	Percentage of distributorships to be awarded to ST category	Balance % to be awarded to open category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

In the above, 33% in each category stated above will be reserved for women in the respective category. Other things being equal, widows and unmarried women above 40 years of age with out earning parents will be given preference over others in all women categories. In case of widows a death certificate in respect of husband and an affidavit that she has not remarried will have to be submitted.

In case no eligible /suitable woman candidate is available after second advertisement; the location will be removed from the reserved category for women and re-advertised under the respective categories without reserving the location for women only.

3. MODE OF SELECTION OF DISTRIBUTORS

The locations identified as above are advertised under appropriate category in TWO newspapers- one English and one vernacular dailies - having wide circulation in the Territory where the location falls. These are also given in the Bharat Petroleum website.

4. ELIGIBILITY CRITERIA FOR ALL CATEGORIES

4.1 NATIONALITY: Indian National .

4.2 AGE Not less than 21 years (in completed years) as on the date of application

4.3 EDUCATIONAL QUALIFICATIONS:

Minimum Matriculation or recognised equivalent for all categories (except FF/OSP categories). However during interview, persons applying even under these categories will be assessed for education qualification

4.4 MULTIPLE DISTRIBUTORSHIP NORM (RELATIONSHIP CLAUSE)

Only one distributorship will be allowed to a family unit consisting of the individual concerned, his/ her spouse and unmarried sons/ daughters.

4.5 DISQUALIFICATION: The following are not eligible.

- (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(who suffers from insanity).
- (c) Totally paralysed and totally blind persons.
- (d) Signatory to agreement of a distributorship/dealership of any oil company terminated on the grounds of adulteration/malpractice in the past.
- (e) If any person is allotted the distributorship by giving wrong information or by suppression of information, it will be cancelled.

5. ELIGIBILITY CRITERIA FOR VARIOUS RESERVED CATEGORIES :

(a) Scheduled Castes/ Scheduled Tribes (SC/ST)

The castes/tribes recognised as Scheduled Castes/ Scheduled Tribes(SC/ST) under the Constitution of India will be eligible.

The candidate should produce proper Caste Certificate regarding the caste/tribe being recognised as Scheduled Castes/ Scheduled Tribes (SC/ST) under the Constitution of India anywhere, issued at any time by a Competent Authority notified by the Government of India

(b) Defence Personnel (DC)

Defence Personnel means personnel of armed forces (viz. Army, Navy, Airforce) and will cover widows /dependents of those who died in war, war disabled/ disabled on duty, widows / dependent of those members of Armed Forces who died in harness due to attributable causes and disabled in peace due to attributable causes.

Inter-se priority under Defence Personnel (DC) category:

- (a) Widows/dependents of Posthumous gallantry award winners.
- (b) War widows/dependents of those who died in war
- (c) War disabled/ disabled on duty.
- (d) Widows/dependents of those who died in harness due to attributable causes.
- (e) Disabled in peace due to attributable causes.

Person applying under Defence Personnel (DC) Category should produce Eligibility Certificate issued from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the distributorship for which he/she has applied. Certificate of eligibility issued for one distributorship is **not** valid for another distributorship and therefore a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement. In case of any doubt DGR should be consulted before calling the candidate for interview.

(c) Freedom Fighters (FF):

Persons applying for distributorships under this category should attach a certificate or Tamrapatra or an attested copy of the Pension Order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Govt of India of their having been Freedom Fighters.

The criteria of Educational Qualification will not be applicable for FF.

(d) Outstanding Sports Persons (OSP)

The following persons will be eligible :

- (a) Arjuna Awardees.
- (b) Winners of Medals at Olympics/ Asiad /Commonwealth Games and Recognised World Champions.
- (c) National Champions under the Recognised National Championships.
- (d) National Adventure Awardees

Person applying should produce a certificate from the recognised National Federation organizing National Championships (as recognised by the Department of Youth Affairs and Sports, Government of India) or from the Department of Youth Affairs and Sports, Government of India.

The criteria of Educational Qualification will not be applicable for OSP categories.

(e) Paramilitary/Police/Govt. Personnel (PMP)

The following persons will be eligible:

The personnel of Paramilitary/Police Personnel including persons having served in BSF,CRPF, CISF, ITBP, Railway Protection Force, Special Reserved Police, Special Armed Police, Coast Guards, Assam Rifles etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti -Evasion and Directorate of Revenue Intelligence and those serving in different Departments of Central/State Governments who are incapacitated OR disabled while performing their duties will be eligible under this category.. In case of death, while performing duties, their widows/ dependants will also be eligible under this category.

Inter-se Priority under Paramilitary / Police / Government Personnel (PMP) Category :

- (a) Widows/dependants of Posthumous gallantry award winners
- (b) Widows/dependants of persons having died in action.
- (c) Personnel disabled on duty.
- (d) Widows/dependants of persons who died while in service; and
- (e) Disabled in peace due to attributable causes

Person applying should attach a copy of relevant certificate from the concerned Organisation/Govt Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

(f) Physically Handicapped Persons (PH)

The person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/ partial disability of either upper or lower limbs or 50% permanent/ partial disability of both upper and lower limbs together. For this purpose, the standards contained in the 'Manual for Orthopaedic Surgeon in evaluating Permanent Physically Impairment' brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.

Deaf, Dumb and blind persons will also be eligible to apply for all distributorships/dealership under this category.

Persons applying for distributorship under 'PH' category should produce a certificate from the Civil Surgeon/Chief Medical Officer or Superintendent of Government Hospital.

Totally blind, totally paralysed and mentally unsound persons will not be eligible to apply under any category.

(g) **REGISTERED CO-OP SOCIETIES / CONSUMER SOCIETIES(Societies) will be eligible to apply under reserved categories viz Scheduled Castes/ Scheduled Tribes (SC/ST); Defence Personnel (DC); Freedom Fighter (FF); Outstanding Sports Persons (OSP); Paramilitary /police / Government personnel (PMP); Physically Handicapped Persons (PH) subject to following conditions:-**

i) **Each** members of the Society should individually belong to the same category and fulfil the eligibility criteria regarding multiple distributorship/dealership norms, for which the distributorship has been advertised.

An affidavit on appropriate non-judicial stamp paper will have to be given by the chairmen or authorised members of the society to the effect, i.e., each member (*list to be attached along with affidavit duly certified by the society*) belongs to the reserved category and fulfil the eligibility criteria regarding multi dealership norms.

ii) **The Society** has to furnish appropriate resolution to show that person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.

iii) **Only the Societies** making a net profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under the respective reserved category.

iv) A Society having criminal record is not eligible to apply for dealership/distributorship.

(h) **Open Category (O)**

Apart from any person, whether applying as individuals and/or in partnership, the following are also eligible to apply under open category:

i) Registered Co-operative Societies making a net profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under open category. It will have to furnish appropriate resolution to show that person making the application is empowered to make the same and an undertaking that it will observe the relevant guidelines. A Society having criminal record is not eligible to apply for dealership/distributorship

ii) Corporations owned or Controlled by the Central/State Governments, Central/State Public Sector Companies as well as any company incorporated under Companies Act 1956 are eligible to apply under Open Category. Parameters relating to multi distributorships norms, age and education qualification will not be applicable for them.

6. PARTNERSHIPS:

In case of partnership, each partner should individually meet the specified eligibility criteria and also should 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.

7. PERSONAL SUPERVISION BY DISTRIBUTORS (FOR ALL CATEGORIES):

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.

8. BASIC FACILITIES REQUIRED FOR OPERATION OF LPG DISTRIBUTORSHIP

8.1. GODOWN FOR STORAGE OF FILLED LPG CYLINDERS.

Godown approved by Chief Controller of Explosives is required for storage of filled cylinders.

Godown/ land for construction of Godown will be suitable, if it is located within about 15 kms or in the Area of operation (trading area) of the advertised location, freely accessible through all weather motor able approach road. The plot should be plain, in one contiguous lot, free from overhead power transmission or telephone lines. Pipelines / Canals / Drainage / Nallahs / Public Roads should not pass through the plot.

Minimum Dimensions of plot : 27 m X 26.15 m

8.2. SHOWROOM

Showroom as per the standard layout can be made in a shop / on land located in the Area of operation (trading area) of the advertised location for LPG distributorship and should be easily accessible to general public through a suitable approach road.

Minimum dimension of the showroom 3 m X 4.5 m

8.3. INFRASTR UCTURE FOR HOME DELIVERY OF LPG CYLINDERS

In addition to showroom and godown for storage of filled LPG cylinders, delivery vehicles will be required for effecting free home delivery of Bharatgas cylinders in their Area of operation Depending upon the need, delivery system will be advised before commissioning and subsequently from time to time by the respective Marketing office of BPC

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

The applicants who readily have suitable godown/ land for construction of godown for storage of filled LPG cylinders and shop/ land for construction of shop for Bharatgas showroom for setting up of Bharatgas distributorship or have a firm commitment from the land owner for purchase/lease or can arrange it are awarded marks in the interview. The details given along with the application alone will be considered for this purpose and the applicant will not be given the opportunity to offer any other land subsequently (*even at the time of interview*). For this purpose, the land owned by the family members namely spouse/unmarried children would also be considered as belonging to the applicant subject to attaching the consent of the concerned family members.

BPC will decide the suitability of the Land on the basis of the documents submitted along with the application

However after selection of the applicant, physical verification of the godown land/godown as well as the showroom will be undertaken. In the event it is found that there is variance in the details submitted with the application form and or the plot is not found suitable for construction of godown or the godown is not approved by CCOE the allotment of the distributorship will stand automatically cancelled

Or if an applicant, after selection on the above basis, is unable to make Godown duly approved by the Chief Controller of Explosives on the land/godown indicated in the application and or Showroom as per the oil company's standard layout on the land/shop indicated in the application then the allotment of Bharatgas distributorship made to the applicant will automatically stand cancelled.

10. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DISTRIBUTORSHIPS UNDER 'CORPUS FUND' SCHEME:

Financial Assistance under Corpus Fund Scheme will be given to Distributorships reserved for SC/ST categories. Under Corpus Fund Scheme following financial assistance is provided:

- (a) The concerned oil company will make available the ready distributorship – LPG Godown, Showroom, delivery infrastructure and Phone.
- (b) Oil Company will also provide adequate working capital loan at 11% interest per annum, for a full operation cycle of the operation of the distributorship. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments from the 13th month of commissioning of the Distributorship.
- (c) The allottees will have to pay a Licence Fee to the Oil Company as applicable from time to time.

On application and subject to the satisfaction of the company widows and unmarried women above 40 years of age without earning parents selected for distributorship in all categories will be entitled to financial assistance under Corpus Fund Scheme.

11. APPLICATION FORM:

Application form for distributorship is a part of the advertisement published in the newspapers. The application format can also be downloaded from our website www.ebharatgas.com.

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee: (non refundable) - Rs.1000/- (Rs.500/- in respect of SC/ST candidates).
- c) In case of partnership, each partner will have to submit separate application forms along with separate application fee as applicable. However, while submitting the filled forms their application forms has to be attached together.
- d) All applicants are requested to take note that they are requested to go through the conditions mentioned in the application form as well as the advertisement to ensure that all the relevant conditions are fulfilled as stipulated in the said application form.

12. PERSON APPLYING FOR DIFFERENT LOCATIONS

While one person 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.

While any individual meeting the eligibility criteria as mentioned above can apply under Open category, Individuals can apply for any location reserved for a particular category only if the individual meets all the eligibility criteria specified for that category.

13. INTERVIEWS

Applicants will be called for interview with the original documents and only eligible candidates will be interviewed by a Selection committee comprising of 3 oil company officials. A merit panel of 3 applicants will be made from the applicants who will appear for the interview.

14. NORMS FOR EVALUATING THE CANDIDATES

14.1. Evaluation criteria for LPG distributorships		
Capability to provide infrastructure and facilities*		35marks
Capability to provide finance*		35marks
Educational qualifications**	15 marks	
Age**		4 marks
Experience		4 marks
Business ability/ acumen		5 marks
Personality **		2 marks
TOTAL MARKS	100	

14.2. Allocation of marks on various criteria

Criteria	Sub head	Description	Max Marks	Evaluation
*Capability to provide Infrastructure and facilities(as on date of application)	Suitable land for LPG storage godown / constructed godown	Owns@ - Having clear title / Registered Sales Deed of the suitable land / godown	25	Based on documents
		OR Firm offer @@ - Having agreement to purchase suitable land/godown	18	Based on documents
		OR Can arrange	10	Based on documents and or leading questions
	Suitable land / shop for showroom	Owns - Having clear title / Registered Sales Deed of the suitable land / shop for showroom	10	Based on documents
		OR Firm offer - Having agreement to purchase suitable land/shop for showroom	7	Based on documents
		OR Can arrange	5	Based on documents and or leading questions
Sub total maximum marks			35	
*Capability to provide finance(prior to the date of advertisement)	Financially sound - Funds	(a)Free and un-encumbered fixed deposits in scheduled banks or any other documents/resource which can be readily converted to liquid cash to cover working capital/infrastructure requirements	18	FD / NSCs / Shares / any other investment bonds in the name of self or family members as defined above under relationship clause, should be prior to advertisement date. >= 10 lakhs-18 marks, >=8 < 10lakhs – 16 marks >=6 < 8 lakhs – 12marks >=4 < 6 lakhs – 09 marks >=2 < 4 lakhs – 07 marks >=1 < 2 lakhs - 05 marks

Criteria	Sub head	Description	Max Marks	Evaluation
	Ability to arrange loan	(b) Bankers / Financial institution certificate for credit worthiness and willingness to extend loan, if required.	7	7 marks in case no Credit worthiness certificate from bankers but Funds are more than 20 lakhs as mentioned at (a) above.
	Assets	(c) Fixed and moveable assets	5	5 marks in case no immovable and moveable property but funds are more than 20 lakhs as mentioned at (a) above.
	Income	(d) Income form business, agricultural, interest/ rent earnings, royalty etc. per annum >= 2 lakh	5	Income as per income tax return of the last financial year and or affidavit on income
		>=1.5 < 2 lakh	4	
		>=1 < 1.5 lakhs	3	
		less than 1 lakh	2	
		Sub total maximum marks	35	
**EDUCATIONAL QUALIFICATION	Basic	Matriculate/ SSC/Xth pass	7	Based on documentary evidence by furnishing certificate/mark sheet from Board/ University
		XIth pass	8	
		Graduate	10	
		Post graduates or higher qualifications	12	
		Any Diploma	Basic Qualification marks +1	Based on documentary evidence by furnishing certificate/mark sheet from recognized institution
		Degree excluding Technical /Law/ Medical/ Management Graduate/Chartered/Cost Accountant	Basic Qualification marks + 1	- do-
	Professional	Technical /Law/ Medical/ Management Graduate/ Chartered/Cost Accountant or higher qualifications (BE, B.Tech, MBA, CA or equivalent, minimum 4 yrs post 12 th)	15	- do-
		Sub Total maximum marks	15	
**AGE (date of application)		Marks will be awarded on the following basis. > = 21 < 26 >= 26 < 46 >= 46 < 56 >= 56 < = 65 > 65	2 4 2 1 0	Based on documentary evidence
		Sub Total maximum marks	4	

Criteria	Sub head	Description	Max Marks	Evaluation
Experience		Direct Sale / Home Delivered products or	4	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. Minimum experience of one year will only be considered based on the documentary evidence
		Trade of Petroleum products/Hospitality / Service Industry or	3	
		Others Trades	2	
		Sub Total maximum marks	4	
Business ability / acumen		Assessment will be done on the following:- - Project report - Management of people - Management of finance - Management of material & infrastructure -Trade related	5	Marks will be awarded based on response to specific situation related queries/questions on the following:- - Project report -Management of people -Management of finance Management of Material & infrastructure -Trade related
Criteria	Sub head	Description	Marks	Evaluation
**Personality		Assessment on the following parameters Communication /articulation skills. Polite, presentable and well mannered. Enthusiasm / energetic / medical history Self-confidence / convincing power.	2	Assessment based on observation and leading questions.
		Grand total	100	

* In case of distributorships reserved for SC/ST category there will be no evaluation on Land and Financial capabilities.

** Age, Educational Qualification and personality will not be applicable in case of Govt. Organisations/Corporations/Undertakings, Public Ltd companies, Cooperative Societies and Private Companies and full marks will be awarded.

@ Own means the property on long leased to or in the name of family member as defined in eligibility criteria duly supported by documents

@@ Firm offers means agreement on stamp paper for sale or lease between the applicant and the owner duly supported by documents

In respect of partnerships, all partners will have to attend the interview together and they will be evaluated individually for individual parameters like age, educational qualification etc. The land and finance owned by any one of the partners will be treated as the same being owned by the firm as a whole for evaluation purposes

14.3. INTERS-SE-PRIORITY FOR "DC" AND "PMP" CATEGORIES

In respect of Defence(DC) and PMP categories where the inter se priority is given by the competent authorities like DGR etc. the evaluation as per our spelt out norms as above will be carried out simultaneously considering the following marks in addition to the 100 marks mentioned above based on the certificate produced by the candidate from the appropriate authorities. In other words these persons will be evaluated on a total marks of 140.

(a) For Defence Category (DC)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	War Widows / dependants of those who died in war	32 Marks
Priority III	War disabled	24 Marks
Priority IV	Widows /dependants of those who died in harness due to attributable causes	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

(b) For PMP Category (PMP)

Priority I	Widows/dependants of posthumous Gallantry Award Winners	40 Marks
Priority II	Widows / dependants of persons having died in action	32 Marks
Priority III	Persons disabled on duty	24 Marks
Priority IV	Widows /dependants of persons who died while in service	16 Marks
Priority V	Disabled in peace due to attributable causes	8 Marks

15. RESULTS OF THE INTERVIEW

After completion of the interviews for a location, result, giving names of the merit panel in the order of merit along with the detailed marks scored will be displayed on the notice board of the interviewing office. This list will contain the names of all the candidates who appeared for the interview (in order of interview). If no suitable candidate is available, the selection committee may recommend for re-advertisement.

15.1. FIELD VERIFICATION

- The field verification will be conducted for 1st candidate in the merit panel. If found eligible and no complaint is pending or no stay is granted by any court, then Letter of Intent (LOI) will be issued.
- If the no.1 candidate is not found suitable /fails to full fill the terms and conditions of the award of distributorship or the award is to be cancelled for any reason whatsoever, the

distributorship will be offered to the 2nd candidate in the merit panel after necessary field verification.

- If the 2nd candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason whatsoever, then the distributorship will be offered to the 3rd candidate in the merit list.
- If the 3rd candidate also fails to full fill the terms and conditions of offer or found unsuitable for any reason whatsoever, or in case where no 2nd or 3rd candidates are available in the "merit panel" as explained above, the location may be readvertised at the discretion of the oil company.

15.2. VALIDITY OF MERIT PANEL

The merit panel will be valid for a period of one year from the date of commissioning of the distributorship. If within this period, the distributorship is withdrawn for any reason whatsoever or the distributorship is terminated on account of wrong statement made in the application or any other reason like proven ineligibility of the distributor or proven malpractice, oil company will have the option of awarding distributorship to the next candidate in the merit panel after necessary Field verification

16. COMMISSIONING OF THE DISTRIBUTORSHIP

A person who has been given the 'Letter of Intent' (LOI) would be required to fulfil the terms and conditions as contained therein within the specified time period, so as to commission the distributorship within the stipulated time period. Before commissioning Letter of Appointment will given and distributorship agreement will be executed.

17. SECURITY DEPOSIT: -

The selected candidate before being issued the appointment letter will have to deposit interest free refundable security deposit of Rs. 2.5 or Rs. 5 lakhs as stated in the advertisement with Bharat Petroleum Corporation Ltd. The Bharat Petroleum Corporation Ltd 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 distributorship on account of proven malpractice, the said security deposit will be forfeited.

For LPG distributorships reserved under SC/ST category and Women availing corpus fund facility, no security deposit is payable.

18. TENURE OF DISTRIBUTORSHIP

The tenure of Bharatgas distributorship 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 distributorship by the Oil Company and decision thereon

19. GRIEVANCE /COMPLAINT REDRESSAL SYSTEM :

An applicant who has appeared for the interview and is aggrieved by selection may send his/her complaint to the Territory Office/ State Office in which the interviewed Bharatgas distributorships location is located. Complaints can also be lodged on the website of the oil company.

- (i) Anonymous /pseudonymous complaints will not be investigated.
- (ii) On receipt of a complaint a letter will be sent by the oil company to the complainant through Registered Post., asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. Response of the complainant will be examined by the concerned oil company and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed.

- 19.1.** The complainant will be clearly advised that the complaint will be examined by the oil company and if it is established that the complaint does not have any substance, the complainant will be liable for legal action.
- 19.2.** When a decision is taken to investigate the complaint, the investigation will be done by one Senior Officer. Thereafter, decision on the complaint will be taken as under:-

19.2.1. Complaints not substantiated:

The complaint will be filed and the complainant will be advised accordingly.

19.2.2. Established complaint

Action will be taken with regard to appointment of the next candidate in the merit panel. In case of established complaints against oil company officers action will be taken against the concerned officials as per the conduct rules.

20. FURNISHING OF FALSE INFORMATION

If any information furnished by the applicant is found to be false at any point of time before or after appointment as a dealer, the allotment will be cancelled forthwith and distributorship terminated in case commissioned

21. DISCLAIMER

The content given in this brochure is for general information. It should not be considered as policy document and cannot be legally quoted. Bharat Petroleum Corporation shall be the final authority for giving any clarification or interpretation on the contents given in this brochure, if need be and at its own discretion. Adequate care has been taken to provide relevant information from concern authority. However, Bharat Petroleum Corporation cannot be held responsible any loss or damage or consequences from misunderstanding or misinterpretation of the contents in this brochure.

The corporation may revise the contents of this brochure from time to time without giving any notice.

Passport Size
Photograph
with specimen
signature on
the photograph

APPLICATION FORMAT

APPLICATION FOR LPG DISTRIBUTORSHIP

(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN)

Location _____ **Rev. Distt.** _____ **State** _____

Category _____ (OP/ OP-W/ SC/SC-W/ ST/ ST-W/ PH/ PH-W/ PMP/ PMP-W/ DC/ DC-W/ FF/ FF-W/ OSP/ OSP-W): (Please attach copy of certificates as proof from the respective competent authorities).

Advertised on _____ in _____ by **BHARAT PETROLEUM CORPORATION LTD**

(Date) (Name of Newspaper)

Status : Individual/ Partnership/Regd. Co-operative Society/Organised body (Tick as applicable)

1. **Individual : (Individuals to enclose Affidavit as per Appendix 'A')**

(a) Name (in Block Letters) : Shri / Ms. _____

(b) Father's/ Husband's Name : _____

(c) Address : _____
_____ PIN: _____

Telephone No. : _____ E-Mail Address: _____

(d) Nationality : _____

(e) Resident of : _____ Town _____ District _____ State _____

(f) Date of Birth : _____ Day _____ Month _____ Year _____
(DD) (MM) (YY)

Age on the date of Application _____ Years _____ Months _____ Days.

(Enclose self-attested copy of either Matriculation or Secondary School Certificate indicating date of birth, copy of Passport, Identity Card issued by the Election Commission or an affidavit in proof of age.) In case of change of name, please enclose appropriate document. Original to be produced at the time of interview.

(g) Gender : _____ (Male / Female)

(h) Marital Status: _____ (Unmarried/Married/Widow/Widower/Divorcee)

✓ In case of unmarried woman above 40 years of age :

Are your parents (Mother/ Father) earning ? **YES/ NO**

✓ In case of widows, please attach death certificate of your husband & also affidavit that you are not remarried.

(i) Educational Qualification* (s) : _____ (**Proof to be attached**)

Qualification	Certificate/Degree	Board/University	Year of Passing
Matric or Equivalent			
Graduate			
Post-Graduate			
Professional Degree			
Any other			

(*) –Not applicable in case of Co-Op Societies, Corporates, Govt Organisations etc.

Please attach self-attested photocopies of testimonials, originals to be produced at the time of Interview.

2. Are you or any of your following close relatives is dealer/distributor or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship of any oil company?
(i) Spouse (ii) Unmarried sons/daughters **YES/ NO**
If yes, please furnish details : _____
3. **Gross Income: Rs.** _____ (In words)
(Income pertaining to Financial Year as specified in the advertisement. Attach affidavit as per **Annexure B**).
4. In case you are an income Tax Payee, please furnish PAN NO: _____
5. Present occupation : _____
(If employed, you will have to resign from the service and produce proof of acceptance of resignation by your employer to M/s. Bharat Petroleum Corporation Ltd. before issuance of Letter of Appointment for the distributorship)
6. Do you have experience of supervision of personnel / business / selling experience?
(If yes, give full details chronologically in separate sheet.)
7. Are you having sound Physical / mental health? if yes, please attach a certificate from a Govt. medical officer not below the rank of Gazetted officer.
8. Please attach a separate sheet giving your detailed plans to run the LPG distributorship.
(It should have a brief note indicating your business plan to run the distributorship indicating capital required, expected sales and profits (attach separate sheet)
9. In case of partnership, please give name of each of the partners and **attach Proposed Partnership Deed**. Application of all the partner(s) should be attached together while submission: (Please note each partner will have to pay separate application fee and all the partners will have to appear for interview.)
1. _____
2. _____
3. _____
10. **Registered Co-op. Society/ Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956**
(a) Name: _____
(b) Address: _____

Telephone No.: _____ E-Mail Address: _____
(Enclose affidavit as per Appendix 'A1' - Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956 can apply only for open category)
11. **Infrastructure (As on the Date of Application)**

a. Godown

Specifications of Land for LPG godown:

The land should be plain, in one contiguous lot, freely accessible through all weather motorable approach road. The plot should be free from overhead power transmission or telephone lines. Pipelines / Canals / Drainage / Nullahs / Public Roads should not pass through the plot.

Minimum Dimensions of plot : 27 m X 26.15 m

Do you have a suitable land within 15 kms of the advertised location for LPG godown or LPG godown readily available Owned/Leased in the name of Self / Spouse/ unmarried children?
Yes/No

If yes, attach a site map of the plot or godown showing details of properties / structures around the plot **up to 100 Metres distance**, Plot plan (1:1000) with survey Nos. (Khasra Nos) indicating the roads / landmarks etc., and copies of ownership documents / Lease agreement.

Or

Do you have a Firm offer of sales/ Lease on stamp paper between applicant and the owner of the suitable land within 15 kms of the advertised for LPG godown or LPG godown? **Yes/No**

If yes, attach a site map of the plot or godown showing details of properties / structures around the plot **up to 100 Metres distance**, Plot plan (1:1000) with survey Nos. (Khasra Nos) indicating the roads / landmarks etc., and copies of ownership documents along with agreement to sale or lease to you on stamp paper duly notarized between you and the owner.

Or

If you do not have a suitable piece of land for Godown, can you arrange the same in the location advertised, if selected? **Yes / No**

b. Showroom

Specification for LPG Show Room:

Showroom should be located in the location advertised and should have suitable approach road.

Minimum dimension of the showroom 3 m X 4.5 m

Do you have a suitable land in the location advertised for construction of showroom or showroom readily available Owned/Leased in the name of Self/ Spouse/ unmarried children?
Yes/No

If yes, attach a site map of the plot or showroom showing details of properties indicating the roads / landmarks etc., and copies of ownership documents/Lease agreement.

Or

Do you have a Firm offer of sales/ Lease on stamp paper between applicant and the owner of the suitable land in the location advertised for showroom or showroom?
Yes/NO

If yes, attach a site map of the plot or showroom showing details of properties indicating the roads / landmarks etc., and copies of ownership documents along with agreement to sale or lease to you on stamp paper duly notarised between you and the owner.

Or

If you do not have a suitable showroom, can you arrange the same in the location advertised, if selected? **Yes / No**

12. Funds (prior to the date of Advertisement):

A)		AMOUNT IN THE BANK	
S.N	Name of Bank	S. B. A/C No.	Amount
1			

(Attach certified copy of bank statement)

B) FIXED DEPOSIT/NSC/SHARES/MF ETC.					
S.N	TYPE OF INVESTMENT FD/NSC/Shares/ MF etc	INSTRUMENTS DETAILS	Amount	Date of Purchase	Value on the date of advertisement.
1)					

(Attach certified copy of bank statement for FDs, copy of NSC, Demat Statement for Shares and MF and other supporting documents)

C)			
Immovable property which can be sold to generate liquid funds (Valuation certificate from Govt proved Valuer to be attached)			
S.No.	Details of Property	Name of owner of the property and relationship with Applicant (Self/Spouse/Unmarried sons/daughters only)	Value as on date of Advertisement
1			
D)			
Other Assets			
S.No.	Details of Property	Name of owner of the property and relationship with Applicant (Self/Spouse/Unmarried sons/daughters only)	Value as on date of Advertisement
1			

E Please attach Bankers / Financial Institution certificate for creditworthiness to extend loan as per Annexure B2.

NOTE : SC/ST Candidates applying for distributorships reserved for SC/ ST category, need not provide details under para 11 & 12

14. Have you 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 freedom struggle)?
(Applicable to individuals, partners, members of Co-op. society, Co-op. society as an entity and also organized body as an entity) **Yes/No**

(If yes you are not eligible to apply.)

15 Demand Draft/ Pay order No. _____ dated. _____ for Rs. _____ drawn on _____ (state Bank's name) in favour of Bharat Petroleum Corporation Limited payable at _____ is enclosed.

16. Any other information:

17. UNDERTAKING:-

I am fully aware that M/s Bharat Petroleum Corporation Ltd. under its policy will not appoint me as their distributor if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to BPC before issuance of Letter of Appointment for the dealership.

I am fully aware that if I am unable to make Godown duly approved by the Chief Controller of Explosives on the land/godown indicated in the application and or Showroom as per the oil company's standard layout on the land/shop indicated in the application after selection then the allotment of Bharatgas distributorship made to me will automatically stand cancelled.

That, if selected, I undertake that I will be required to deposit an interest free Security deposit as per the policy of BPC.(Not applicable for distributorships reserved for SC/ST category)

I, _____ daughter of /son of/ wife of Mr. _____
hereby confirm that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the LPG distributorship.

Place :

Signature

Date :

(Name in block letters)

NOTE: Affidavits to be enclosed in original. In respect of all other certificates / documents, duly attested Photo copy/ True copy ONLY need be attached along with the application. However, originals of all these will have to be brought at the time of interview.

(to be submitted by individuals and partners of partnerships)

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

AFFIDAVIT

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

1. That I am an Indian National.
2. That neither I, nor any of my following close relatives are having any RO/SKO-LDO dealerships or LPG distributorships or holding any letter of intent for RO/SKO-LDO dealership or LPG distributorship from any Oil Company:
 - a. Spouse
 - b. Unmarried son(s)
 - c. Unmarried daughter(s)
3. That I am an unmarried woman above 40 years of age without earning parents @.
4. That I am a widow and not re-married @.

(@ delete these if not applicable)

5. That neither I have not ever 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).
6. I hereby confirm that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. 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 distributorship or in this affidavit shall be found to be untrue or incorrect or false, Bharat Petroleum Corporation Ltd. 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 Bharat Petroleum Corporation Ltd for such withdrawal / termination.

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)

(To be submitted by Registered Co-operative Societies and Organised bodies like Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956)

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

(AFFIDAVIT)

In the matter of _____ distributorship of M/s Bharat Petroleum Corporation Ltd., at _____ (Location) whereas _____ (Name of the Co-operative Society*/Corporate Houses*) _____ (Location) has applied for LPG distributorship of M/s Bharat Petroleum Corporation Ltd., at _____.

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

1. That through a resolution passed by the Co-operative society*/Corporate Houses*, I have been authorised to apply for the said distributorship. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society*/Corporate Houses * is duly registered and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That on behalf of the Co-operative Society*/Corporate Houses*, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by the Oil Company/Government of India or any other statutory body from time to time.
4. *That all members of the Co-operative Society belong to the reserved category for which the location has been advertised including for **women** and none of the members have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle). A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit. (**applicable for registered co-operative societies only**)
5. That the Co-operative Society*/Corporate Houses* does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences.
6. I hereby confirm that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Bharat Petroleum Corporation Ltd would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsover, against Bharat Petroleum Corporation Ltd for such withdrawal/termination.

*strike out whatever is not applicable.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name & Designation in block letters)

Annexure 'B1'

(To be submitted by all applicants: Credit worthiness certificate from the Bankers, from a Scheduled bank / Financial institution to be obtained in their Letter Head in the following format and enclosed with the application)

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 dealings of Shri / Smt / Kum / M/s-with the bank and his / her / their conduct has been satisfactory. In case, a distributorship is allotted to him / her /them, we will be willing to extend a loan of Rs.....

Signature
Name and Designation
Office seal
Date

CERTIFICATE FOR PHYSICALLY HANDICAPPED CANDIDATES

Certified that I, Dr. _____ Registration No. _____ have, this _____ day of _____ examined the candidate whose particulars are given below:

1. Name :
2. Identification Marks :
3. Sex :
4. Father's/Husband's Name :
5. Approximate Age :
6. **(A) Orthopaedically Handicapped**

- i) Nature of disability (tick the relevant from the following): Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
- ii) Extent of disability
- iii) Estimate percentages
- iv) Use of appliance (if any)
- v) Any operation done or indicated

- (B) Handicapped by way of "being blind"**
(C) Handicapped by way of "being dumb"
(D) Handicapped by way of "being deaf"

Any other particulars to clarify the nature and extent of disability that the surgeon might like to point out:

Place :

Signature of Orthopaedic Surgeon/
Eye Surgeon/ ENT Surgeon

Designation

(Seal)

Date

Counter-signed by Civil Surgeon/
Chief Medical Officer/ Supt. Govt. Hospital

DECLARATION OF ANNUAL INCOME

Please give details of income of the last financial year (20--/--)

(To be attached with Application form)

(Gross income should be indicated and not net income)

Relationship	Details of Gross Annual Income in Rupees									
	Gross Salary	Property	Interest	Dividend	Business	Professional	Vocational	Agriculture	Income from other sources not covered under VII e.g. pension, etc.	Total
	I	II	III	IV	V	VI	VII	VIII	IX	X
1. Self										
2. Wife / Husband										
3. Dependent children (Unmarried son/daughter)										

Solemnly affirmed and declared before me this _____ day of _____.

Signature and Seal of Magistrate
/ Judge / Notary PublicSignature of Person
making affidavit
(Name in Block letter)

1. It is important to give precise information under each head i.e. I to X, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank.
2. If the applicant is payee of Income Tax, Income Tax certificate should be attached.

Annexure – C

FORMAT FOR SC/ST

A candidate who claims to belong to one of the Scheduled Castes / Scheduled Tribes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given below, issued at any time by a competent authority # notified by the Government of India, of the district in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the District in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

The form of the certificate to be produced by Scheduled Castes / Scheduled Tribes candidates.

This is to certify that Shri / Smt. / Kum* _____ son / daughter* of _____ of village / town * _____ in District / Division* _____ of the State / Union / Territory* of _____ belongs to the _____ Caste / Tribes and his / her religion is _____ which is recognised as a Scheduled Castes / Scheduled Tribes under the Scheduled Castes / Scheduled Tribes lists (modification) order 1956* read with the Bombay Re-organisation Act, 1960 and the Punjab Reorganisation Act 1956*.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*
The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956*
The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962*
The Constitution (Pondicherry) Scheduled Castes Order, 1964*
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967*
The Constitution (Nagaland) Scheduled Tribes Order, 1970*

Place : _____

Signature : _____

Date : _____

Designation : _____
(with seal of office)

State / Union Territory*

* Please delete the words which are not applicable.

Note : The terms "Ordinarily reside(s)" used here will have the same meaning as in Section-20 of the Representation of the People Act, 1950.

Officers competent to issue Caste / Tribe certificates.

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector, 1st Class Stipendiary Magistrate / City Magistrate *** Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

*** (Not below the rank of 1st Class Stipendiary Magistrate)

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate, Presidency Magistrate.

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-divisional officer of the area where the candidate and / or his family normally resides.

v. Administrative / Secretary to Administrator / Development Officer (Lakshadweep).