Brochure

For

Selection of

Service Provider for

COCOs

27.12.2106

Guidelines for Selection of COCO Service Provider

Guidelines for selection of Service Provider for providing Manpower & Services at Company Owned Company Operated (COCO) Retail Outlets

1. Categories of Candidates for Selection

1.1 Through Advertisement:

An advertisement will be released in the newspaper inviting applications for appointment of COCO Service Providers. For this purpose, a capsule advertisement will be released in two newspapers giving 30 days time to the applicants to submit their applications.

1.2 Nomination from Director General for Resettlement (DGR)/ Rajya / Zila Sainik Boards

Director General for Resettlement (DGR) Headquarters/ Rajya and concerned Zila Sainik Board will be approached seeking nominations for eligible retired officials (eligible officers of rank JCO and above). DGR / Rajya and concerned Zilla Sainik Board of the concerned State will be requested to respond within 30 days of issuance of letter seeking such nominations.

2. Eligibility Criteria :

a. Age	Indian National with Minimum Age 21 yrs and Maximum Age 60 yrs.
b.Educational Qualification	Minimum 10th pass (examination conducted by a recognized Board/School)

c. Finance	Assessment of Liquid assets for Rs.15 lacs. However, the selected candidate will be required to furnish BG equivalent to 3 days sales which may vary from location to location.
Nominees of DGR / Rajya and Zila Sainik Boards (under para 1.2)	The recommendations of concerned Department besides other eligibility criteria .

 # Applicant should meet all eligibility criteria as on the date of application.
Only individuals can apply

Note:

The selected Service Provider will have to register himself with EPF and ESIC within a specified period before commencement of contract.

3. Disqualification :

3.1. Following will not be eligible to apply:

- **Any Individual holding** (including "family" member as defined in the **Note** below) RO / SKO / LPG dealership/distributorship or LOI for RO / SKO / LPG dealership/distributorship of any Oil Company.

- COCO service provider of any Oil Company (by any name like Labour Contractor / Job Contractor etc) . However, existing Service Provider / Job Contractor / Labour Contractor will be eligible to apply for the contract of Service Provider for the COCO already under contract with him/her.

3.2. Person Convicted by a Court of Law for any criminal offence involving moral turpitude and / or economic offences.

3.3. Signatories of dealership / distributorship agreements of any Oil Company terminated on account of adulteration / malpractice.

3.4. The landlord (including "family" members as defined in Note below) of the concerned COCO Retail Outlet site.

3.5. Non individual applicants like Govt. Organizations/Bodies, PSUs, Co-Operative Societies, partnership firms.

Note : The definition of family unit :

In case of **married person/applicant** the "family unit" will consist of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the "family unit" will consist of self, father, mother, unmarried brother(s) and unmarried sister(s)."

4. Nature Of Contract :

To provide manpower and services for Fuel Dispensing and other related activities including day to day operation and maintenance at the coco retail outlet.

5. Selection Criteria :

5.1. **The evaluation of applicants for Service Provider will be made on following parameters:**

5.1.1. **Thru advertisement**

Parameter	**Weightage**
i Entrepreneurial Capability	
a) Managerial Experience of working in any sector	30
b) Capability to provide suitable manpower	25
ii Financial capability	25
iii Personal Interview	20
Total	**100**

- Minimum 50% marks will be required for eligibility and selection.

5.1.2. **For DGR Nominees**

Parameter	**Weightage**
i Entrepreneurial Capability	

Managerial Experience of working in any sector	40
ii Financial capability	40
iii Personal Interview	20
Total	**100**

Minimum 50% marks will be required for eligibility and selection

5.2. Guidelines for Evaluation :

5.2.1. Entrepreneurial Capability: Assessment of Managerial Experience of working in any sector – 30 / 40 marks:

S. No.	Sector	Thru advertisement/ DGR
	Maximum marks	**30 / 40**
	Any sector	30 / 40

For this purpose, at least 2 years of managerial work experience in any sector will entitle the candidate for full marks and proportionately for experience of less than 2 years.

5.2.2 **Entrepreneurial Capability:** Capability to provide suitable Manpower (Not applicable for DGR)

S. No.	Sector	DGR Nominee	Others (thru advertisement)
	Maximum marks	**NA**	**25**
(i)	Having capability to provide suitable manpower with documentary evidence for the following: Having experience in providing or directly engaging manpower for minimum 1 year. Full marks for experience of providing or engaging minimum 10 persons as manpower. Proportionately less marks to be awarded for experience of providing less number of manpower.	NA	25

5.2.3 **Financial Capability (Availability of Liquid Assets):**

	Thru advertisement/DGR
Maximum Marks (For Rs. 15 Lac)	25 / 40

Marks will be awarded proportionately on availability of amount subject to max marks as stated above.

The requirement of funds for the purpose of BG will be indicated in the notice (in case of DGR) or advertisement inviting applications.

Evaluation under head ***Financial Capability*** will be based on following assets:

5.2.3.1 **Liquid assets** :

The funds can be in the following forms:-

- **Funds in savings accounts, Deposits with any Bank/Registered Companies/Postal Schemes:** Copy of Pass book/account statement/deposit receipts to be provided.
- **National Savings Certificates**: Redemption value - Valuation certificates along with copy of certificates to be provided.
- **Bonds: Redemption value**: Valuation Certificates along with copy of bonds to be provided.
- **Shares of listed Companies in Demat form**: Valuation certificates along with copy of Demat statement to be provided.
- **Mutual Funds:** Valuation certificates along with copy of mutual fund certificates or Demat statements to be provided.

All valuation certificates should be for the assets held as on date of application. The valuation certificate is to be obtained either from a Chartered Accountant or Depository Participant, as applicable.
Only 60% of the certified value (for Shares, Mutual funds & Bonds) will be considered for the purpose of evaluation.

The above details are to be given in the application form by the applicant supported by copies of relevant documents.

5.2.3.2 **Other Notes for evaluation under head "financial capability"**

- Finance / assets owned by the family unit of the applicant can be considered for award of marks subject to the written consent on notarized affidavit on appropriate stamp paper from the family member, along with supporting documents to establish the capability. **(Appendix I)** For this purpose, in case of **married person/ applicant** the "family unit" consists of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the "family unit" consists of self, father, mother, unmarried brother(s) and unmarried sister(s).

- Balance in current account will not be considered.

- Cash, jewelry and any other assets where ownership cannot be established and traced will not be considered for award of marks.

- The funds mentioned in the application form should be available with the applicant as on the date of application which should be mandatorily filled by all applicants.

5.2.4 **Personal Interview**

	Thru advertisement/DGR
Maximum marks	20

Evaluation under this head will be made based on leading questions during interview to assess the candidate's knowledge/ skills on following parameters:

Sl. No.	**Parameter**	**Max. Marks**
i.	Business environment (Labour Laws, ESIC, EPF, Shops & Establishment Act, Factories Act, Contract Labour (R&A) Act, Local Laws such as	10

	Trade / Municipal Laws, Safety and Environment and other statutory rules etc.)	
ii.	Work experience, communication skill, presentability, level of education etc.	5
iii.	On customer service	5

6 Selection Procedure :

6.1 Thru advertisement:

A capsule advertisement will be released in two newspapers inviting applications for appointment of COCO service providers. Detailed advertisement containing details of location, tenure of contract, BG required etc will be hosted on website of Corporation simultaneously.

The details of Corporation's office where this information is available will also be a part of the detail advertisement and copy of the detailed advertisement will also be displayed at Corporation's concerned office.

Brochure for Selection of Service Provider for operation of COCOs along with application form can be down loaded from the website free of cost.

The brochure can be purchased from the Corporation's Office mentioned in the detailed advertisement on payment of Rs. 100/- per copy (payment by DD/Pay Order).

Applicants will be required to submit application form along with supporting documents, affidavit and application fee of Rs. 1000/-.

A 15 days notice will be given to eligible candidates and they will be advised to attend interview along with originals of supporting documents submitted along with the application.

6.2 **Cases of Nomination from DGR / Rajya and Zilla Sainik Board**

Concerned Oil company will write to DGR Headquarter at Delhi and concerned Rajya/Zilla Sainik Boards requesting for sending nomination for eligible officers of rank JCO and above .

The nominated persons will be advised to submit filled in application form giving 30 days time.

The application forms will be scrutinized for eligibility and eligible nominees will be called for interview by giving 15 days notice to attend the interview for selection along with originals of the supporting documents submitted with the application form.

7. Process of interview & declaration of result:

(i) All eligible applicants will be called for interview.

(ii) A written communication (thru registered letter/speed post) will be sent to all the eligible candidates to report for interview for selection at a specified place on specified date and time giving 15 days time from the date of the letter.

(iii) Interview will be held by a committee of 3 officers of the Corporation.

(iv) The result of the selection after interview would be displayed on the notice board of the venue immediately and at Company office along with detailed marks. Out of the candidates securing minimum eligible marks, top three candidates will be empanelled and ranked as first, second and third. If none of the candidate scores minimum qualifying marks, the result for the location will be declared as "No candidate found suitable".

7.1 **Empanelment in case of tie :**

a) In case of tie, a candidate getting higher marks in following two parameters, put together, will get preference over other/s.

S.No.	Parameter
1	Capability to provide finance
2	Personal interview

b) In case of tie on parameters given above, the applicant who is younger in age shall get preference over other/s.

c) The above will also apply for selection of DGR nominees.

8. Advertisement :

Selection will be done by inviting applications through capsule advertisements in two newspapers - One English daily having highest circulation in the State and one vernacular daily having highest circulation in the State.

The capsule advertisement published in News Paper will also be hosted in the Web site of the Corporation simultaneously along with detailed advertisement. Brochure containing application form will also be hosted on the Corporation's web site.

9. Cut-off date for receipt of Applications:

The advertisement would specify the last date and time on or before which the application should reach the designated office.

Applications received after the specified closing date and time for any reason including postal delay will not be considered and no correspondence shall be entertained in such cases whatsoever.

10. Application Form:

Application form for Service Provider (**Appendix – II**) will be hosted on the website of the Corporation as part of Detail Guidelines / Brochure and can be downloaded free of cost or purchased from the Corporation's Offices mentioned in the detailed advertisement (hosted on website) on payment of Rs. 100/- per copy.

11. Submission of application

Application should be made on plain paper preferably typed or neatly handwritten as per the prescribed format – Appendix II.

Filled in application form should be submitted in a sealed envelope with name & serial no of the COCO location (as per the detailed advertisement/as per Corporation's letter to DGR nominees) superscripted on the envelope as under:

Application for COCO Service Provider at _____ (location),_____(District) of_____(Name of Oil Company)".

The applicants are required to fill in Check list as per **Appendix - IV** and attach the same on top of the application form.

Applicant should number all pages of the application including affidavits attached therewith and sign on each page. All affidavits have to be submitted in original along with the application.

Only those documents that are sought in the Application format should be submitted along with the application

Each Applicant should submit only one application for one location.

No alteration/addition/deletion in the application form will be permitted except affixing of photograph and putting signature on the application form.

12. Letter of Intent

LOI would be issued after 30 days of declaration of selection/results, in case 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.

In case selected candidate is unable to fulfill terms & conditions of LOI, then LOI will be withdrawn.

13. Letter Of Appointment

A candidate who has been given the 'Letter of Intent' (LOI) would be required to fulfill the terms and conditions as contained therein.

On compliance of LOI conditions, contract / agreement for Service Provider would be executed and Letter of Appointment (LOA) would be issued.

An indemnity bond / undertaking will also be required to be submitted by the Service Provider select.

14. Bank Guarantee

A Bank Guarantee of amount published in the advertisement/notice to DGR against the COCO location is required to be furnished by the Service Provider select within 30 days of issuance of LOI. LOA would be issued after receipt of BG. The Bank Guarantee should be of a Scheduled Bank.

15. 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 Service Provider, the contract for Service Provider is liable to be terminated. In such cases, the candidate / Service Provider select shall have no claim whatsoever against the respective Oil Company.

16. Affidavit

The applicant should submit an affidavit in the standard format confirming facts as per **Appendix – III** along with application.

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.

17. Application Fee

Non refundable application fee of Rs. 1000/- in the form of demand draft of scheduled bank only in favour of the concerned Oil Company as per the details given in the detailed advertisement is to be submitted.

One applicant can submit only one application for one location. In case more than one application is received from an applicant for a

single location, all such applications will be clubbed and only one eligible application would finally be considered. The non-refundable Application fee submitted by the applicant along with all other applications will be forfeited.

18. Security Deposit / Security For Assets Of The Company :

- The Service Provider will have to offer collateral security, to the extent of value given in the notice/advertisement by way of BG from any Scheduled bank to the satisfaction of the Corporation, before signing of agreement. The value of Bank Guarantee would be equivalent to 3 days estimated sales.

- Reimbursement of Bank charges incurred in providing the Bank Guarantee will be reimbursed at actuals to the Service Provider, on producing necessary documentary evidence**.**

- Against BG of 3 days sales value, ***initial*** supply covering 90% of BG value would be released and subsequent releases will be guided by Corporation's policy. All future supplies would be released against deposit of cash proceeds in Corporation's designated local Bank account on day to day basis or RSP value of product by way of RTGS / e-payment mode, as decided by Corporation.

- Wherever Business / COCO Managers are posted, the supplies from supply locations will be released on authorization of Business / COCO Manager. It will be the responsibility of Service Provider to collect and deposit the cash proceeds in Corporation's designated local Bank account on day to day basis, as per instructions of Business / COCO Manager and produce proof of such deposits to Business / COCO Managers immediately thereafter. Wherever it is not possible to deposit cash in the Company's collection account, the same may be deposited by the Service Provider in his account and subsequently transferred to Company's collection account thru RTGS/e-payment mode.

- Where ever the sales proceeds are deposited in the bank account of the COCO service provider and later on transferred to Oil Company's account, the bank charges for cash counting/handling would be reimbursed to the Service Provider based on documentary proof.
- Bank Guarantee amount would be reviewed every six months by the Corporation. In case additional BG is required, the same has to be submitted by the service provider within 30 days of intimation.

19. Grievance Redressal:

Any complaint should be accompanied by a fee of Rs. 1000/-, in the form of demand draft of schedule bank only, in favour of the Oil Company. 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) An aggrieved person may send his/her complaint to the concerned Divisional Office / Regional Office/ Territory Office. Complaints received before or after the selection process / declaration of result, will be kept in record and investigation carried out after 30 days of declaration of result only in following cases:-

- General complaints with verifiable facts
- Complaints against selected candidate

(ii) Any complaint received after 30 days from the date of declaration of results will not be entertained.

(iii) Representation from applicants against rejection of his/her candidature will be verified and disposed of immediately by the Divisional/Regional/Territory Manager before proceeding to next stage. For such cases, fee of Rs. 1000/- will not be applicable.

(iv) Anonymous complaints without verifiable facts will not be investigated. .

(v) Complainant would be required to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents. If during the investigations, complaint is found to be false and/or without substance, the Oil Company reserves the right to take action against the complainant as provided under the law and fee forfeited.

(vi) In case a complaint is received against an applicant, who has not been selected, 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, the complaint will only then be investigated.

(vii) 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.

b) Established Complaints:

In case of established complaint, suitable action would be taken and complaint fee collected would be refunded.

20. Termination Of The Contract :

The contract can be terminated by the corporation by giving one month notice to the other party or upon severe breach of agreement without any notice as per conditions of the contract. The contract can also be terminated by the service provider with prior 90 days notice for such termination.

The contract will come to an end at the expiry of notice period or contract period automatically.

21. Agreement:

The selected candidate will have to execute a standard agreement with the corporation and will be required to abide by the terms and conditions thereof.

- The agreement with the Service Provider for the **permanent COCO** outlets will be for a period of **three years**.

- The agreement with the Service Provider for the **temporary COCO** outlets will be initially for a period of **one year** with provision of extending the contract period further by one more year (i.e. two years maximum put together). However, extension of the contact would be solely at the discretion of the oil company.

- The Service Provider if after his appointment is issued an LOI for dealership or distributorship of any Oil Company, he shall have to resign from the contract of Service Provider by giving immediate (within 7 days) suitable notice to the **Corporation** for termination of contract within next 90 days. During the period of notice and working as Service Provider, Letter of Appointment (LOA) for dealership/distributorship should not be accepted nor operation of dealership/distributorship should be started.

22. General Terms And Conditions For Operation Of COCOs By Service Provider:

a. The Service Provider will ensure observance of all given instructions from time to time with regard to Quantity and Quality Control, day to day operations, safety etc.

b. Maintenance of the Outlet and Equipment shall be responsibility of the Corporation while Service Provider will be responsible for proper and safe upkeep, cleanliness and house-keeping of the outlet.

c. The Service Provider shall give an **undertaking** to the effect that no claim on the dealership will be made in future, in view of having awarded this contract for operation of the retail outlet. This arrangement shall not confer the Service Provider any right to claim permanent dealership or permanent Service Provider for the aforesaid retail outlet at any time nor for any other rights in respect of any other job contract.

d. The Service Provider shall execute an Agreement as stipulated by the Corporation. He shall abide by, observe and fulfill all the obligations as imposed under the Service Provider agreement.

e. The Service Provider will be granted a mere leave and permission to enter upon the site only for the purpose of supporting the business at the retail outlet in the name of the Corporation and for no other purpose.

f. The premises of the retail outlet shall be deemed to be in the possession of the Corporation and one or more representatives of the Corporation shall always have the right to be in the premises of the outlet.

23. **Manpower Requirement/Compensation & Remuneration** :

The manpower for day to day operations will be provided by the Service Provider. The requirement would be provided by the concerned Oil Company depending upon the specific requirement of the COCO location.

A. For the purpose of arriving at minimum wages**,** the operating staff will be categorized as follows:

S.No.	Type of manpower	Category
(i)	Cashiers, Fore Court Managers, Managers	Skilled
(ii)	Driveway Pump Attendants	Semi– Skilled
(iii)	Air boys, Windscreen boys, House keeping boys	Unskilled
(iv)	Security guards	Unskilled / As per DGR / Sainik Board rates

B. Remuneration & Incentives :

Remuneration: Fixed lumpsum amount per month : Rs.30,000/-.

Incentive:

Slab	Volume (per month)	Incentive/KL	Comments
1	Upto 100 KL	NIL	
2	Beyond 100 & ≤ 175 KL	Rs.75/-	Rs.75 per KL on volume above 100 KL
3	Beyond 175 & ≤ 250 KL	Rs.100/-	Rs100 per KL on volume above 100 KL
4	Beyond 250 & ≤ 350 KL	Rs. 125/-	Rs125 per KL on volume above 100 KL
5	Beyond 350 & ≤ 450 KL	Rs 150/-	Rs150 per KL on volume

			above 100 KL
6	Beyond 450 & ≤ 600 KL	Rs 75/-	Incentive applicable upto 450 KL + Rs 75 per KL for volume above 450 KL
7	Beyond 600 KL	Rs 50/-	Incentive applicable upto 600 KL + Rs 50 per KL for volume above 600 KL

Note: Sales would mean supplies to the COCO during month

C. Reimbursement of wages for manpower:

Reimbursement of wages for manpower to the Service Provider will be made for actual manpower provided as per Minimum Wages on the basis of **higher of wages** as applicable in respective States vis-a-vis wages as per Central Govt. rates along with PF at applicable rates, gratuity, bonus, service tax and any other statutory payment duly certified by the Officer of the Corporation.

Service tax component will be reimbursed to the Service Provider for the following payments subject to applicability of service tax as per Service tax statute:

i) Monthly lumpsum amount payable to Service Provider.
ii) Incentive paid on incremental sales volume to Service Provider.
iii) Total wages reimbursed for manpower.

D. All expenses for running the retail outlet would be borne by the concerned oil company including Electricity; Water; Telephone; Stationery; Staff Uniform; etc.

E. **Product Loss** on account of evaporation and handling losses upto 0.59 % in MS and 0.15 % in HSD of total actual sales made at the outlet will be absorbed by Oil Company. Any losses beyond the ceiling as mentioned above will be borne by the Service Provider and the same would be adjusted / recovered by the oil

companies on a monthly basis. The losses on month to month basis will be calculated based on the actual sales volume and the prevailing **retail selling price** (at month end) of the outlet.

F. Reimbursement for handling charges for Auto LPG / CNG sales to Service Provider :

a) Payment to be reimbursed to Service Provider for actual manpower provided for handling Auto LPG / CNG as per requirement of **Corporation**, in addition to the manpower provided for handling MS & HSD.

b) The Service Provider would be required to provide additional BG considering Auto LPG / CNG also in addition to MS & HSD.

c) Auto LPG / CNG sales would be clubbed with MS & HSD sales for making Fixed Lumpsum payment for rendering service at COCO and slab wise variable incentives. CNG sales volume to be taken in MT for this purpose.

Appendix I

Notarized Affidavit for offer of finance by members of 'Family unit'

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(To be given by the family member as defined in eligibility criteria other than applicant, for Finance)

I _____ Son/daughter/wife of _____ age_____years resident of _____do hereby solemnly affirm and say as under:-

That I am unmarried and my father*/mother*/unmarried brother* / unmarried sister* (Shri/Smt/Kum)_____(name) has applied for Service Provider contract of IOC*/BPC*/HPC* COCO at _____(location), dist '_____' against the advertisement appeared in _____news paper dated_____ / letter dated _____ received from IOC*/BPC*/HPC* against nomination by DGR/ Rajya Sainik Board / Zilla Sainik Board.

OR

That I am married and my unmarried son*/ unmarried daughter*/wife*/husband* (Shri/Smt/Kum)_____(name) has applied for Service Provider contract of IOC*/BPC*/HPC* COCO at _____(location), dist '_____' against the advertisement appeared in _____news paper dated_____ / letter dated _____ received from IOC*/BPC*/HPC* against nomination by DGR/ Rajya Sainik Board / Zilla Sainik Board.

* Strike off whichever is not applicable.

That in case he/she is selected for the contract of Service Provider, I will provide financial assistance to the extent of Rs. _____ lakhs, which I hold in my name, and which is mentioned at Clause no. 3.1 of the application form submitted by (Shri/Smt/Kum)_____for contract of Service Provider of IOC*/BPC*/HPC* at _____

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

Signature
Name of Deponent and
Relationship with applicant

Solemnly affirmed and declared before me

This_____ day of _____

Signature and Seal of
Magistrate/Judge/Notary Public

Appendix - II

APPLICATION FORM
APPLICATION FOR ENGAGEMENT OF A SERVICE PROVIDER FOR PROVIDING SERVICES FOR CORPORATION OWNED CORPORATION OPERATED RETAIL OUTLET

Passport Size Photograph with specimen signature on the photograph

Location _____Rev. Distt._____ State_____

Advertised on (Date) in (Name Of News Paper) by OMC (Name of Oil Company) / (IOC/BPC/HPC) letter dated (DD/MM/YYYY) asking for submission of application against nomination by DGR / Rajya or Zilla Sainik Board

1. **Applicant Details** :

1.1 Name (in Block Letters) : Mr./Mrs./Ms.
_____

1.2 Address :
_____

_____PIN:_____
Telephone No. :_____E-Mail Address: _____Mobile No:_____

2. **Standard affidavit** : Enclose affidavit as per Appendix - 'III'

2.1 Date of Birth : _____ (Proof to be attached)

2.2 Father's / Husband's Name :_____

2.3 Nationality : _____

2.4 Educational Qualifications :_____(Proof to be attached)

2.5 In case you are an income tax assesse, please furnish PAN No. : _____ (Proof to be attached)

2.6 Last Rank Held : _____(Proof to be attached)
(For nominees of DGR / Rajya / Zilla Sainik Board)

2.7 It is confirmed that I am eligible to apply for Service Provider Contractorship and meet multiple dealership norm as per the Para 2 of Appendix 'III' enclosed.

3. **Finance Details**:

3.1 : Details of liquid Assets:

Give details of source of funds:

	Finance (Please read Clause no. 5.2.3 of Brochure before providing the information below) (Please attach copies of relevant supporting documents/certificates as applicable)					
AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and members of 'family unit'. Attach notarized affidavit as per format given in Appendix - I from member(s) of 'family unit'.						
S. N	Name of Bank	S.B.A/c. No	Name of Account Holder	Relationship with Applicant**	Amount in Rs. As on date of application	
TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						
Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)						
S. N	Type of Financial instrument - FD/NSC/KVP, etc.	Reference Number with date	Name(s) of the holder	Relation with applicant**	Initial investment Amount	Redemption Value (Amount in Rs.)

TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						
Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.						
S. N.	Type of Financial instrument - Bonds/Shares/ MF	Reference Number with date	Name(s) of the holder	Relation with applicant **	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							

TOTAL AMOUNT (in Rs.) (a+b+c)	
TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c)	

** Please qualify the relationship "Unmarried brother", "Unmarried sister", "Unmarried son", Unmarried daughter, etc. wherever necessary.

Note : The funds mentioned above should be available with the applicant as on the date of application.

3.2 Copies of current registration with E.P.F. and E.S.I.C. (if available) to be enclosed .

4. Application Fee:

DEMAND DRAFT / PAY ORDER NO. _____ dated _____ for Rs._____ drawn on _____(state

Bank's name) in favour of Indian Oil Corporation Limited / Bharat Petroleum Corporation Limited / Hindustan Petroleum Corporation Limited payable at _____ is enclosed.

5. Undertaking:

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called and I am aware that in the event I fail to produce the Originals, my application for service provider will be disqualified.

That, if selected, I undertake that I will furnish a Bank Guarantee of required value as per the policy of Corporation. I understand that the subject contract is for providing services during the period of contract. As per terms of contract I will have no claim whatsoever on getting dealership for the subject COCO location.

I, _____
hereby certify 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 service provider.

Place : Signature

Date : (Name in block letters)

NOTE : Affidavits to be enclosed in original. In respect of all other certificates / documents, duly self 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, if called for.

Encl : Total of _____ no. of documents with this application.

Encl : Checklist for supporting documents /affidavits etc. as per Appendix IV is to be filled in and attached on top of application form.

APPENDIX- 'III'

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

I, _____ Son / Daughter/wife of _____ Age ___ years residing at _____ _____do hereby solemnly affirm and say as under :

1. That I am an Indian National.

2. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have RO dealerships/SKO-LDO dealerships /LPG distributorships/ service provider / contractor-ship for COCO operation or hold Letter of Intent for RO dealerships/SKO-LDO dealerships /LPG distributorships/ service provider / contractor-ship for COCO operation of COCO, of any Oil Company.

   OR

   That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have RO dealerships/SKO-LDO dealerships /LPG distributorships/ service provider / contractor-ship for COCO operation or hold Letter of Intent for RO dealerships/SKO-LDO dealerships /LPG distributorships/ service provider / contractor-ship for COCO operation, of any Oil Company.

3. I have never been convicted by a Court of law for any criminal offence involving moral turpitude / economic offences.

4. I hereby confirm that I was never a signatory to a dealership/distributorship/ contractor-ship for COCO operation agreement of any oil company, which was terminated for proven adulteration/malpractices.

5. That against item no. 3 of my application form details of various sources of funds required for providing labour and for the contracted operation of the outlet been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of contractor ship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the OMC (name of Oil Company).

6. That neither I nor any of my family members (family unit as defined in the case of multiple dealership norms) is owning the land, wholly or partly, on which the COCO Retail Outlet is constructed and for which I have applied for the selection as Service Provider.

7. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. If any information/declaration given by me in my application or in any document submitted by me in support of application for the engagement of contractor for Service Provider or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd / Bharat Petroleum Corporation / Hindustan Petroleum Corporation would be within its rights to withdraw the offer letter / terminate the contract for Service Provider (if already appointed) and that I would have no claim, whatsoever, against Indian Oil Corporation Ltd / Bharat Petroleum Corporation / Hindustan Petroleum Corporation for such withdrawal/termination.

_____
Signature of person making affidavit
(Name in block letters)

Solemnly affirmed and declared before me

This _____day of _____

_____
Signature and Seal of
Magistrate/Judge/Notary public

APPENDIX – 'IV'

COVER NOTE OF APPLICATION: CHECK LIST OF DOCUMENTS SUBMITTED

Name of the COCO Location / District:

Name of Applicant:

S.N.	Document Particulars	Page No.		Submitted
		From	To	Yes / No/ NA
1.	Attested copy of Certificate regarding Age			
2.	Attested copy of Certificate regarding Educational Qualification			
3.	Attested copy of certificate for last rank held (For Ex-Defence Officers applying against DGR / Rajya or Zilla Sainik Board nominations)			
4.	Complete Filled Application Format with signature and photograph (with signature on photograph)			
5.	Affidavit as per Appendix 'III'			
6.	Attested copy of PAN Card			
7.	Attested document/ affidavit regarding financial capability (liquid Assets) -			
	(a) Fixed deposit/saving/etc			
	(b) The finance / asset owned by the family unit - applicant providing a consent from the concerned member from the 'family unit' on notarised affidavit (Appendix – I) along with supporting documents to establish the capability.			
	(c) Valuation certificates from chartered Accountant / Depository participant etc.			
8.	Attested copy of Proof / Certificate regarding managerial experience of working in any sector			
9.	Attested copy of proof for having Experience in providing or directly engaging manpower for minimum one year.			
10.	Application Fee - Demand draft in favour of " Indian Oil Corporation / Bharat Petroleum Corporation / Hindustan Petroleum Corporation" payable at specified location			
11.	Attested copies of registration certificate with E.P.F. and E.S.I.C. if available.			
12.	Any other document			
	Total no. of pages attached			

Date:_____ Signature of applicant