

BROCHURE
FOR
SELECTION OF DEALERS
FOR
REGULAR & RURAL RETAIL OUTLETS



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GUIDELINES ON SELECTION OF DEALERS FOR REGULAR & RURAL RETAIL OUTLETS THROUGH DRAW OF LOTS/BIDDING PROCESS

INTRODUCTION

Mangalore Refinery & Petrochemicals Limited (MRPL) has made changes in its new Dealer Selection Guidelines for Regular and Rural Retail Outlets.

The salient features of the selection guidelines are:

- (i) All applicants meeting the eligibility criteria will qualify for further selection process.
- (ii) Transparent process for application and draw of lots / bid opening.
- (iii) Different selection process for Company Owned Dealer Operated outlets (CODO), Dealer Owned Dealer Operated outlets (DODO) and Company Owned Dealer Operated outlets under Corpus Fund Scheme (CFS).
- (iv) Multiple Dealership Norms (MDN) has been relaxed for “DODO” site ROs.
- (v) Existing unviable SKO dealers of OMCs will be eligible to apply.

1. IDENTIFICATION OF LOCATIONS

Locations for setting up Retail Outlets are identified by MRPL based on commercial / minimum volume considerations. Accordingly, Regular and Rural outlets are set up by MRPL as under:-

- (i) **Regular ROs:** Locations on Highways (National Highways/ State Highways etc.) & Urban/ Semi-urban areas (Within Municipal Limits of a town).
- (ii) **Rural ROs:** Locations in rural areas but not on Highways (NH/ SH etc.) and outside Municipal Limits of a town.

2. RESERVATION

A. The Percentage of reservation for various categories in all the States except Arunachal Pradesh, Meghalaya, Nagaland and Mizoram are as under:

Category	SC/ST	OBC	Open	Total
Combined Category 1 (CC1) Comprising of :- (i) Defence Personnel & (ii) Para Military Personnel/Central/State Govt. and Central/State PSU employees	2	2	4	8
Combined Category 2 (CC2) Comprising of :- (i) Outstanding Sports Persons (OSP) & (ii) Freedom Fighters (FF)	0	0	1	1
Physically Handicapped (PH)	1	1	1	3
SC/ST	19.50			19.50
OBC		24		24
Open			44.50	44.50
Total	22.50	27	50.50	100

B. Reservations in states of Arunachal Pradesh, Meghalaya, Nagaland and Mizoram would continue to be as under as approved by MOP & NG earlier:

State	Percentage of Regular & Rural RO Dealerships 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

3. TYPE OF RETAIL OUTLET SITES

The type of sites will be decided by the MRPL and the same would be:-

S.N.	Type of Site	Status of Land & Facilities
i.	Locations under Corpus Fund Scheme (CFS sites)	The offered land would be taken on lease/ purchased and fully developed as Company owned site.
ii.	Other Company Owned sites ("CODO" sites)	The offered land would be taken on lease/ purchased and fully developed as Company owned site.
iii.	Dealer Owned sites ("DODO" sites)	The offered land and the super structure will be developed by the dealer. Pump, tank, automation, signage's, etc. will be provided by the Company.

Note: Offered land can either be taken from the applicant or the owner of the land directly. All locations rostered as SC/ST category will be developed as per (i) above.

4. ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS PROPRIETORSHIP / PARTNERSHIP #

(# Application without requisite application fee and signature will be treated as ineligible)

Common Eligibility Criteria for all Categories applying as Individual (as on date of application unless mentioned otherwise)

- (i) **Citizenship:** Indian Citizen.
- (ii) **Residential status:** Resident of India (as per Income tax rules*).

(If an individual stayed in India for 182 days or more in the previous Financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days he is a non-resident.)*

- (iii) **Age:** Not less than 21 years and not more than 60 years except for Freedom Fighter under CC2 category.

Proof of age should be supported by copy of 10th Standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for age / Identity card issued by Election Commission.

- (iv) **Educational qualification:** Passed Minimum 10th (examination conducted by a Board/ School)

Certificate issued by Armed Forces as equivalent to 10th Class pass in accordance with Ministry of Personnel, Public Grievances and Pensions (Dept. of Personnel and Training) notification No. 15012/8/82-Estt (D) dated 12.02.1986 will also be considered.

For educational qualification from overseas universities/ boards, equivalent certificate issued by competent authority/ State Government/ Government of India should be submitted by the applicants.

Minimum Educational qualification is not applicable to Freedom Fighters under CC2 category.

- (v) **Land (Applicable to all categories):**

The applicants would be classified into three groups as mentioned below based on the land offered or land not offered by them in the application form:-

Group 1: Applicants having suitable piece of land in the advertised location/ area either by way of ownership / long term lease for a period of minimum 19 years 11 months or as advertised by MRPL.

Group 2: Applicants having Firm Offer for a suitable piece of land for purchase or long term lease for a period of minimum 19 years 11 months or as advertised by MRPL

Group 3: Applicants who have not offered land in the application.

Applications under Group 3 would be processed /advised to offer land only in case no eligible applicant is found or no applicant gets selected under Group 1 & 2.

In case land offered by all the applicants under Group 1 & Group 2 is found not suitable/ not meeting requirements, then these applicant/s under Group 1 & Group 2 along with applicants under Group 3 (who did not offer land along with application) would be advised by MRPL to provide suitable land in the advertised location/ stretch, within a period of 3 months from the date of issuance of intimation letter to them through e-mail. In case the applicant fails to provide suitable land within the prescribed period or the land provided is found not meeting the laid down criteria, the application would be rejected.

The other conditions with respect to offering of land are as under:-

- a) The land should be available with the applicant as on the date of application and should have minimum lease of 19 years and 11 months or as advertised by MRPL from the date or after the date of advertisement, but not later than the date of application.
- b) If the offered land is on Long term lease, then the Lease agreement should have a provision to sub-lease the land wherever the locations are advertised under Corpus Fund Scheme (CFS), other Company Owned (CODO) sites.

In case it is observed that the lease agreement for the land offered by the selected applicant does not have a provision to sub-lease the land, in such cases the selected applicant would be provided 21 days' time from the date of intimation to make suitable amendment / addendum to the lease agreement and submit the same to MRPL.

- c) For Dealer owned sites, the applicant should ensure that the land arranged by the applicant is either registered in the applicant's name or leased in favour of the applicant, for a minimum period of 19 years and 11 months or as advertised by MRPL, before issuance of LOA as per the conditions of LOI.
- d) The applicant(s) under Group-1 should have documents to establish ownership of land offered for the Dealership as on date of application, such as:-
 - Khasra / Khatauni or any equivalent revenue document or certificate from revenue official confirming status of the ownership of the land
 - Registered Sale deed/ Registered Gift deed.

- Registered Lease deed for a minimum period of 19 years and 11 Months or as advertised by MRPL.
 - Any other type of ownership/ transfer deed document
 - Lease agreement or firm allotment letter issued by Government/ Semi Government bodies
- e) The land owned by the family member(s) will also be considered as belonging to the applicant (Group-1) subject to producing the consent letter in the form of affidavit (**Appendix III A**) from the concerned family member(s).

For this purpose family members would comprise of:-

- (i) Self
 - (ii) Spouse
 - (iii) Father/ Mother including Step Father/ Step Mother
 - (iv) Brother/ Sister/ Step Brother/ Step Sister
 - (v) Son/ Daughter/ Step Son/ Step Daughter
 - (vi) Son-in-law/ Daughter-in-law
 - (vii) Parents-in-law
 - (viii) Grand Parents (both maternal & paternal)
- f) For Group 2 applicants, the “firm offer” of land will include land offer from third party based on Agreement to purchase/long term lease (as per terms and conditions of MRPL). Offer letter should be in the form of an Affidavit (**Appendix III A**) along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.
- g) In case offer letter is from Power of Attorney holder (Registered), Offer letter should be in the form of an Affidavit along with copy of POA and along with documents, mentioned in Clause (d) above, to establish the ownership of land offered for the Dealership.
- h) The eligibility of applicant with regard to the Land (Group 1 or 2) will be decided by MRPL with reference to a confirmatory letter from an advocate (**Appendix III B**) to be arranged by the applicant.
- i) In case the applicant or family member(s) own the land jointly with third person, the consent letter in the form of an Affidavit (**Appendix III A**) or Power Of Attorney (Registered) clearly authorizing the applicant for such use of land from third person is also required.

- j) Various situations of ownership for defining owned / firm offer are as under:-

S. No	Situation of ownership	Share of applicant in land	Additional documents required	Evaluation as
GROUP 1				
1	Self	Full	Nil	Owned
2	Self with members of family or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family - Appendix III A	Owned
3	<input type="checkbox"/> Self with other owners <input type="checkbox"/> Family members with other owner(s) <input type="checkbox"/> Self with family members & other owners	Part Nil Part	If the share of the applicant and/ or family members is more than or equal to land required by the company. Consent letter on stamp paper or an affidavit or Power of Attorney from all Co-owners(s) should be provided – Appendix- III A.	Owned
4	Land owned by Government/ Semi-Government bodies	Full	Allotment Letter from the Government/ Semi-Government bodies in the name of Self with specific mention for use of petrol pump.	Owned
GROUP 2				
5	Land owned by third party in part or full	Part/Nil	Consent letter in the form of affidavit / Power of Attorney from other owner(s) - Appendix III A	Firm Offer

- k) Each applicant will have to declare, in the application form, the category under which offered land falls. Supporting the above, confirmatory letter from an advocate (**Appendix III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2), **as on date of application**, is also to be furnished as and when advised. The Group under which the applicant's land falls, would be determined based on the declaration given in the application and confirmatory letter from the advocate regarding the same.
- l) It should be the responsibility of the applicant to ensure that as on date of application:-
- i. Offered land is of required dimension and abutting the Road boundary, after leaving Right of Way (ROW) line of the road.
 - ii. The offered land is also not notified for acquisition.
 - iii. Land owner is in Possession of the land from the beginning/ edge of ROW line.

- iv. There is no other land including Govt. land between ROW and offered plot.

Note: In case it is found at later stage that the offered plot is not meeting any of the above conditions then in such case the offered land would be rejected and candidate will be given opportunity along with applicants under Group 3 by intimation through email.

- m) Verification of the supporting documents submitted by the selected candidate, post selection, will be carried out at the time of Scrutiny / Field Verification of Credentials (FVC).

Note 1:

- a. "Own" means having ownership by way of Registered Sale deed, Registered Gift deed, etc. or title of the property or registered long lease (as per MRPL norms) in the name of applicant/ family member/s as defined in 4 (v)-e above.
- b. If an applicant offers more than one land then, a confirmation in writing will be obtained by Land Evaluation Committee (LEC) from the applicant with regard to the plot of land to be considered for evaluation.
- c. The same piece of land cannot be offered by more than one applicant for a particular RO location against an advertisement. In case more than one application is received offering the same piece of land all such applications would be rejected and allotment, if made, would be liable for cancellation.
- d. The selected candidate has to make available the offered land duly developed up to the road level by cutting/ filling (as applicable), with good earth/ murrum, layer-wise compacted as per standard engineering practices to the satisfaction of MRPL. The selected candidate is also required to provide retaining wall and compound wall of min. height 1.5 meters, designed as per site conditions as per approval of MRPL.
- e. There is no commitment by MRPL for taking the offered land from the applicant. If an applicant, after selection, is unable to provide the land indicated in the application within a period of 2 months (for Group 1) and 4 months (for Group2) from the date of Letter of Intent (LOI), MRPL will have the right to cancel/ withdraw the LOI issued in favour of the selected candidate for allotment of dealership.

Note 2:

In case of locations where the applicant has not offered the land in the application (Group 3) or if the offered land of all applicants under Group 1 & Group 2 got rejected due to not meeting the laid down criteria, then all such applicants shall be given an opportunity to offer land or alternate land (as the case may be) in the advertised location/ stretch provided the applicant meet all other eligibility criteria.

A communication would be sent by email to these applicants to offer land/ alternate land within a period of 3 months from the date of offer letter.

On receipt of advice to offer land from MRPL, the applicant should submit land offer and indicate the category under which the land falls (Group 1 or Group 2) on the basis of the confirmatory letter from an advocate (**Appendix III B**). Upon selection, the selected candidate would be required to submit all the relevant documents pertaining to the land offered along with consent letter in the form of affidavit (**Appendix III A**) and/or Power of Attorney (Registered), if applicable, along with confirmatory letter from an advocate (**Appendix III B**).

The applicants would be classified into two groups i.e. Group 1 & Group 2 based on the land offered by them.

In case the applicant(s) fail to offer alternate land within the specified period, the offer would be withdrawn and application rejected under intimation to the applicant(s) through email.

Only one opportunity would be given to the applicant, either for offering land (if applicant has not offered any land along with application form) or for offering alternate land (if the land offered by the applicant is found to be not meeting the laid down criteria during Scrutiny/ land evaluation/ rejection of land after selection, for applicants who have offered land along with the application).

Note 3: Opportunity to offer alternate land after FVC/ issuance of LOI

There may be a situation, where the land offered by the candidate in the application (including land/alternate land offered by Group 3/ Group 1 & Group 2 applicants) meets all the specifications as laid down in the advertisement and on the basis of which LOI has been issued or proposed to be issued and the LOI holder or the selected candidate to whom LOI is proposed to be issued would like to offer an alternate land, due to whatsoever reason, such land may be considered by MRPL subject to the alternate land meeting all specifications and is within the advertised location/ stretch.

In case applicant is selected and LOI has not been issued then on receipt of application from the selected candidate offering alternate land, Land evaluation of the alternate land will be done and if the land is found suitable, then LOI will be issued mentioning the change in offered land.

In case alternate land is offered after issuance of LOI, a letter would be issued indicating acceptance of the alternate land offered, after Land evaluation (on land being found suitable) and this would be treated as addendum to LOI.

In case the alternate land offered by the selected candidate/ LOI holder is accepted by MRPL and LOI/ addendum to LOI is issued to the candidate, the alternate land accepted by MRPL would be treated as final and no further changes shall be accepted (including the original site offered).

In case the alternate land offered by the selected candidate is found not meeting the laid down criteria, the selected candidate would be intimated on the same (through LOI) and LOI would be issued to the selected candidate referring to the originally offered land.

In case the alternate land offered by the LOI holder is found not meeting the laid down criteria, the LOI holder would be intimated on the same through addendum to LOI. In such case, the time period to make available the land (original site offered along with the application) would remain valid as mentioned in the LOI from the date of issuance of letter (addendum to LOI) intimating rejection of alternate land.

This opportunity would be available to the LOI holder up to 90 days from the issuance of LOI.

The above mentioned opportunity can be availed by the selected candidate (after clearing FVC) / LOI holder only once.

Note 4:

- i. In case the selected candidate (after clearing FVC) avails the opportunity to offer alternate land before issuance of LOI, the opportunity will not be available to the candidate post issuance of LOI.
- ii. Opportunity for offering alternate land after selection (post FVC) / issuance of LOI would also be given to those applicants who may have availed such an opportunity earlier (Prior to FVC).
- iii. In case after selection, if it is observed that the offered land is co-owned by multiple persons and the selected candidate did not provide consent of all the co-owners, the selected candidate would be given 21 days' time to get consent of all the co-owners for the offered land failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.
- iv. In case after selection, if it is observed that the offered land does not contain sub-lease as required by MRPL (for CFS / CODO sites) the selected candidate would be given 21 days' time to make suitable amendment / addendum to the lease agreement failing which the selection of the candidate will get rejected and the candidate will get opportunity along with Group 3 applicants.
- v. Specific Eligibility Criteria for applying in different reserved categories is as under:

a) Scheduled Caste/ Scheduled Tribe Category (SC/ST):

The candidates belonging to Scheduled Castes/ Scheduled Tribes (SC/ST) recognized under the Constitution of India will be eligible. The applicants will be required to submit a copy of the certificate issued by the competent authority, notified by Govt. of India, certifying that the candidate belongs to Schedule Caste/ Schedule Tribe as per **Appendix – VI**.

Note: Wherever applicable, the applicants would be required to submit Caste validity certificate.

b) Other Backward Classes (OBC)

The candidates belonging to Other Backward Classes recognized as OBC by Government of India (Central Government) under the Constitution of India and / or recognized by the concerned State as OBC in which the location has been advertised will be eligible.

The candidates will be required to submit as and when advised by MRPL, a certificate issued by the competent authority notified by the Government of India and/or by the concerned State in which the location has been advertised certifying that the candidate belongs to Other Backward Classes recognized as OBC by a Resolution/ Gazette Notification issued by GOI (Central Government)/ State Government. Along with the OBC certificate (**Appendix – VII A**), the candidate also has to submit an undertaking (**Appendix– VII B**) that he/ she belongs to the OBC category and fulfills the non-creamy layer status. The date of undertaking (**Appendix VII B**) will be treated as the date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The undertaking should be of any date after the date of advertisement.

c) Defence Personnel (DEF)

Defence Personnel means personnel of armed forces (viz. Army, Navy, Air Force) and will cover:

- (i) Widows/ dependents of those members of Armed Forces who died in war or in harness due to attributable causes
- (ii) Ex-service men who are war disabled/ disabled in peace due to attributable causes
- (iii) Able bodied Ex-service men

Candidate applying under this Category covered under (i) & (ii) above would be required to submit as and when advised by MRPL, the Eligibility Certificate in original, issued from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the RO Dealership for which he/ she has

applied. Certificate of eligibility issued for one RO Dealership is not valid for another RO Dealership and therefore a candidate can be considered to be eligible only if he/ she have been sponsored for the particular location with reference to current advertisement.

Candidate applying under this Category covered under (iii) above should submit copy of Discharge Order or Pension order.

d) Government (including PMP) and Public Sector Personnel:

The personnel serving in different Departments of Central/ State Governments and Public Sector undertakings of Central/ State Government who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/ dependents will be eligible under this category.

Applicants under this category would be required to submit as and when advised by MRPL, a copy of relevant certificate from the concerned Organization/ Govt. Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government – **Appendix VIII.**

e) Physically Handicapped Category (PH):

- (i). Applicants under this category should fulfill criteria covered under the target group as defined under Section 2(t) of The Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act 1995 (also referred to as PwD Act, 1995) and obtain a disability certificate from competent authority as prescribed in the Notification dated 30.12.2009 issued by Ministry of Social Justice and Empowerment.
- (ii) Deaf, Dumb and Blind persons with minimum degree of 40% disability. Applicants under this category would be required to submit a certificate (as per the standard format given in the application) issued by a Medical Board duly constituted by the Central / State Government as per the Gazette of India Extraordinary New Delhi, No.154 dated June 13, 2001 on Guidelines for evaluation of various disabilities and Procedure for certification.

The applicants will be required to submit a copy of the certificate (**Appendix IX-A or IX-B or IX-C** as applicable) as and when advised by MRPL.

f) Outstanding Sports Persons (OSP):

The following persons will be eligible:

- Arjuna Awardees / Khel Ratna Awardees.
- Winners of Medals at Olympics/ Asian /Commonwealth Games and Recognized World Champions.
- First position holders of recognized National Championships held for senior level (men & women)

Candidate applying under this category would be required to submit as and when advised by MRPL a certificate from the Recognized National Federation Organizing National Championships (as recognized by Department of Youth Affairs and Sports, Govt. of India) or from the Dept. of Youth Affairs and Sports, Govt. of India.

g) Freedom Fighter (FF):

The applicant would be required to submit as when advised by MRPL 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, GOI of their having been Freedom Fighters.

(vii) Specific Requirement of applicants applying under Partnership:

In case of partnership, each partner should individually meet the eligibility criteria for applying as an individual. However, the land owned by partner(s) will be treated as owned by the proposed firm as a whole for the purpose of eligibility.

Each partner should submit separate application form along with separate non-refundable application fee. However, the applications should be clubbed together. They also would be required to submit a copy of the proposed partnership deed.

(viii) Specific Eligibility Criteria for existing SKO Dealers of OMCs:

Existing SKO dealers of OMCs (individual & partnership firms only) who are eligible under categories as specified above can apply for RO dealership on fulfilling the following conditions:

- i. Existing SKO dealers of OMCs having an average allocation of less than 75 KL of SKO per month during the immediate preceding 12 months prior to the month of advertisement will be eligible to apply. The applicants have to submit the proof of such allocation from allocating authority of the State Govt./ Divisional/ Territory/ Regional Office of the PSU Oil Marketing Company, as the case may be, as and when advised by the MRPL. Multiple Dealership/ Distributorship norms will not be applicable for such applicants.

- ii. In case of allotment, the SKO dealer will have to surrender their SKO Dealership prior to issuance of letter of appointment for RO dealership. To be eligible to apply for RO dealership, the SKO dealer should not have been penalized for violation of Marketing Discipline Guidelines within last 5 years preceding the date of advertisement or there should not be any proceedings pending against the dealership under Marketing Discipline Guidelines/ Dealership Agreement, Kerosene Control Order or ESMA.
- iii. Eligibility criteria as applicable to individual applicants/ partnership firm applicants will also be applicable to SKO Dealers.

Note : with regard to submission of documents by selected candidates:

1. All certificates/ documents required for meeting Eligibility/ Specific eligibility criteria should be in possession of the applicant and valid as on date of application.

However certificates issued by Directorate General of Resettlement (DGR), Ministry of Defence, Government of India for Defense personnel can be of a date after the date of application but should be submitted within 10 days of intimation by MRPL.

Wherever Caste Validity certificate is required, the same shall be submitted by the selected candidate within additional 10 days of stipulated time specified by the concerned State Govt. for issuance of such certificate (from the date of intimation to the selected candidate by MRPL).

2. In case certificates submitted by the applicants issued by various Govt. Officials are not as per the given formats, the applicants would not be made ineligible if the contents are as per Company's requirements.
3. Applicable certificates/ documents for Eligibility/ Specific eligibility criteria would be required to be submitted by the selected candidate within 10 days of intimation (after draw of lots/ bidding process).

Additional 10 days' time shall be given in case the selected candidate fails to submit the applicable certificates/ documents. In case the selected candidate fails to provide applicable certificates/ documents within this time period, his/ her candidature would be rejected under intimation by email.

4. The selected candidate would be given opportunity to provide the rectified/ corrected documents under rectifiable deficiency within 21 days' time. If the selected candidate fails to provide the required corrected/ rectified certificates/ documents, within 21 days, his/ her candidature would be rejected under intimation by email.

5. ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS (ENTITY)

Non-individual entity applicant means Government Bodies/ Agencies, Societies registered under Societies Registration Act 1860/ Societies registered under Co- operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013, including Pvt. Ltd. companies.

Non-individual applicants are eligible to apply only under 'Open' category subject to the following: -

- (i) **Residential status:** The entity should be registered in India.
- (ii) **Age:** The date of Registration/ In Company of the firm/ entity should be at least 3 years prior to the date of application.
- (iii) **Land:** With regard to land, all conditions covered for individuals would apply excepting clauses given for land owned by family member(s). In other words, the offered land should either be owned or on long lease in the name of entity for Group 1 and a firm offer in the name of the entity for Group 2.
- (iv) **Finance:** Registered Societies/ Companies should have made a net profit for previous 3 consecutive financial years duly certified by a Chartered Accountant.

Note:

- a. All Non-individual entities applying for the dealership should meet the Land requirement as specified under Individual applicants to become eligible for the draw/ bidding. The land should be in the name of the entity and not in individual names. They should not have any disqualification criteria specified under Clause "DISQUALIFICATION".
- b. Registered Societies/ Charitable Trusts/ Companies will have to furnish appropriate resolution to show that person making the application on its behalf is empowered to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.
- c. With regard to submission of documents by selected entities, time limits as given under individual applicants would apply.

6. RETAIL OUTLET MANAGEMENT

A person selected for the dealership shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership. He/ She will not be eligible for taking up any employment. If the selected person is already employed he/ she will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment by MRPL.

Further at the time of issuance of letter of appointment, the LOI holder will have to give notarized affidavit stating that he/ she is not employed in Private Sector or is not drawing any salary/ perks/ emoluments from State/ Central Government (**Appendix - IV**). The LOI holder will also affirm that during the tenure of the Dealership he/ she will not take up any employment in Private Sector or will not draw any salary/ perks/ emoluments from State/ Central Government.

A Non - Individual applicant (entity) selected for the dealership will have to manage day to day working/ affairs of the dealership under control/ supervision of their own employee(s) and in line with the provisions of dealership agreement.

7. SPOUSE AS CO-OWNER

In case of individual applicants, applying as Sole proprietor, his/ her spouse (i.e. wife/ husband) will be made a partner with a share of 50%, after the issuance of LOI, unless the spouse is already gainfully employed and/ or do not wish to be made a partner. If the applicant is unmarried/ divorcee/ widow/ widower at the time of issuance of LOI, he/ she will be required to give an undertaking that as and when he/ she gets married, his/ her spouse will be made a partner unless the spouse is already gainfully employed and/ or do not wish to be made a partner. Spouses will be considered for partnership irrespective of any need to satisfy the eligibility criteria for dealer selection. However, they should fulfill the provisions on multiple dealership norms, conviction clause and the condition that they were not a signatory to a terminated dealership/ distributorship for proven malpractices etc. In case the spouse is being made partner, then a separate Affidavit (as per **Appendix XA**) from the Spouse, proposed partnership deed and other necessary documents be taken before induction as partner / issuance of LOA. Provisions of Reconstitution policy are not applicable for induction of Spouse as Co-owner (a) before issue of Letter of Appointment for married applicants/ allottees or (b) within one year of marriage in other cases.

For making spouse as partner a letter as per **Appendix II A** along with an Affidavit from the Spouse as per **Appendix II B** will be taken after award of LOI and necessary documentation with respect to Registration of Partnership deed, etc. will be completed by the applicant(s) prior to issuance of LOA. Dealership agreement will be signed with both the partners and LOA will be issued.

In case the spouse does not wish to become a partner for any reason including she/ he being gainfully employed, Affidavit as per **Appendix II B** should be obtained for records.

Applicants are not permitted to enter into partnership with anyone other than their spouse under the above mentioned clause.

8. BASIC FACILITIES REQUIRED FOR OPERATION OF RO DEALERSHIPS

The following facilities are required to be provided at the retail outlet as specified by MRPL. Depending upon on the type of site the facilities are to be made available by the Dealer (as specified by MRPL)/ MRPL as mentioned against each type of facility:

S.N.	Type of Facility	TYPE OF SITE	
		CODO site including CFS locations	DODO Site
		Provision of Facility by:	
A	Infrastructural Facilities:		
i.	Developed land with boundary/ compound wall as per Company specification	Dealer	Dealer
ii.	Tanks, Dispensing Units, Signage, Automation, etc.	MRPL	MRPL
iii.	Sales Office, Store Room, Toilet, Electrical Room, Water Connection, Yard Lighting, etc.	MRPL	Dealer
iv.	Generator / Invertor	Dealer	Dealer
v.	Compressor with Electronic Gauge for Air Filling (As decided by MRPL)	MRPL / Dealer	Dealer
vi.	Driveway	MRPL	Dealer
vii.	Canopy (as per MRPL requirement)	MRPL	Dealer
B	Customer Convenience Facilities:		
i.	Clean Drinking Water, Maintenance of Neat & Clean Toilet, Telephone, etc.	Dealer	Dealer

A. Site specific additional facilities required for customer service such as Staff cum Change Room, Service Station, Rest Room, Restaurant, PUC facility and/ other facilities as may be specified by MRPL from time to time will be provided by MRPL/ Dealer select as applicable.

B. Firefighting & Safety Equipment:

Dealer will provide Firefighting/ Safety equipments at Retail Outlet as per the statutory requirements and maintain them in good working condition at his/ her own cost. Trained staff should be available to handle and operate the same.

C. Investment Required:

The approximate investments required for development of infrastructure and facilities & working capital requirement at New Retail Outlets will be indicated in the advertisement.

The selected candidate shall undertake to make available the funds required for development of desired infrastructure and facilities at the Outlet allotted to him and the working capital for operation of the outlet.

D. Statutory Approvals / Licences:

Dealer select will obtain all statutory approvals / licences for operation of dealership as required.

E. Licence Fee:

For the investments made at the RO towards Land and infrastructure/ facilities by MRPL, Licence Fee would be payable on per KL basis by the dealer as applicable from time to time.

In case of Company owned Dealer Operated (CODO) site ROs, including ROs developed under Corpus Fund Scheme for SC/ST category dealerships, the current Licence Fees including GST are as under:-

Petrol: Rs. 472.77 / Kl

Diesel: Rs. 393.97 / Kl

For Dealer owned Dealer Operated (DODO) site ROs the current Licence Fees including GST are as under:-

Petrol: Rs. 233.45 / Kl

Diesel: Rs. 194.54 / Kl

9. SCHEME OF FINANCIAL ASSISTANCE TO SC/ST CATEGORY DEALERSHIPS UNDER “CORPUS FUND SCHEME”

In respect of locations reserved for SC/ST categories, financial assistance under Corpus Fund Scheme will be given by MRPL on award of dealerships as under:

- a) In respect of locations reserved for SC/ST categories, MRPL will make available ready Retail Outlet with required facilities at its cost on the land offered by the candidate and procured by the Company on mutually agreed terms and conditions.
- b) MRPL will also provide adequate working capital assistance/ loan for a full operation cycle (equivalent to 7 days Sales volume) of the operation of the Dealerships. Both working capital as well as SBI MCLR (Marginal Cost of Funds based Lending Rate) +1% interest per annum or 11% p.a., whichever is lower, thereon will be recovered in 100 monthly installments commencing from the 13th month of commissioning of the Dealership.
- c) Initial working capital assistance shall be given for maximum 18 kl of MS and 18 kl HSD. Eligibility will be calculated for MS and HSD separately.

Based on SBI MCLR (1-year MCLR) as on 1st of April every year, interest rate for Corpus Fund loan will be revised for the outstanding loan amount. Augmentation of initial working capital assistance/ loan provided at the time of commissioning may be done through additional loan between two to four years after commissioning due to increased sales and additional working capital requirement. The same would be extended only if there has been no default/ delay on repayment by the dealership against the existing working capital assistance and shall be based on average monthly sale during last 6 months. There should be a minimum 50% increase in sales (compared to projected 2nd year volume of the RO) for qualifying for the additional loan. The revised working capital loan as well as interest {SBI MCLR (Marginal Cost of Funds based Lending Rate) + 1% interest per annum or 11% whichever is lower} thereon may be recovered in 100 monthly installments from the date of extending the additional loan.

Additional Corpus fund loan on growth volume can be given for maximum 18 KL of MS and 18 KL HSD.

In other words, the total loan amount would be:-

- a) Outstanding of the initial corpus fund loan; plus
- b) Amount equivalent to 7 days sales of the growth volume, subject to a maximum of 18 KL of MS and 18 KL HSD. Eligibility would be calculated for MS & HSD separately.

The revision in rate of interest at the beginning of April of every year (as per the prevailing MCLR of SBI for tenure of one year +1%) or 11% p.a., whichever is lower, would be applicable on the outstanding amount.

10. DISQUALIFICATION

A. Individual Applicants:

The persons while meeting the above mentioned eligibility criteria if do not satisfy any of the following requirements will be considered as ineligible for applying for the dealership:-

- (i) Fulfill Multiple Dealership Norms (MDN): Multiple Dealership Norms as mentioned below will be applicable for existing and future “CODO” site RO dealerships.

Multiple Dealership norms means that the applicant or any other member of his/ her ‘family unit’ should not hold a Company owned “CODO” site RO/ SKO-LDO dealership or RO/ SKO-LDO dealerships/ LPG distributorships developed under Corpus Fund Scheme and other Special category (DQ/ Operation Vijay/ Parliament attack beneficiary, etc.), or Letter of Intent (LOI) for the same of any of the oil companies.

Note:

- a) Existing “DODO” site RO/ SKO-LDO dealers/ LPG distributors {other than those distributorships developed under Corpus Fund Scheme and other Special category (DQ/ Operation Vijay/ Parliament attack beneficiary, etc.)} and LOI holders including members of his/ her ‘family unit’ may apply for DODO site RO dealerships.
- b) Existing unviable dealers of Oil Marketing Companies (individual & partnership firms only) can also apply for RO dealerships (for both CODO site & DODO site ROs) as per Clause 4 (viii).

‘Family Unit’ in case of married applicant, shall consist of individual concerned, his/her Spouse and 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).

Oil Marketing Companies for this purpose would also include Private sector Oil Marketing Companies as per Gazette notification of 2002 i.e. (1) Indian Oil Corporation Ltd. (2) Bharat Petroleum Corporation Ltd. (3) Hindustan Petroleum Corporation Ltd. (4) Reliance Industries Ltd. (5) Essar Oil/Nayara Energy (6) Shell Company (7) Mangalore Refinery & Petrochemicals Limited (8) Oil & Natural Gas Corporation or any other Oil Marketing Company as defined by the Govt. Of India/ MOP&NG from time to time.

In addition they should:

- (ii) Not have been convicted for any criminal offence involving moral turpitude/ economic offences (other than freedom struggle).
- (iii) Not have been a signatory to a dealership/ distributorship terminated on account of proven malpractices.
- (iv) Not be mentally unsound / totally paralyzed.

Further,

- (v) The family members (as per definition under multiple dealership norm) of the employees of Oil Marketing Companies (who are employed at the time of application) would not be permitted to apply for RO dealership.
- (vi) To be eligible to apply for new RO dealership, existing RO/ SKO-LDO Dealerships and LPG Distributorships and their “family unit”, as defined under Dealership/ Distributorship Selection Guidelines, should not belong to a dealership/ distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/ SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/ distributorship under critical/ major irregularities for violation of Marketing Discipline Guidelines/ Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.
The applicant has to submit an undertaking to this effect.

Partnership firms

The conditions spelt out above for individuals would be applicable to each partner of the partnership firm individually.

B. Non-Individual applicants (Entity)

The entity while meeting the eligibility criteria if do not satisfy any of the following requirements will be considered as ineligible for applying for the dealership:-

- (i) Multiple dealership norms: Applicability of multiple dealership norms to various non- individuals (entities) which will be as follows:

For Companies Registered under Companies Act 1956 or 2013 :
The applicant company will not be eligible for RO / SKO-LDO dealership if any Company owned “CODO” site RO/ SKO-LDO dealership or RO/ SKO-LDO dealerships/ LPG distributorships developed under Corpus Fund Scheme or Letter of Intent (LOI) for the same of any Oil Companies is held by the following:-

- The Company.
 - Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals).
 - Holding company or Subsidiary Company
 - Any other company or Firm where shareholders (put together) of the applicant company have controlling stake i.e. 51% or more.
- (ii) If any individual, partnership firm, company, trust or society already holding Company owned “A”/ “CODO” site RO/ SKO-LDO dealership or RO/ SKO-LDO dealerships/ LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay /Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any oil companies, acquire controlling stake in a company having RO/ SKO-LDO dealership/ LPG distributorship then the RO/ SKO-LDO dealership/ LPG distributorship of the acquirer would be liable to be terminated.
- (iii) If any individual, partnership firm, company, trust or society already holding RO/ SKO- LDO dealership/ LPG distributorship acquires controlling stake in a company having a Company owned “A” / “CODO” site RO/ SKO-LDO dealerships or RO/ SKO-LDO dealerships/ LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/ Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any oil companies, then the RO/ SKO-LDO dealership/ LPG distributorship of the acquirer would be liable to be terminated.
- (iv) Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization are exempted from Multiple Dealership Norms.
- (v) For the charitable trusts registered with the charity commissioner of the respective State Government and Societies Registered under Societies Registration Act 1860/ Societies Registered under Cooperative Societies Act 1912 or Co-operative Societies Act as enacted by concerned states:

Such entities will not be eligible for RO/ SKO-LDO dealership, if any of the Company owned “A” / “CODO” site RO / SKO-LDO dealership or RO/ SKO-LDO dealerships/ LPG distributorships developed under Corpus Fund Scheme or under other Special category (DQ/ Operation Vijay/ Parliament attack beneficiary, etc.) or Letter of Intent (LOI) for the same of any oil companies is held by such entities or any of the Member of the Governing Body/ Managing Body/ any such other body or his family members (family as defined in the case of multiple dealership norms for individuals).

- (vi) None of the members of the Governing/ Managing Committee of the Registered Societies/ Trusts/ Company incorporated under Companies Act 1956/ 2013 should have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- (vii) The Registered Societies / Trusts/ Company incorporated under Companies Act 1956/ 2013 should not have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- (viii) The Registered Societies/ Trusts/ Company incorporated under companies Act 1956/ 2013 should not have been signatory to dealership /distributorship agreement of any Oil Company, which was terminated for malpractices and/ or for violations of provisions of the Marketing Discipline Guidelines.
- (ix) None of the members of the Governing/ Managing Committee of the Registered Societies/ Trusts/ Company incorporated under Companies Act 1956/ 2013 should have been signatory to dealership/ distributorship agreement of any Oil Company, which was terminated for malpractices and/ or for violations of provisions of the Marketing Discipline Guidelines.
- (x) To be eligible to apply for new RO dealership, the entity or none of the members of the Governing/ Managing Committee of the Registered Societies/ Trusts/ Company incorporated under Companies Act 1956/ 2013, should be a signatory to a dealership/ distributorship which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/ SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement. Further, in case of any proceedings (Court cases, Show Cause notices, etc.) pending against the dealership/ distributorship under critical/ major irregularities for violation of Marketing Discipline Guidelines/ Dealership Agreement, Control Orders or ESMA, in case selected, the allotment will be conditional and subject to the outcome of such proceedings.

The applicant has to submit an undertaking to this effect.

Note: Conditions mentioned above are not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization.

11. AFFIDAVIT

The applicants should submit an affidavit in the standard format confirming facts as per **Appendix – XA** (for individual) and **Appendix - XB** (for Non-individual).

Note:

- All affidavits should be submitted in original on stamp paper of appropriate value as applicable in the concerned State.
- All Stamp papers should be purchased in the name of the deponent.
- All affidavits should be made after the date of advertisement.

12. NON-REFUNDABLE APPLICATION FEE

Non-refundable application fee payable at the time of application is as under:

For Regular ROs:

Locations reserved for SC/ST category	Rs. 3000/-
Locations reserved for OBC category	Rs. 5000/-
Other locations	Rs. 10000/-

For Rural ROs:

Locations reserved for SC/ST category	Rs. 2500/-
Locations reserved for OBC category	Rs. 4000/-
Other locations	Rs. 8000/-

Note: The requisite application fee shall be paid in the form of Demand Draft favoring M/s. MRPL payable at Bangalore

13. NON-REFUNDABLE FIXED FEE/ BIDDING AMOUNT

(i) In case of Dealer Owned sites i.e., DODO site ROs, as defined in Clause 3, a Non- refundable fixed fee of Rs. 5 lakhs for Rural ROs and Rs. 15 lakhs for Regular ROs would be payable within 15 days of receipt of No Objection Certificate (NOC).

(ii) In case of Company owned sites i.e., CODO site ROs (other than CFS) involving bidding for allotment, the minimum non-refundable bidding amount of Rs. 10 lakhs for Rural ROs and Rs. 30 lakhs for Regular ROs would be applicable.

The selected candidate would be required to pay the total bid amount (within 15 days of receipt of NOC).

MRPL will start installation of their facilities only after collection of Fixed fee/ Bidding amount.

14. SELECTION PROCEDURE

Selection will be basically made through draw of lots or bidding process depending upon the type of Retail outlet site as defined in Clause 3. This will also be indicated against each location in the advertisement.

A. Draw of Lots

Selection through draw of lots amongst eligible candidates will be made for:

- Company Owned Dealer Operated outlets under Corpus Fund Scheme (CFS sites)
- Dealer Owned Dealer Operated outlets (DODO sites)

B. Bidding Process

Selection through bidding process will be made for Company Owned Dealer Operated Sites (CODO sites) except for Corpus fund locations mentioned above. However, in case of tie in bid amount, selection will be made through Draw of Lots amongst tied up bidders.

C. Advertisement:

Advertisements will be released in Newspapers intimating selection of RO dealerships.

All details in this regard like name of RO location, District, State, Category etc. will be hosted in web site www.mrpl.co.in

Guidelines for selection (Brochure) will also be hosted in web site www.mrpl.co.in

Brochure for Selection of Retail Outlet dealerships can be downloaded from the website of MRPL at www.mrpl.co.in free of cost. Interested applicants should go through the Brochure carefully for filling up their application form.

D. Cut-off date for receipt of Applications:

The advertisement will specify the last date by which the application should be submitted. The cut-off date for submission of application would be mentioned in the advertisement.

If the applicant fails to submit his/her application on the due date due to any reasons whatsoever, the company shall not be responsible and no request for subsequent submission of the application will be entertained.

E. Application:

Application format for RO dealership is available in this Brochure as **Appendix – I A** (for individual applicants) & **Appendix I B** (for non-individual applicants). This is also hosted on the website of MRPL as part of brochure and can be downloaded free of cost.

Procedure for filling and submission of application is as under:

- i. Application should be made on plain paper preferably typed or neatly handwritten as per the prescribed format – **Appendix I A** for individual applicants and **Appendix I B** for Non-individual applicants.
- ii. An applicant can submit only one application for a location.
- iii. Filled in application should be submitted in a sealed envelope with name and Sr. No. of the location (as per the Advertisement) super scribed on the envelope.

“Application for Regular RO/ Rural RO Dealership of MRPL at _____ (location), _____ (district) of _____ State”

- iv. In case of locations involving bidding process, the application should be put in a separate sealed envelope and financial bid (Filled in as per **Appendix XI**) be put in another separate sealed envelope. These envelopes should be clearly marked as “Application form” and “Financial Bid” and both these envelopes should be put inside another sealed envelope with name and Sr. No. of the location (as per the advertisement) super scribed on the envelope submitted.
- v. In case of locations involving bidding, applications with no financial bids, open financial bids or financial bids not super scribed on the envelope would be rejected and candidates advised accordingly.
- vi. No alteration/ addition/ deletion in the application form will be permitted except affixing of photographs. Applications without signature will be rejected.
- vii. While application by a candidate can be made 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. Each application should be complete in all respects.
- viii. In case of applicants applying under partnership firm, each of the partners shall submit separate application as an individual with separate application fee. All such applications will be put in a single envelope superscribing the name and Sr. No. of the location (as per the advertisement) applied for.
- ix. For applicants under partnership firm, in case of locations involving bidding process, the Applications (as per viii above) should be put in a separate sealed envelope and a single Financial bid (Filled in as per **Appendix XI**) duly signed by all partners be put in another separate sealed envelope. These envelopes should be clearly marked as

“Application form” and “Financial Bid” and both these envelopes should be put inside another sealed envelope with name and Sr. No. of the location (as per the advertisement) super scribed on the envelope submitted.

The following information/ status of the applicants will be available at www.mrpl.co.in

- i. The status of application received will be displayed.
- ii. List of candidates for each of the location as per priority Group -1, Group-2, Group 3 and late receipts (if any)
- iii. Intimation for the draw of lots/ bid opening date, venue and time.
- iv. Intimation regarding selection to the successful applicant in Draw of lots/ Bid opening.
- v. Intimation to the selected candidate for submitting required documents (for conducting Land evaluation and Field Verification of Credentials) and remittance of 10% of the Security Deposit (Initial Security Deposit – ISD) within 10 days from the date of intimation.
- vi. In case the candidate does not submit the documents and/ or remit 10% of the Security Deposit (Initial Security Deposit), a reminder will be sent by email with the notice period of another 10 days that in case the required documents are not submitted the candidature is liable for rejection. In case the selected candidate fails to submit the documents and/ or remit 10% of the Security Deposit (Initial Security Deposit), within this additional 10 days, his candidature will be rejected under intimation by email.
- vii. Scrutiny of the documents would be carried out only after receipt of 10% of the Security Deposit (Initial Security Deposit).
- viii. In case of rectifiable deficiency in the documents submitted, intimation to the selected candidate to submit the required corrected documents within 21 days.
- ix. In case the rectified documents (for cases other than related to offered land) are not submitted within stipulated time or the submitted rectified documents are not as per requirement, intimation regarding rejection of his candidature will be sent to the selected candidate by email. However, if documents related to offered land are not submitted or the offered land cannot be accepted even after receiving rectified documents

relating to land, the applicant will be given intimation regarding consideration of his/her candidature along with Group 3 applicants.

- x. Intimation to the candidate regarding date and time for visit of committee for land evaluation giving 10 days' time.
- xi. In case land is not found suitable by LEC, intimation to the candidate regarding rejection of the offered land and subsequent consideration of candidature along with Group 3 applicants.
- xii. In case land is found suitable, intimation to the candidate regarding date and time of FVC giving 10 days' time.
- xiii. In case of rejection at FVC stage, intimation to the candidate regarding rejection of his candidature.
- xiv. In case FVC is found OK, intimation to the selected candidate regarding issuance of LOI and collection of the same from the concerned office of MRPL giving 10 days' time.

F. Person Applying For Different Locations

While application by a candidate can be made 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.

G. Submission of Financial Bid

In case of locations involving bidding process, the applicant will be required to submit the Financial bid in a separate envelope along with the application as detailed in para E above.

SELECTION THROUGH DRAW OF LOTS / BIDDING

All draws/ bid opening would be conducted at respective MRPL Offices in the presence of invited guest(s).

All applicants can see the status of their application on the portal www.mrpl.co.in. The list of applicants eligible for Draw of lots/ bidding will be made available on the same portal.

List of applicants (Group 1, Group 2 & Group 3) will be prepared on the basis of the land offered or land not offered in the application by the applicant.

In case of locations involving selection through draw of lots, if there is only one eligible applicant, no draw of lots is required. The lone eligible applicant would be declared as selected and will be informed through email.

In case of locations involving selection through bidding, if there is only one eligible applicant, the bid of the lone eligible applicant will be opened in

line with procedure for multiple applicant location and he/she would be declared as selected and intimated through email.

Draw of lots/ Bid opening will be held first for the eligible applicants in Group 1. Draw of lots/ Bid opening for the eligible applicants of Group – 2 will be held only if there is no applicant in Group 1 or applicants in Group 1 have been disqualified/ not found suitable or have withdrawn.

In case of bidding process for a particular location has been carried out and the candidate selected is found ineligible, in that case the next highest bidder would be declared as selected.

FINAL PROCESSING OF APPLICATION OF SELECTED CANDIDATE AND DOCUMENTS TO BE SUBMITTED BY THE SELECTED CANDIDATE BEFORE FVC

The candidate selected in the draw of lots/ bidding process for each location will be intimated by email to submit requisite initial security deposit (ISD) & documents within 10 days of the intimation. In case ISD is not paid and/ or documents are not submitted, applicant would be given another 10 days' time to pay/ submit the same. In case of non-payment of ISD and/ or non-submission of documents within the extended timeline, the candidature shall be cancelled under intimation to the selected candidate through email.

The list of documents required to be submitted depending on the category of location is given below.

1. Documents applicable for all categories:

- a) Notarized Affidavit by the applicant as per **Appendix- X A/ X B** (Standard Affidavit).
- b) Proof of age (date of birth) i.e. – Self Attested Copy of 10th Std. Board Certificate/ Secondary School Leaving Certificate/ Birth Certificate/ Passport/ Identity card issued by Election Commission/ Affidavit for age (Original). *
- c) Proof of educational qualification i.e. - Self Attested Copy of Certificate of passing 10th Std. issued by a Board/ School conducting the examination or equivalent. *
- d) **Appendix – III B** (Advocate's letter) along with **Appendix – III A** (consent for offer of land) if applicable.
- e) Copy of land documents in support of ownership/ lease rights.
- f) Sketch/ Site map of the offered land with dimension.

* Not applicable for Non-individual applicants

2. Additional documents in support of specific Eligibility criteria:

Category	Eligibility Certificate format
SC/ST	Appendix VI
SC/ST CC1	Appendix VI, VIII or DGR certificate/ Discharge Order or Pension Order as applicable
SC/ST CC2	Appendix – VI , certificate applicable for OSP/ FF
SC/ST PH	Appendix – VI, IX-A / IX-B / IX-C
OBC	Appendix – VII-A & VII-B
OBC CC1	Appendix – VII-A, VII-B, VIII or DGR certificate/Discharge Order or Pension order as applicable
OBC CC2	Appendix – VII-A, VII-B , certificate applicable for OSP/FF
OBC PH	Appendix – VII-A & VII-B, IX-A / IX-B / IX-C
Open CC1	Appendix VIII or DGR certificate/ Discharge Order or Pension Order as applicable
Open CC2	Certificate applicable for OSP/ FF
Open PH	Appendix – IX-A / IX-B / IX-C
Partnership applicants	Draft Partnership deed (for applicants under partnership)
Non-Individual applicants	Attested copy of Registration certificate / copy of Certificate of Incorporation of the entity from competent authority.
Non-Individual applicants	Attested copies of audited Profit and Loss a/c statement for preceding 3 financial years.
Non-Individual applicants	Authority letter & copy of Resolution specifying name of the authorized person for making application.
SKO dealers	Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement.

H. Land Evaluation:

The concerned Regional Office shall inform the selected candidate through email at least 10 days before the day of visit by LEC for site evaluation. In case of no response/ non-availability of the selected applicant, the candidature shall be cancelled under intimation to the selected candidate through email.

Evaluation of the offered land will be carried out to ascertain land being in advertised area and suitable for development of RO – meeting norms. The parameters under which land will be evaluated by Land Evaluation Committee for suitability are:-

- Land in advertised area/ stretch
- Land dimensions as per requirement
- Land meets NHAI norms (for sites on NH)
- Land has no HT line (>11 KVA) crossing.

Land not meeting any of the above parameters will not be considered and will be rejected.

Note: Offered land should have minimum frontage & area as specified in advertisement. Minimum Depth perpendicular to the frontage at least at one place should be available as specified in advertisement.

In case the offered land is found to be suitable, the LEC will submit the recommendation to the Regional head for carrying out FVC of the selected candidate.

In case land is not found suitable, the selected candidate will be informed about his ineligibility and selection process will be continued with the balance applicants. However, the candidate would be considered for selection along with Group 3 applicants and intimation will be sent to the candidate by email.

15. FIELD VERIFICATION OF CREDENTIALS (FVC)

The Field Verification will be carried out for selected candidate in respect of details provided in application form. The objective of the FVC is to verify the correctness of the details given by the candidate in the application and the documents submitted thereafter.

The candidate would be required to produce all original documents at the time of FVC which were submitted after selection. Intimation regarding FVC will be given to the selected candidate 10 days in advance by email. If the candidate is not available on the scheduled date, new revised scheduled date to be given.

In case of no response/ non-availability of the selected applicant on the revised scheduled date, the candidature shall be cancelled under intimation to the selected candidate through email.

16. LETTER OF INTENT

If the information given in the application by the applicant is found to be correct, and no selection related complaint / court case is pending for decision, Letter of Intent will be issued to the selected candidate. The dealer select, after receipt of LOI is required to make the offered land available in developed condition as per clause 12 (e) of affidavit (**Appendix X A**) or as per clause 11 (e) of affidavit (**Appendix X B**) and fulfill the other requisite conditions as mentioned in the LOI. The dealer select under Group 1 category would be given 2 months for making the land available and 4 months would be given to Group 2 category for this purpose, failing which MRPL can withdraw the LOI and proceed further with selection process.

LOI will be issued after FVC but not before 30 days from declaration of

results of draw of lots/ bidding process.

Affidavit as per **Appendix XA or XB** (as applicable) is to be taken again from the applicant at the time of issuance of LOI.

Withdrawal of LOI

In case selected candidate is unable to provide the land / develop facilities within the specified time or due to non-fulfillment of terms & conditions of LOI, then LOI can be withdrawn. A show-cause notice should be given to the LOI holder and based on his reply decision to withdraw LOI can be taken by Competent Authority as per internal policy of MRPL. In such situations Initial Security Deposit would be forfeited.

The Initial Security Deposit would also be forfeited if the selected candidate is unable to submit the total bidding amount/ fixed fee within the stipulated time or he withdraws for any reason, his selection would be treated as cancelled and LOI withdrawn.

17. SELECTION PROCESS CONSEQUENT TO CANCELLATION OF CANDIDATURE/ WITHDRAWAL OF LOI

In case candidature of selected candidate is cancelled due to any discrepancy found post Draw of Lots, i.e. during Application Scrutiny/ Land Evaluation/ FVC or LOI is withdrawn, draw for selection would be held again from the remaining eligible candidates.

Similarly, in the event of rejection of candidature selected through bidding process, next highest bidder will be considered for selection.

In case of locations involving Draw of Lots, the remaining applicants would be advised by email. In case only one remaining applicant, he/she should be advised regarding his selection and submission of documents/ Initial Security Deposit.

In case of locations involving bidding, the second highest bidder would be advised by email regarding his selection and submission of documents/ Initial Security Deposit. The same process would be followed for the subsequent bidder/s in case of no response/ withdrawal/ rejection of the second highest bidder.

18. GRIEVANCE REDRESSAL SYSTEM

Any complaint should be accompanied by a fee of Rs. 5000/-, only in the form of demand draft of schedule bank, in favour of MRPL. Any complaint received without this fee will not be entertained. The complaint received against the selection including eligibility will be disposed off as under:-

(i) Complaints received before or after draw of lots/bidding process along

with requisite fee of Rs. 5000/-, will be kept in record and investigation carried out after 30 days of Draw of Lots/ bidding process only in following cases:-

- General complaints with verifiable facts
 - Complaints against selected candidate
- (ii) Any complaint received after 30 days from the date of draw of lots/ bidding process will not be entertained.
- (iii) Anonymous complaints without verifiable facts will not be investigated.
- (iv) On receipt of a complaint a letter will be sent by MRPL to the complainant through Registered Post with acknowledgement due, asking him to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 20 days from date of dispatch of letter. While seeking documents and details, the complainant will be advised that if during the investigations, complaint is found to be false and/ or without substance, MRPL reserves the right to take action against the complainant as provided under the law and fee forfeited.
- (v) In case a complaint is received against an applicant, who has not been selected in draw of lots/ bidding process, the same will be kept in abeyance. In case the LOI against selected candidate is cancelled and the applicant against whom the complaint was received gets selected in the next draw or on account of bidding process, the complaint will only then be investigated.
- (vi) If the complaint is not required to be investigated the fee received will be refunded to the complainant informing that the complaint has not been investigated since the candidate against whom the complaint has been made has not been selected. The fee will be refunded after issuance of LOA to the selected candidate.
- (vii) In case complaint is received without the requisite fee of Rs. 5000/-, or received after 30 days of declaration of results, the complaint would not be entertained and complainant would be advised reasons for the same.
- (viii) Company will examine response of the complainant and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed and complaint fee will be forfeited. Complainant will be advised accordingly.
- (ix) If a decision is taken to investigate the complaint, decision on the complaint will be taken as under and intimated to the complainant:-

a) Complaints not substantiated:

In case the complaint is not substantiated it will be filed and complaint fee will be forfeited. Complainant will be advised accordingly.

b) Established Complaints:

In case of established complaint, the complainant will be advised accordingly and suitable action should be taken. In this case the complaint fee collected of Rs.5000/- will be refunded.

- (x) In all cases, disposal of complaint should be in the form of speaking order.

19. COMMISSIONING OF THE DEALERSHIP

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfill the terms and conditions as contained therein, so as to commission the dealership within the stipulated time period. If the progress is not found to be in line with the given timelines, LOI may be withdrawn unless there are justifiable reasons for the same. Before commissioning, Letter Of Appointment (LOA) along with **executed copy of dealership agreement** will be given.

Affidavit as per **Appendix XA** or **XB** (as applicable) is to be taken again from the applicant at the time of issuance of LOA.

20. SECURITY DEPOSIT (SD) / INITIAL SECURITY DEPOSIT (ISD)

The selected candidate shall have to deposit the following:-

- An interest free refundable security deposit as mentioned below before issuance of LOA.

Regular ROs

Open category – Rs. 5 Lakhs
OBC category – Rs. 4 Lakhs
SC/ST category – Rs. 3 Lakhs

Rural ROs

Open category – Rs. 4 Lakhs
OBC category – Rs. 3 Lakhs
SC/ST category – Rs. 2 Lakhs

MRPL shall 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 dealership on account of proven adulteration/ malpractice, the said security deposit shall be forfeited.

10 % of the applicable security deposit amount as mentioned above is payable by the selected candidate as Initial Security Deposit (ISD) within 10 days of draw of lots/ bid opening. However this amount would be adjusted against the total security deposit amount payable.

(iii) ISD (10 % of Security Deposit) would be forfeited in the following cases:-

- Where the selected candidate fails to submit required Certificates/ documents/ rectified documents within the stipulated time.
- The selected candidate is found ineligible during selection process at any stage except for rejection of land.
- Where the LOI holder is unable to submit the total bidding amount/ fixed fee within the stipulated time.
- Where the selected candidate/ LOI holder withdraws candidature for any reason.
- Where LOI is cancelled for non-compliance of LOI conditions and cancellation of selection for any reason.

21. TENURE OF DEALERSHIP

The tenure of the dealership for both Regular and Rural Retail Outlets shall be for an initial period of **10 years** (as per terms & conditions of MRPL) and renewable every **5** years at the discretion of MRPL.

22. FALSE INFORMATION

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false, then the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a dealer, the dealership is liable to be terminated. In such cases the candidate / dealer shall have no claim whatsoever against MRPL.

Detailed information in respect of advertisement hosted in website

The following details pertaining to the locations where MRPL proposes to appoint dealers will be provided in the advertisement.

Sl. No	Name of location	Revenue District	Type of RO	Estimated monthly Sales Potential #	Category	Type of Site*	Rent per month in Rs per Sq.mt	Minimum Dimension (in M.)/ Area of the site (in Sq. M.). *			Finance to be arranged by the applicant		Mode of Selection/	Fixed Fee/ Minimum Bid amount	Security Deposit
1	2	3	4	5	6	7	7A	8			9a	9b	10	11	12
			Regular / Rural	MS+HSD in KLS	SC SC CC-1 SC PH ST ST CC-1 ST PH OBC OBC CC-1 OBC PH OPEN OPEN CC-1	CODO/ DODO/ CFS	Only for CODO and CFS sites	Frontage	Depth	Area	Estimated working capital requirement for operation of RO	Estimated fund required for development of infrastructure at RO	Draw of Lots/ Bidding		

Volumes indicated are based on market conditions and may undergo change. Applicants are advised to make their own assessment of potential.

* The site should either be owned or on lease with applicant for minimum 19 years 11 months (or as advertised by MRPL) or applicant should have firm offer for the same.

The explanation of the columns in the table is as under:-

Column 4

Regular ROs: Locations on Highways (National Highways/ State Highways etc.) & Urban /Semi-urban areas (Within Municipal Limits of a town).

Rural ROs: Locations in rural areas but not on Highways (NH/ SH etc.) and outside Municipal Limits of a town.

Column 6

SC/ST	Scheduled Caste/ Scheduled Tribe Category
SC/ST CC-1	Combined category 1 consists of Defense personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees belonging to SC/ST category.
SC/ST-PH	Physically Handicapped (PH) belonging to SC/ST Category
OBC	Other Backward Classes Category

OBC CC-1	Combined category 1 consists of Defense personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees belonging to OBC category.
OBC-PH	Physically Handicapped (PH) belonging to OBC Category
Open	Open Category
Open CC1	Combined category 1 consists of Defense personnel / Para Military Personnel / Central & State Govt. employees / Central & State Govt. PSU employees.
Open CC2	Combined Category 2 consists of Outstanding Sports Persons (OSP) and Freedom
Open- PH	Physically Handicapped

Column 7

CODO/ CFS: Company expects the applicant to have / arrange suitable land for the Retail Outlet and provide the same to the Company on sale / long lease.

DODO: Company expects the applicant to have / arrange suitable land for setting up of the Retail outlet. The applicant is not required to sell/ lease the land to the Company. In this case it is expected that the applicant will provide all infrastructure / other fixed facilities required for the dealership at his cost.

Column 10

Selection for dealership would be from amongst the eligible candidates on the basis of draw of lots / bidding process as mentioned against each location. In case of selection through bidding process, the eligible applicant submitting the highest bid along with the application would be selected for dealership.

1. General Conditions pertaining to Advertisement

- i. **THE APPLICANTS SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S).**
- ii. Documents/ affidavits to be submitted with regard to category of the location as applicable and as advised by MRPL.
- iii. Any individual meeting eligibility criteria, can apply under “Open” category. Except for locations advertised under ‘Open’ category, the eligibility certificate for the other categories has to be submitted as and when advised by MRPL.
- iv. ‘Family Unit’ in case of married applicant, shall consist of individual concerned, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried person/ applicant, ‘Family Unit’ shall consist of individual concerned, his/her parents and 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) for the purpose of this application.

- v. All affidavits should be submitted in originals and should be of a date after the date of advertisement. Stamp paper should be of appropriate value as applicable in the concerned State and should be purchased in the name of deponent. Photocopies of Affidavits will not be accepted. For all other documents only self-attested copies should be submitted as and when advised by MRPL. The Originals should be made available at the time of Field verification. Failure to present these documents in original at the time of Field verification can result in cancellation of selection.
- vi. Applicants should provide only that information against various items of application for which they are in possession of supporting documents in original as on the date of Application. Failure to present these documents in original at the time of verification will result in cancellation of selection.
- vi. This is purely a business proposition and not an application for job in the Company and has normal business risks and also does not guarantee any assured returns or profits.
- vii. The applicant on selection should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the Company.
- ix. This is only an application and not an offer of RO dealership.
- x. An applicant selected for dealership will have to execute a dealership agreement at the time of issuance of Letter of Appointment with the Company as per the terms of the Company.
- xi. Kindly note that the information and documents provided by the applicants may be disclosed by MRPL to third parties under the RTI Act 2005.
- xii. Any grievances/ complaints related to selection can be submitted within a time frame of 30 days from the date of declaration of results of that location with a fee of Rs. 5000/-. Any complaint received thereafter will not be entertained.
- xiii. In case of any discrepancy in advertisement published in English Newspapers vis a vis vernacular dailies, the direction/ information indicated in English paper would prevail.
- xiv. The company reserves the right to cancel/ withdraw/ amend this advertisement or extend the due date at its sole discretion without assigning any reason.

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