



**NUMALIGARH REFINERY LIMITED**

**BROCHURE**

**SELECTION OF PETROL/DIESEL RETAIL OUTLET DEALERS**

**9<sup>th</sup> December, 2010**

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## **Numaligarh Refinery Limited**

For appointing dealers for its Retail Outlets (ROs), the oil company follows the following transparent procedure:

### **1. Identification of locations**

Locations for setting up Petrol/Diesel Retail Outlets are identified by the Oil Company after carrying out required feasibility study and based on commercial considerations.

### **2. Mode of selection of Dealers**

- (a) The locations identified as above are advertised under applicable category in two newspapers - one English and one Regional vernacular newspaper having wide circulation in the area where the location falls in case of Regular ROs and in case of Rural ROs in one local/vernacular newspaper (with maximum circulation in the area) and in one state level newspaper having maximum circulation in the state. Persons meeting the eligibility criteria can apply and the selection will be made from amongst eligible applicants after the due evaluation process.
- (b) Direct offers of land can also be considered for development of retail outlets. In such cases, after receipt of such direct offers, viability of the location will be assessed and if found viable, advertisement will be released in two leading newspapers, which are in circulation in the area. The final selection of the dealer will be on the basis of evaluation of the land offered and evaluation of the candidate in respect of other parameters as provided in these guidelines.
- (c) Government Agencies / PSUs can be considered for award of Dealership directly without advertisement.

### **3. Reservation for Retail Outlet (RO) Dealerships**

- (a) The percentage reservation, in each state, for various categories is as under:

Details of Category	Category Code	Reservation %
Schedule castes / Scheduled Tribes *	SC/ST	25%
Physically Handicapped Persons	PH	5 %
Paramilitary / Police / Govt. Personnel	PMP	8 %
Defence Personnel	DEF	8 %
Freedom Fighters	FF	2 %
Outstanding Sports Persons	OSP	2 %
Open	OP	50 %

\* Reservation for Dealerships in tribal areas in North Eastern States are as under :

State	%age of Dealerships to be awarded to	
	ST Category	Balance to Open Category
Arunachal Pradesh	70	30
Meghalaya	80	20
Nagaland	80	20
Mizoram	90	10

- (b) **Reservation for women:**  
33 % of the dealerships in each of the above categories will be reserved for Women belonging to that category. Widows or unmarried women above 40 years of age without earning parents, applying under this category will be eligible for Corpus Fund facilities of the Oil Company on their request in their application. Such applicants will be given preference over other women candidates in selection.

#### 4. **Eligibility Criteria:**

(a) Eligibility criteria for Individuals

- (i) **Nationality:** Should be Indian national.
- (ii) **Age:** As on the date of application, (in completed years) not less than 21 years and not more than 65 years. However, in respect of 'FF' category, upper age limit is not applicable.
- (iii) **Educational Qualifications:** Minimum Matriculation or recognized equivalent for all categories except FF, OSP & DEF Categories. However, persons applying under these categories will be evaluated for this criteria.
- (iv) **Rural ROs:** In the case of Rural ROs, applicants residing in the concerned Block (or known by any other name of equivalent geographical demarcation) will be eligible to apply for a location advertised in that Block. However, a resident of the concerned revenue village or village Panchayat limits where the advertised location is situated will be given preference in selection by way of additional marks as under:
- |   |          |
|---|----------|
| Resident of concerned Revenue Village       | 20 Marks |
| Resident of the concerned Village Panchayat | 10 Marks |
- The candidate must attach resident certificate as proof of residence as per Appendix 'C' along with the application.
- (v) **Reservation for various Social Objectives Categories (SOC):** Eligibility criteria for various categories are as under:
- **Scheduled Castes / Scheduled Tribes (SC/ST):** Those recognized as Scheduled Castes / Scheduled Tribes (SC/ST) under the Constitution of India.
  - **Physically Handicapped Persons (PH):** The person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper and lower limbs together.  
Deaf, Dumb and blind persons will also be eligible to apply for dealerships under this category.  
Totally paralysed and / or mentally unsound persons will not be eligible to apply under any category. In this connection the Govt. notification no. 154 published on 13.06.2001 by Ministry of Social Justice & Empowerment will be applicable.
  - **Defence Category (DEF) :** the following persons will be eligible:
    - Widows / dependents of Posthumous gallantry award winners.
    - War widows/ dependents of those who died in war.
    - Was disabled.
    - Widows/dependents of those who died in harness due to attributable causes.
    - Disabled in peace due to attributable causes.

The inter-se priority under this category will be in the above order.

Certificate to be produced from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the dealership for which he/she has applied. Certificate of eligibility issued for one dealership is **not** valid for another dealership and therefore a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement.

➤ **Outstanding Sports Persons (OSP) :** The following persons will be eligible:

- Arjuna Awardees.
- Winners of Medals at Olympics/ Asiad/ Commonwealth Games and Recognised World Champions.
- National Champions under the Recognised National Championships.
- National Adventure Awardees.

➤ **Paramilitary/ Police/ Govt. Personnel (PMP) :** The following persons will be eligible;

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

Inter-se Priority:

- Widows/dependants of Posthumous gallantry winners.
- Widows/dependants of persons having died in action.
- Personnel disabled on duty.
- Widows/dependants of persons who died while in service; and
- Disabled in peace due to attributable causes.

➤ **Freedom Fighters (FF):**

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

(b) **Eligibility Criteria for Partnership Firms:**

All partners of the firm should individually fulfill the eligibility criteria as specified at 4 (a) above and each partner should submit separate application form.

(c) **Eligibility Criteria for Non individual Entities:**

- **Registered co-op./Consumer societies :** While Registered co-operative/consumer societies registered under Societies Registration Act 1860 are eligible to apply under **OP** category such entities are also eligible to apply for a location reserved for a specific reserved category provided all the members of the society belong to that

category for which the location has been advertised. In case such a location has been reserved for women category then all members of the society should be women. Only the Societies making a net profit in the preceding 3 Financial Years prior to the date of application for dealership as certified by a Chartered Accountant will be eligible.

- **Organised Bodies:** Organised Bodies such as registered bus/truck associations etc., Charitable Trusts registered with Charity Commissioner of respective State Government and Corporate houses i.e. Government Organisations/Bodies, PSUs, and Companies incorporated under Companies Act, 1956 are eligible to apply under **OP** category. However, private limited companies would be eligible to apply only if they are in existence and also profit making during the preceding 3 financial years prior to the date of application for dealership.
- **Fleet Operators:** Fleet operators are eligible to apply under **OP** category. The applicant must have a fleet of vehicles owned/attached with a volume commitment of minimum 30 KLS per month. Individuals will not be eligible to apply under this category.

## 5. Disqualification

**The following are not eligible:**

- (a) Persons convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude/economic offence (other than freedom struggle).
- (b) Mentally unsound and / or totally paralysed persons.
- (c) Signatory to an agreement of a RO / SKO-LDO dealership / LPG distributorship of any oil company terminated on the grounds of adulteration / malpractice.

## 6. **Applicability of Multiple dealership norms (Relationship clause):**

Individuals / partnership firms / non individual entities like co-operative societies, companies, organised bodies etc. will not be eligible to apply for a RO dealership if they already have a RO dealership / SKO-LDO dealership / LPG distributorship of any oil company or they hold an LOI for RO dealership / SKO-LDO dealership / LPG distributorship of any oil company. In addition the following would apply:-

### Individuals

Only one Retail outlet dealership/ SKO-LDO dealership / LPG Distributorship will be allowed to a “family unit\*” in respect of Individuals. If any person in the “family unit” of the applicant (individual) already have a dealership / distributorship or holds an LOI for a dealership / distributorship of any oil company then other person(s) in that “family unit” will not be eligible for a new dealership.

\*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).

### Partnership firms

Each partner of the applicant partnership firm has to individually satisfy the criteria as applicable for individuals stated above.

Non-individual entity like Companies, Societies, Trusts etc.

In case of Companies registered under companies Act 1956, it will not be eligible for a RO dealership if any RO dealership / SKO-LDO dealership / LPG distributorship or LOI for RO dealership / SKO-LDO dealership / LPG distributorship of any oil company is already held by any of the Directors or his/ her family members (family as defined in the case of Multiple dealership norms for individuals), or by the Holding company or Subsidiary company or by any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

In respect of organised bodies, charitable trusts registered with the Charity Commissioner of the respective State Governments and societies registered under Societies Registration Act 1860, etc. they will not be eligible for RO dealership if any RO dealership/ SKO-LDO dealership / LPG distributorship or LOI for RO dealership/ SKO-LDO dealership / LPG distributorship of any oil company is held by any of the Members of the Governing Body / Managing Body / Any such other Body or their family members (family as defined in the case of multiple dealership norms for individuals).

If any individual, partnership firm or non individual entity holding RO dealership/ SKO-LDO dealership/ LPG distributorship of any oil company acquire controlling stake in a company having RO/ SKO-LDO dealership/ LPG distributorship, the acquirer would be liable to be terminated.

However, Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organisations will be exempted from the multiple dealership norms as mentioned above.

**7. Personal supervision by dealer:**

An applicant selected for the RO 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 other employment. If the selected person is already employed he/she will have to resign from the employment prior to appointment as dealer.

**8. Scheme of financial assistance to SC/ST category dealerships under 'Corpus Fund' scheme:**

(i) Financial assistance will be given to persons belonging to Scheduled Castes and Scheduled Tribes on award of dealerships by the Oil Company as under:

- In respect of locations reserved for SC/ST categories, the concerned oil company will make available the ready Retail outlets with all basic facilities at its cost. Therefore the applicants belonging to SC/ST categories applying against locations covered under 'Corpus Fund Scheme' are not expected to offer land, infrastructure/facilities and finance.
- Oil Company will also provide adequate working capital loan for a full operation cycle of the operation of the Dealerships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly installments commencing from the 13th month of commissioning of the Dealership.

**(ii) Corpus fund facilities for women**

- War widows will be eligible for the facilities as mentioned under 8 (i) above.
- On their request at the time of application for dealership, unmarried women above 40 years of age without earning parents or widows who have been awarded dealership for locations reserved for "women" category will be eligible for the facilities as mentioned under 8 (i) above.

**9. Licence Fee:**

All allottees, including those availing the Corpus Fund facilities, will have to pay License fee to the Oil Company as applicable from time to time.

**10. Application form:**

Application form for dealership is a part of the advertisement published in the newspapers. The application format (**Annexure-I**) can also be downloaded from our website: **www. nrl.co.in -> Retail Marketing -> Download ->Application Form**

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee (non refundable): Rs.1000/- (Rs.500/- in respect of SC/ST candidates) for Regular ROs and Rs.100/- (Rs.50/- in respect of SC/ST candidates) in case of Rural ROs.
- c) In case of partnership, each partner will have to submit separate application forms along with separate application fee as applicable. However, while submitting the filled forms, their application forms have to be bunched together.
- d) Filled application form along with relevant enclosures, complete in all respects, should be submitted so as to reach the office address mentioned in the advertisement for the location, before the due date and time.
- e) **Original** of the Affidavits and self attested **Copies** of the other supporting documents should be submitted along with the completed application form, duly signed.
- f) The applicant should affix his / her latest photograph in the space provided for in the application form.
- g) No addition / deletion / alteration will be permitted in the application form after cut-off date for submission of applications.
- h) No additional documents whatsoever will be accepted or considered after the cut off date for submission of applications.
- i) Applications received after the cut-off date for any reason, including postal delay, and those without accompanying valid documents, Affidavits, Certificates etc., application fee or incomplete in any respect will not be considered and no correspondence will be entertained by the oil company in such cases, whatsoever.
- j) After the cut off date for receiving the applications as given in the advertisement, the applications received will be scrutinised. In case of applications rejected at the time of scrutiny, the concerned applicant will be advised the reasons for rejection in writing and such applicants will not be further evaluated or called for interviews.
- k) If any statement made in the application or in the documents enclosed therewith by the candidate at any stage is found to be incorrect or false and/or the applicant conceals any information which if declared would have made him/her ineligible for dealership, the application is liable to be rejected 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 the oil company.



l) A person selected for dealership after issuance of letter of appointment (LOA) will have to execute a dealership agreement with the oil company as per its terms.

m) Persons applying for Rural RO dealerships should enclose Residence certificate as per the enclosed format (Appendix C ) duly issued by the competent authority.

**11. Person applying for different locations:**

While one person can apply for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case. Each application should be complete in all respects and documents attached with one application cannot be considered for other application(s).

**12. Eligibility to Apply:**

While any individual meeting the eligibility criteria, can apply under “OP” category, Individuals can apply for any location reserved for a particular category only if the applicant individual meets all the eligibility criteria specified for that reserved category. Partnership firm can also apply under any reserved category provided all the partners individually meet all the eligibility criteria specified for that category. Non-individual entities are eligible to apply under OP category only. However, co-operative societies registered under Societies Act 1860 are also eligible to apply under any reserved category provided that all its members individually belong to that specific category for which the location has been advertised.

**13. Evaluation of Applicants:**

(i) The eligible applicants will be evaluated out of a total of 100 marks through a 3 tier process comprising the following steps:

- The offered land will be evaluated as per laid down parameters by the “evaluation committee” which will in turn decide the marks in respect of parameter “capability to provide land and infrastructure / facilities”, which carries a maximum mark of 35.
- “Scrutinising committee” will scrutinise the documents and allocate marks with regard to document based parameters out of a maximum of 56 marks.
- “Interview committee” will carry out personal interview and award marks out of the remaining maximum 9 marks based on specified parameters and complete the selection process.

(ii) The evaluation of eligible applicants will be carried out by the above committees based on the following broad parameters:

Sr. No	Parameter	Maximum Marks: Individuals (including partnerships)	Maximum Marks: Non-Individual Entities
a	Capability to provide land and infrastructure / facilities	35	35
b	Capability to provide finance	25	25
c	Educational qualifications	15	0
d	Capability to generate business	10	25
e	Age	4	4
f	Experience	4	4
g	Business ability / acumen	5	7
h	Personality	2	0
	Total	100	100

**14. Details of the Parameters for evaluating the applicants and Personal Interview:**

**i) Evaluation of the site offered by the applicants:**

Availability of suitable site for setting up of retail outlets at the advertised location is the essence of the project. Accordingly, applicants who “owns” or ‘have registered long lease for a minimum period of 15 years’ for suitable land at the location will be given weightage over applicants who have only a ‘firm offer’ from third parties for obtaining suitable land either on ownership or on lease basis. The technical/commercial suitability of the Land will be decided by NRL based on the parameters and this will be done only for the land offered/ details submitted along with the application form. If an applicant, after selection, is unable to provide the land indicated in the application within a period of two months from the date of Letter of Intent (LOI), NRL will have the right to cancel the allotment of dealership made to the applicant.

Wherever NRL has advertised that it also expects the applicant to provide suitable land at the advertised location to NRL on sale/ long lease, their willingness to transfer such land to the Oil company should be clearly indicated in the application format under para 12(d). In such cases if the said column is either left blank, or the applicant has indicated ‘NO’ then such applicants will be evaluated as if NO land has been offered by the applicant at the location and will not be evaluated for land. Considering the location of the land from the point of view of suitability from technical and commercial angle and rates acceptable to NRL, applicants willing to transfer the land on ownership/ long term lease to NRL would be considered. However, there is no commitment from NRL for taking the offered land from the applicant.

NOTE: The land owned by the “family unit” will also be considered as belonging to the applicant subject to producing the consent letter from the concerned member of the “family unit”. The definition of ‘family unit’ will be as per para 6 above.

The technical / commercial suitability of the land/site offered by the applicants for any location will be ascertained by a committee of oil company officers based on the following parameters. In this connection laid down norms of NHAI (National Highway Authority of India) and MOSRTH (Ministry of Shipping & Road Transport and Highways) may be referred to.

Sl. No.	Retail Outlet Site Evaluation Parameters	Sites (Maximum Marks)	
		City / Towns	Highway / Others
1	Sales Potential	20	15
2	Frontage	15	12
3	No earth filling required	8	7
4	No earth/rock cutting required	6	4
5	No Low Tension Over Head Line	3	3
6	No Over Head Telephone line	3	3
7	No Trees	3	2
8	Proximity to culvert (farther from culvert desirable)	2	11
9	Soil Type (Soft)	7	5
10	Availability of Power	10	8
11	Availability of Water	9	8
12	Visibility from Road	7	9
13	No Presence of Divider	7	4
14	Outside Octroi Limits	0	9*
	Total	100	100

\* In case the location advertised is within the Octroi limit, this mark will be added to 'sales potential' and 'sales potential' will be evaluated out of a total of 24 marks.

**Notes:**

- In case the land is located on Highway but within town/city limit, such land will be evaluated on parameters as applicable to town/city and not as applicable to Highway/others.
- In case the land offered is on National Highway then the same should meet the "distance from intersection", "plot size" and other criteria as per NHAI guidelines (available on website of NHAI) as applicable from time to time, failing which the offered land **will not** be evaluated and the candidate will be treated at par with those candidates who have not offered land. If high-tension overhead line passes over the plot, the same will be disqualified.
- The % of marks scored as above will be the basis for allocating proportionate marks out of a maximum of 35 under the parameter "Land and Infrastructure".
- During the interview, the site selection report in respect of the site offered by an applicant will be shown to the concerned applicant and signature obtained for having "seen" the report.

**ii) Allocation of marks on various parameters in respect of individual applicants**

Parameter	Sub-heads	Description	Marks	Evaluation
Land and infrastructure (Max. 35 marks)	Suitable land for retail outlet	Having "own land" or having land on long lease (registered) for a minimum period of 15 years as on date of application.	35	Based on the evaluation of the committee as explained in 14 (i) above.
		Having "firm offer" of land	25	
			Max. Marks	
Finance (Max. 25 Marks)	Financially sound	<b>Ready availability of Finance (20 marks)</b>		Based on verifying the documents submitted. Valuation report duly certified by Govt. Approved Valuers in support of assets is necessary
		<b>Liquid cash</b> in the form of bank balance, Fixed deposits, shares of listed companies etc.	12	
		<b>Fixed and movable assets</b> includes own land, buildings, shops, house, vehicles etc.	4	
		<b>Income</b> includes agricultural income, business income, interest, rent, royalty, etc. duly supported by documentary evidence	4	
<p>Note: (1) Cash, Jewellery and instruments where the ownership can not be established will not be considered as "Liquid cash" or "Assets".</p> <p>(2) With regard to source of funds declared by the applicant in the application form, it is necessary that the same would be made available for the RO development purpose as and when required. The applicant should submit an affidavit (<b>Appendix A or A1</b>) in this regard. In case the applicant fails to make available the funds committed at the time when its is actually required or could</p>				

	not substantiate at a later date, the candidature/ dealership is liable to be cancelled			
	Credit worthiness	<b>Letter ensuring credit:</b> Bank/ Financial Institution / individuals / party's letter ensuring credit / credit worthiness certificate for scheduled Bank / Financial Institutions. However, in case of Rural ROs, such certificate issued by any bank can also be considered.	5	Credit worthiness certificate <b>(Appendix-A2)</b> from scheduled bank / financial institutions and / or expressing willingness to extend loan if required.
			Marks	
Educational Qualification (Max 15 Marks)	Para no	Based on the educational qualification proof provided by the applicant, the following marks will be awarded		Based on documentary evidence by furnishing certificate / mark sheet from Board / University / recognized institution as applicable.
	(1)	(i) Post Graduation in Management. (ii) Diploma in Management from Indian Institute of Management. (iii) Graduation in Engineering. (iv) Graduation in Law (v)Chartered Accountant	15	
	(2)	(i) Post Graduation in any other field not covered in para (1) above. (ii) Graduation in any other field not covered in para (1) above. (iii) Cost Accountant. (iv) Company Secretary (v) Diploma in Engineering	12	
	(3)	Matriculation	10	
			Marks	
Age (Max. 4 marks)	(Completed in years as on date of application)	Marks will be awarded on the following basis:		Based on documentary evidence (Affidavit, school leaving certificate, Passport, PAN card)
		21 years and more but less than 26 years	2	
		26 years and more but less than 46 years	4	
		46 years and more but less than 56 years	2	
		56 years and more but less than or equal to 65 years	1	

			Max Marks	
Capability to generate business (Max. 10 marks)	Tapping of Sales potential	<b>Tie up of sales volumes with prospective customers</b> (Based on Affidavit in <b>Appendix-A3</b> produced with the application. Tie up of 1/3 <sup>rd</sup> or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume).	5	Based on the volume of tied up quantity as per Affidavit from prospective customers.
	Project report	<b>Project Report</b> for realizing sales potential submitted by the applicant.	3	The committee members will satisfy themselves based on the project report submitted by the candidate and assess him accordingly.
	Assessment by interview committee	On the overall judgement of candidate's ability to generate business including future plans	2	As per the assessment of the committee based on leading questions.
	<p>Note: Sales potential, as estimated by Oil Company will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit (<b>Appendix-A3</b>) from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under:</p> <p>Tied up volume with transporters / Taxi / Rickshaw Operators / Transport Association / Private cars / agricultural equipment / mining / earth moving equipment / own vehicle / equipments / machinery, tie up with industries regarding requirement or power generation etc.</p>			
			Max. Marks	
Experience (Max. 4 Marks)	Business experience	Retail trade of Petroleum products	4	Based on furnishing of documentary evidence to establish the relevant service. Managerial / supervisory experience of one year will qualify for full marks and proportionate for lesser experience
		Related petroleum trade / transport / automobiles	3	
		Hospitality / Service industry / FMCG	2	
		Others	1	
			Marks	

Business ability / acumen (Max. 5 Marks)	Assessment by interview committee	Marks will be awarded based on project report as also earlier experience of : <ul style="list-style-type: none"> <li>• Management of people</li> <li>• Management of finance/ infrastructure</li> <li>• Trade related</li> </ul>	5	Based on project report / leading questions with regard to earlier handling of business and specific situations.
			Marks	
Personality (Max 2 marks)	Assessment by interview committee	Assessment of the committee on the following parameters: <ul style="list-style-type: none"> <li>• Communication/ articulation skills</li> <li>• Polite, presentable and well mannered</li> <li>• Enthusiasm/energetic/ medical history</li> <li>• Self confidence/ convincing power</li> </ul>	2	Assessment based on observation and leading questions.
		Grand total	100	

**In respect of Non individual applicants, evaluation of all parameters remain the same as above except in case of the following:-**

Parameter	Sub-heads	Description	Max. Marks	Evaluation
Age (Max. 4 marks)	(Completed no. of years of existence as on date of application)	Marks will be awarded on the following basis		Based on documentary evidence
		Less than 3 years	0	
		More than 3 years but less than 5 years	2	
		More than 5 years	4	
			Marks	
Capability to generate business (Max. 25 marks)	Tapping of sales potential	<b>Tie up of sales volumes with prospective customers</b> (Based on Affidavit in <b>Appendix-A3</b> produced with the application. Tie up of 1/3 <sup>rd</sup> or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume)	12	Based on the volume of tied up quantity as per Affidavit from prospective customers.
	Project report	<b>Project Report</b> for realizing sales potential submitted by the applicant.	8	The committee members will satisfy themselves based on the project report submitted by the candidate and assess him accordingly.

	Assessment by interview committee	On the overall judgement of candidate's ability to generate business including future plans.	5	As per the assessment of the committee based on leading questions.
	<b>Note:</b> Sales potential, as estimated by Oil Company will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit ( <b>Appendix-A3</b> ) from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under: Tied up volume with transporters / Taxi / Rickshaw Operators / Transport Association / private cars / agricultural equipment / mining / earth moving equipment / Own vehicles / equipments / machinery, tie up with industries regarding requirement or power generation etc.			
Experience (Max. 4 Marks)	Business Experience in specific sectors	Petroleum	Max. Marks 4	Based on furnishing of documentary evidence to establish the relevant service in the sector.
		Automobiles / Transport Service	2	
		Any Sector other than mentioned above	1	
		Note: At least 1 year of experience of providing service in a particular sector will entitle for full marks & proportionately for experience of less than 1 year.		
			Marks	
Business ability / acumen (Max. 7 marks)	Assessment by interview committee	Marks will be awarded based on project report as also earlier experience of : <ul style="list-style-type: none"> <li>• Management of people</li> <li>• Management of finance / infrastructure</li> <li>• Trade related</li> </ul>	7	Based on project report / leading questions with regard to earlier handling of business & specific situations.

Widows or unmarried women above 40 years of age without earning parents applying for dealerships reserved for "Women" category, SC/ST persons applying under SC/ST reserved category and War widows will not be evaluated on parameters "Capability to provide land and infrastructure / facilities" (35 marks) & "Capability to provide finance" (25 marks). In respect of these candidates, evaluation will be done only based on the remaining parameters and for final comparison, the % marks scored over the "total applicable marks" would be the basis. In respect of Widows or unmarried women as mentioned above applying under category reserved for "Women", for determining their priority over other women candidates, the marks scored by other women applicants under these two parameters will be excluded from the total marks scored by them.

In respect of partnerships, all partners will have to attend the interview together and they will be evaluated individually for individual parameters like age, educational qualification etc. The land

and finance owned by any one of the partners will be treated as the same being owned by the partnership firm as a whole for evaluation purposes.

In respect of "Land" and "Finance" parameters as indicated above the ownership of land / finance by any member of the "family unit" will be considered as owned / belonging to the applicant subject to producing consent letters as applicable from the concerned member of the "family unit". In case the land / finance is owned by the applicant or members of "family unit" jointly with third person, the consent letter on stamp paper or an Affidavit or POA of such third person is required to qualify for marks. Land procured on long lease (registered) for more than 15 years will be considered as "own land".

The land qualifying for setting up of Retail Outlet shall be awarded marks out of a maximum of 35 in proportion to the marks allotted by the land evaluation committee in respect of the plot offered by the applicant.

The maximum marks i.e., 25 under the parameter "Finance" will be proportionately distributed in the ratio of maximum marks of 12, 4, 4, 5 under each sub-parameter and this ratio will be applied on the total finance requirement advertised for each location. The applicant will qualify for full marks if the actual fund available based on the documents submitted by the applicant is either equal to or more than the proportionate maximum fund requirement worked out as above under each sub-parameter and pro-rata for lower availability of fund.

For award of marks under sub-parameter "credit worthiness" under "Finance", the applicant submitting credit worthiness certificate from Bank / Financial Institutions will qualify for proportionate marks based on the amount indicated therein taking into account the total amount required for that location in the advertisement.

Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

The candidates should produce **originals** of the documents submitted by them with the application, at the time of interview failing which the applicants will be rendered ineligible. The candidates will also have to submit a fresh Affidavit as per Appendix-A or Appendix – A1 as applicable prior to the interview, signed and notarised not earlier than 3 working days prior to the date of interview, failing which the candidate will be considered as ineligible for dealership.

**15. Inters-se-priority for "DEF" and "PMP" categories :**

Candidates securing minimum qualifying % of marks will be eligible for inter-se priority marks as given below. Such candidates will be selected after considering the following inter-se priority marks as allowed by the competent authority.

**(a) For Defence Category (DEF)**

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



**(b) For PMP Category (PMP)**

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

**16. Results of the interview:**

- (a) After completion of the interview for a location, result along with the detailed marks scored will be displayed on the notice board of the interviewing location. This list will contain the names of all the candidates who appeared for the interview in descending order of marks scored as a percentage of "applicable marks" for that category along with the details of marks scored by each candidate under various parameters. The minimum qualifying marks for any candidate to be eligible for consideration for award of dealership would be 60% of the applicable marks in respect of OPEN category. In respect of reserved categories including OPEN (W), the minimum qualifying marks would be 50% of the applicable marks. If none of the candidates scored the minimum qualifying marks as above, the location will be declared as "no candidate found suitable". Otherwise a maximum of 3 candidates starting with sl.no.1 in the list published on the notice board will be treated as included in the "merit panel" for award of dealership for that location. This result will also be available on the web site of the oil company.

**(b) Field verification and Offer of dealership:**

- The dealership will be offered to the No.1 candidate in the merit panel on the basis of the interview after necessary field verification. Letter of Intent (LOI) will not be issued before 30 days from the date of publication of merit panel or till disposal of complaints, if any received with regard to the dealer selection for that location.
- If the no.1 candidate is not found suitable / fails to fulfil the terms and conditions of the award of dealership or the award is to be cancelled for any reason whatsoever, the dealership will be offered to the 2nd candidate in the merit panel after necessary field verification.
- If the 2nd candidate also fails to fulfil the terms and conditions of offer or found unsuitable for any reason whatsoever, then the dealership will be offered to the 3rd candidate in the merit panel.
- If the 3rd candidate also fails to fulfil the terms and conditions of offer or found unsuitable for any reason whatsoever, or in case where no 2nd or 3rd candidates are available in the "merit panel" as explained above, the location may be re-advertised at the discretion of the oil company.
- A person who has been issued the LOI would be required to fulfil the terms and conditions of the same within the specified time period for speedy commissioning of the dealership.

**(c) Validity of merit panel**

The merit panel will be valid for a period of one year from the date of commissioning of the dealership. If within this period, the dealership offered to the first or second empanelled candidate is to be withdrawn for any reason whatsoever or the dealership is terminated for any reason, the oil company will have the option of

awarding dealership to the next candidate in the merit panel after necessary Field verification, if he / she meets the eligibility criteria at that point of time.

**17. Provision of basic facilities at the retail outlets :**

(a) The applicant, on selection, should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the oil company. The estimated requirements of funds expected to be made available by the applicant excluding the cost of land for the setting up / operation of the dealership will be indicated in the advertisement for the location.

(b) Following basic facilities will be provided by each dealer at the Retail Outlet:  
Drinking Water, Free Air @, First Aid kit with medicines, Toilet @, Pollution under Control Equipment (PUC) wherever it is mandatory@, Telephone @, Adequate illumination@.

@ Provided by the oil company to those dealers who are entitled for financial assistance under 'Corpus Fund Scheme'.

(c) In case of location(s) where the Oil Company have decided not to purchase or take on long lease any land, the applicant, if selected for the award of the dealership, will also have to set up all the fixed facilities at their own cost in accordance with the requirements of NRL on the land owned/arranged by them. Some of the facilities to be provided by the candidate in such cases will be as under as per layout & standards prescribed by NRL at his / her own cost:

- **Mandatory Facilities** : Land & its development, Driveway, Compound wall, Sales Office, Show Room, Store, Toilets, Generator & Compressor Room, Yard lighting, Air & Water Facilities, Generator, Fire Fighting Facilities etc.

- **Additional Facilities (Site specific)** : All such facilities required for customer service such as Staff Room cum Change Room, Canopy, Service Station, Rest Room, Restaurant, Telephone Facilities, PUC facility (if mandatory) and/other Facilities as may be specified by NRL from time to time.

**18. Security deposit:**

The selected candidate before being issued the appointment letter will have to pay an interest free refundable security deposit amount as mentioned against each location in the advertisement. Oil Companies reserve their rights 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 will be forfeited.

SC/ST candidates, war widows & Women/widows availing corpus fund facility are not required to pay security deposit.

**19. Grievance / Complaint redressal system:**

(a) An aggrieved person may send his/her complaint to the oil company at the address of the customer service cell displayed at the nearest retail outlet of the concerned oil company. Complaints can also be lodged on the website of the oil company. Complaints against dealer selection received after 30 days from the date of publication of the merit panel after the interview will not be considered / entertained under any circumstances.

- Anonymous / pseudonymous complaints will not be investigated and will be filed without taking any action on the same.
- On receipt of a complaint, a letter will be sent by the oil company to the complainant through Registered Post advising the complainant to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. The complainant will be clearly advised that the oil company will examine the complaint and if it is established that the complaint does not have any substance, he/she may be liable for legal action. The oil 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.

(b) When a decision is taken to investigate the complaint, the investigation will be done by one Senior Official of Oil Company and will pass a speaking order after giving due opportunity to the complainant etc. Copy of the speaking order will be given to all concerned. Thereafter, decision on the complaint will be taken as under:

(i) **Complaints not substantiated:** The complaint will be filed and the complainant will be advised accordingly.

(ii) **Established complaint:** Action will be taken as under:

- In case the selection process for a location was found to be not in accordance with the laid down guidelines, the merit panel will be cancelled and all the eligible candidates will be re-interviewed based on the documents available on record.
- In case the dealer selection was done as per the laid down guidelines and the complaint against the first empanelled candidate is established, action will be taken to cancel the selection of the 1st empanelled candidate and issuance of LOI to the next candidate in the merit panel. Similar action will be taken in case of established complaint against second empanelled candidate also.
- In case of established complaint against all the merit panel candidates, the merit panel will be cancelled and the location will be re-advertised, if found feasible by the Oil Company.

**20. Tenure of dealership:**

The tenure of Retail Outlet dealership will be for an initial period of 15 years and renewable for every 5 years thereafter, subject to the examination of the performance of the dealership by the Oil Company.

**21. Furnishing of false information / concealing information:**

If any information furnished by the applicant is found to be false at any point of time before or after appointment as a dealer or conceals any information which if declared would have made him/her ineligible for dealership, the allotment will be cancelled forthwith and dealership terminated, in case commissioned.

**22. Amendment / Modification:**

The above are only for the information of the public and the oil company reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion. The applicant will be governed by the terms and conditions published in the advertisement for the location against which he/she is applying and if the application is not submitted strictly in accordance with the terms referred therein, the same is liable to be rejected.

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## Numaligarh Refinery Limited

### NOTICE FOR APPOINTMENT OF RETAIL OUTLET DEALERS

1. Numaligarh Refinery Limited (NRL) proposes to appoint dealers for Retail Outlets in \_\_\_\_\_ (the name of State) at or in the vicinity of the following Locations:

SI no	Name of Location	Revenue District	State	Category	Type of Dealership		Marketing plan	Estimated investment required from the applicant (Rs. Lakhs)	Estimated Sales potential of the site-KLs p.m. (MS+HSD)	Amount of security deposit (Rs. Lakhs)
					Whether NRL expects the applicant to have / arrange suitable land for the Retail Outlet and provide the same to NRL on sale / long lease	Whether NRL expects the applicant to have / arrange suitable land for setting up of the Retail Outlet (but no need to give to NRL on lease / sale). In this case it is expected that the applicant will also provide all other fixed facilities required for the dealership at his cost.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
					YES / NO	YES / NO				

- (a) Applicants who 'owns' land at the location will be given weightage over applicants who have only a 'firm offer' from third parties for obtaining suitable land either on ownership or on lease basis. The technical/commercial suitability of the Land will be decided by NRL based on parameters and this will be done only for the land offered /details submitted along with the application form. If the applicant, after selection, fails to provide the land indicated in the application form within a period of two months from the date of Letter of Intent (LOI), NRL will have the right to cancel the allotment of dealership made to the applicant.

- (b) In respect of locations against which "YES" has been marked under col. (6) above, the eligible candidates having "own land" or having a "firm offer" from the land owner for purchase/lease of site, should furnish the details of such land that can be made available for setting up the Retail Outlet along with land documents. Applicants should clearly specify in their application that they are willing to transfer such land on ownership / long term lease to NRL under para12 (d) failing which they will be evaluated as if NO land has been offered by the applicant and will not be evaluated for land. Considering the location of the land from the point of view of suitability from technical and commercial angle and rates acceptable to NRL, applicants willing to transfer the land on ownership / long term lease to NRL would be considered. However, there is no commitment from NRL for taking the offered land from the applicant.
- (c) In respect of locations against which "YES" has been marked under col. (7) above, the applicants, if selected, will also have to set up all the fixed facilities at their own cost in accordance with the requirements of NRL on the land owned/arranged by them.

NOTE: In case of "own land" the ownership by any member of the "family unit" will be considered as owned by the applicant subject to producing consent letter from the concerned member(s) of the "family unit". In case the applicant or member(s) of "family unit" own the land jointly with third person, the consent letter on stamp paper or an Affidavit or POA of such third person is also required. The "firm offer" of land will include land offer from third party based on Agreement to purchase, offer letter on stamp paper, Affidavit or Power of Attorney duly supported by land documents. Having land on long lease (registered) for a minimum period of 15 years as on date of application will be treated as equal to having 'own' land.

- (d) Eligible applicants may submit their application for appointment of Dealers on a plain paper in the format given in the advertisement. The application format can also be downloaded from our website [www.nrl.co.in](http://www.nrl.co.in)

## 2. **Eligibility Criteria:**

### (a) **Eligibility criteria for Individuals**

(i) **Nationality:** Should be Indian national.

(ii) **Age:** As on the date of application, (in completed years) not less than 21 years and not more than 65 years. However, in respect of 'FF' category, upper age limit is not applicable.

(iii) **Educational Qualifications:** Minimum Matriculation or recognised equivalent for all categories except FF, OSP & DEF categories. However, persons applying under these categories will be assessed for this criteria.

(iv) **Rural ROs:** In the case of Rural ROs, applicants residing in the concerned Block (or known by any other name of equivalent geographical demarcation) will be eligible to apply for a location advertised in that Block. However, a resident of the concerned revenue village or village Panchayat limits where the advertised location is situated will be given preference in selection by way of additional marks of 20, if Resident of the concerned Revenue Village and marks of 10 if Resident of the concerned Village Panchayat. The applicant must attach residence certificate as proof of residence as per Appendix -C along with the application.

**(v) Reservation for various Social Objective Categories (SOC):** Eligibility criteria for various categories are as under:

- **Scheduled Castes/ Scheduled Tribes (SC/ST):** Those recognised as Scheduled Castes / Scheduled Tribes (SC/ST) under the Constitution of India. Persons belonging to SC/ST category should submit a caste certificate of 'Scheduled Caste'/ 'Scheduled Tribe' category issued by a competent authority.
  - District Magistrate/Addl. District Magistrate/Collector/Dy.Commissioner/Additional Dy. Commissioner/Dy Collector/1st Class Stipendiary Magistrate/City Magistrate (Not below the rank of 1st Class Stipendiary Magistrate) / Sub-divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
  - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - Revenue Officer not below the rank of Tehsildar.
  - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
  - Administrator/Secretary to Administrator/Development Officer (Lakshadweep).
  - Any other competent authority notified by the Government of India.
- **Physically Handicapped Persons (PH):** The person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/ partial disability of either upper or lower limbs or 50% permanent/ partial disability of both upper and lower limbs together. The person should produce a certificate from Civil Surgeon/Chief Medical Officer or Superintendent of a Government Hospital in this connection. Deaf, Dumb and blind persons will also be eligible to apply for dealerships under this category. However, totally paralysed and mentally unsound person will not be eligible to apply. Govt. notification no. 154 published on 13.06.2001 by Ministry of Social Justice & Empowerment will be applicable.
- **Defence Category (DEF):** The following persons will be eligible
  - Widows/dependents of Posthumous gallantry award winners.
  - War widows/dependents of those who died in war.
  - War disabled.
  - Widows/dependents of those who died in harness due to attributable causes.
  - Disabled in peace due to attributable causes.

The inter-se priority under this category will also be in the above order.

Certificate to be produced from Directorate General of Resettlement (DGR), Ministry of Defence, Government of India sponsoring the candidate for the dealership for which he/she has applied. Certificate of eligibility issued for one dealership is **not** valid for another dealership and therefore

a candidate can be considered to be eligible only if he/she has been sponsored for the particular location with reference to current advertisement.

➤ **Outstanding Sports Persons (OSP):** The following persons will be eligible

- Arjuna Awardees.
- Winners of Medals at Olympics/ Asiad /Commonwealth Games and Recognised World Champions.
- National Champions under the Recognised National Championships.
- National Adventure Awardees

Candidates should produce a certificate from the Recognised National Federation Organising National Championships (as recognised by Department of Youth Affairs and Sports, GOI) or from the Dept of Youth Affairs and Sports, GOI.

➤ **Paramilitary/Police/Govt. Personnel (PMP):** The following persons will be eligible:

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

Inter-se Priority:

- Widows/dependants of Posthumous gallantry award winners.
- Widows/dependants of persons having died in action.
- Personnel disabled on duty.
- Widows/dependents of persons who died while in service; and
- Disabled in peace due to attributable causes.

The candidate should attach a copy of relevant certificate from the concerned organisation / Government Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

➤ **Freedom Fighters (FF):**

The candidate should produce 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.

**(b) Eligibility Criteria for Partnership Firms:**

In case of Partnership, all partners of the firm should individually fulfill the eligibility criteria as specified at 2 (a) and each partner should submit separate application form and bunch them together.

**(c) Eligibility Criteria for Non individual entities:**

➤ **Registered co-op./Consumer societies :** While Registered co-operative/consumer societies registered under Societies Registration Act 1860 are eligible to apply under **OP** category such entities are also eligible to apply for a location reserved for a specific reserved category (SOC) provided all the members of the society belong to that category for which the location has been advertised. In case such a location has been reserved for women category then all members of the society should be women. Only the Societies making a net profit in the preceding 3 Financial Years prior to the date of application for dealership as certified by a Chartered Accountant will be eligible.

➤ **Organised Bodies:** Organised Bodies such as registered bus/truck associations etc., Charitable Trusts registered with Charity Commissioner of respective State Government and Corporate houses i.e. Government Organisations/Bodies, PSUs, and Companies incorporated under Companies Act, 1956 are eligible to apply under **OP** category. However, private limited companies would be eligible to apply only if they are in existence and also profit making during the preceding 3 financial years prior to the date of application for dealership.

➤ **Fleet Operators:** Fleet operators are eligible to apply under **OP** category. The applicant must have a fleet of vehicles owned/attached with a volume commitment of minimum 30 KLS per month. Individuals will not be eligible to apply under this category.

**3. Disqualification**

**The following are not eligible:**

- Applicants convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude/economic offence (other than freedom struggle).
- Mentally unsound and / or totally paralysed persons.
- Signatory to an agreement of a RO / SKO-LDO dealership / LPG distributorship of any oil company terminated on the grounds of adulteration / malpractice.

**4. Applicability of Multiple dealership norms (Relationship clause) :**

Individuals / partnership firms / non individual entities like co-operative societies, companies, organised bodies etc. will not be eligible to apply for a RO dealership if they already have a RO dealership / SKO-LDO dealership / LPG distributorship of any oil company or they hold a LOI for RO dealership / SKO-LDO dealership / LPG distributorship of any oil company. In addition the following would apply:-

**Individuals**

Only one Retail outlet dealership/ SKO-LDO dealership / LPG Distributorship will be allowed to a “family unit\*” in respect of Individuals. If any person in the “family unit” of the applicant (individual) already have a dealership / distributorship or holds a LOI for a dealership / distributorship of any oil company then other person(s) in that “family unit” will not be eligible for a new dealership.



\*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).

#### Partnership firms

Each partner of the applicant partnership firm has to individually satisfy the criteria as applicable for individuals stated above.

#### Non-individual entity like Companies, Societies, Trusts etc.

In case of Companies registered under companies Act 1956, it will not be eligible for a RO dealership if any RO dealership / SKO-LDO dealership / LPG distributorship or LOI for these of any oil company is already held by any of the Directors or his/ her family members (family as defined in the case of Multiple dealership norms for individuals), or by the Holding company or Subsidiary company or by any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

In respect of organised bodies, charitable trusts registered with the Charity Commissioner of the respective State Governments and societies registered under Societies Registration Act 1860 etc. they will not be eligible for RO dealership if any RO/ SKO-LDO dealership / LPG distributorship or LOI of any oil company is held by any of the Members of the Governing Body / Managing Body / Any such other Body or their family members (family as defined in the case of multiple dealership norms for individuals).

If any individual, partnership firm or non individual entity holding RO/SKO-LDO dealership/ LPG distributorship acquire controlling stake in a company having RO / SKO-LDO dealership/ LPG distributorship, the acquirer would be liable to be terminated.

However, Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organisations will be exempted from the multiple dealership norms as mentioned above.

### 5. **Norms for evaluating the Applicants:**

- (a) The Selection Committee will assess the applicants broadly under the following parameters:

Sr.	Parameter	Maximum Marks: Individuals (including partnerships)	Maximum Marks: Non - Individual Entities
a	Capability to provide land and infrastructure / facilities	35	35
b	Capability to provide finance	25	25
c	Educational qualification	15	0
d	Capability to generate business	10	25
e	Age	4	4
f	Experience	4	4
g	Business ability / acumen	5	7
h	Personality	2	0
	Total	100	100

- (b) For locations advertised under “OPEN” category, the candidates must secure minimum of 60% of the applicable marks and in case the locations advertised under reserved

category including OPEN(W), the candidates must secure minimum of 50% of the applicable marks.

- (c) Widows, unmarried women above 40 years of age without earning parents applying for dealerships reserved for “women category”, SC/ST persons applying under SC/ST reserved category and war widows will not be assessed under the parameters “capability to provide land and infrastructure / facilities” and “capability to arrange finance”.
- (d) For determining priority to be given to Widows, unmarried women above 40 years of age without earning parents applying for dealerships reserved for “women category” over other women candidates, the marks secured by other women under these two parameters will be excluded from the total marks secured by them. Widows have to submit death certificate of her husband and also an affidavit as per Appendix A.
- (e) Locations reserved under DEF and PMP category: Candidates securing minimum qualifying marks as above will be additionally eligible for inter-se-priority marks (max. 40) as given by the competent authority and the final merit panel will be decided after considering inter-se-priority marks.
- (f) In respect of Rural ROs all persons who are resident of a BLOCK, or known by any other name of equivalent geographical demarcation, would be eligible to apply for the dealership for any location belonging to that BLOCK. However, any person belonging to the specific revenue village where the RO has been advertised will get preference in selection and will be given additional marks to the extent of 20. Similarly, if a person is not a resident of that specific revenue village where the RO has been advertised but happens to be a resident of the concerned village Panchayat where the location falls he would be given an additional mark of 10 as a preference for selection of dealership for Rural ROs. However, such additional marks will be allowed only if the candidates have secured the minimum qualifying marks as applicable as explained in (a) above.

6. **Other terms and conditions:**

- (a) 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 other employment. If the selected person is already employed, before issuance of Letter of Appointment by the oil company should resign from such employment and produce the proof of acceptance of his/her resignation by the employer.
- (b) The selected candidate before being issued the appointment letter will have to pay an interest free refundable security deposit amount as mentioned against the location in the advertisement. NRL reserve its right to adjust any dues to it from this amount at the time of resignation / termination. However, In case of termination of the dealership is on account of proven adulteration / malpractice, the said security deposit will be forfeited. However, SC/ST candidates & war widows are not required to pay security deposit. Similarly, widows and unmarried women above 40 years of age without earning parents availing corpus fund facility are also not required to pay the security deposit.
- (c) The applicant, on selection, should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of NRL. This clause will not be applicable to selected applicants belonging to SC/ST category and those who have availed Corpus Fund Scheme benefits.
- (d) The applicant should possess sound physical and mental health and have to submit a certificate from a Government Medical Officer not below the rank of Gazetted Medical Officer with the application.

7. **Provision of basic facilities at the retail outlets :**

- (a) The applicant, on selection, should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the oil company. The estimated requirement of funds expected to be made available by the applicant excluding the cost of land for the setting up / operation of the dealership has been indicated in the advertisement under clause 1 above for each location.

Following basic facilities will be provided by each dealer at the Retail Outlet:

Drinking Water, Free Air @, First Aid kit with medicines, Toilet @, Pollution under Control Equipment (PUC) wherever it is mandatory@, Telephone @, Adequate illumination@.

@ Provided by the oil company to those dealers who are entitled for financial assistance under 'Corpus Fund Scheme'.

- (b) In case of location(s) where the Oil Company have decided not to purchase or take on long lease any land, the applicant, if selected for the award of the dealership will also have to set up all the "fixed facilities" at their own cost in accordance with the requirements of NRL on the land owned/arranged by them. Some of the facilities to be provided by the candidate in such cases will be as under as per layout & standards prescribed by NRL at his / her own cost:
- Land & its development, Driveway, Compound wall, Sales Office, Show Room, Store, Toilets, Generator & Compressor Room, Yard lighting, Air & Water Facilities, Generator, Fire Fighting Facilities, etc.
- (c) **Additional Facilities (Site specific):** All such facilities required for customer service such as Staff Room cum Change Room, Canopy, Service Station, Rest Room, Restaurant, Telephone Facilities, PUC facility (if mandatory) and/other Facilities as may be specified by NRL from time to time..

8. **Scheme of financial assistance to SC/ST category dealerships under 'Corpus Fund scheme' (CFS):**

- (a) Financial assistance will be given to persons belonging to Scheduled Castes and Scheduled Tribes on award of dealerships by the Oil Company as under:
- In respect of locations reserved for SC/ST categories, the concerned oil company will make available the ready Retail outlets with all basic facilities at its own cost. Therefore the applicants belonging to SC/ST categories applying against locations covered under CFS are not expected to offer land, infrastructure/facilities and finance.
  - Oil Company will also provide adequate working capital loan for a full operation cycle of the operation of the Dealerships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equals monthly installments from the 13th month of commissioning of the Dealership.
- (b) **CFS for women**
- War widows will be eligible for the facilities as mentioned under 8(a) above.
  - On their request at the time of application for dealership, widows and unmarried women above 40 years of age without earning parents who have been awarded dealership under "Women" Category will be eligible for the facilities as mentioned under 8(a) above.

9. Application in the prescribed format, along with a non-refundable application fee of Rs.1000/- (Rs. 500/- in case of SC/ST candidates), by a Crossed Account Payee Demand Draft / Pay Order for regular ROs and Rs.100/- (Rs.50/- in respect of SC/ST candidates) in case of Rural ROs, drawn on any Scheduled Bank in favour of Numaligarh Refinery Limited, payable at \_\_\_\_\_ should be submitted at the following address:

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10. General terms and conditions:

- a. While any individual meeting the eligibility criteria as mentioned above can apply under OP category, for any location reserved for a particular category, the individual meeting all the eligibility criteria specified for that category only can apply.
- b. Filled application form along with relevant enclosures, complete in all respects, should be submitted so as to reach the above address on or before 4 p.m. ( 1600 IST) on \_\_\_\_\_ (date).
- c. NRL reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reasons.
- d. No addition/deletion/alteration will be permitted in the application once it is submitted.
- e. No additional documents whatsoever will be accepted or considered after the cut off date of receipt of the application.
- f. Applications received after the cut-off date, including postal delay and those without accompanying valid documents, including application fee or incomplete in any respect will not be considered and no correspondence will be entertained by NRL in such cases, whatsoever.
- g. Applicants should submit the following in ORIGINAL along with the application:
  - An affidavit by individual applicants & each partners of partnership firm (individually) : **appendix – A.**
  - An affidavit by Non individual applicants, by the authorised authority: **Appendix - A1.**
  - Bankers Certificate: **Appendix - A2.**
  - Affidavit from prospective customers on tied up volume: **Appendix – A3.**
  - PH category persons: **Appendix - B.**
  - Residency certificate in case of application for Rural ROs: **Appendix C.**
  - Copy of the marriage certificate or an affidavit in support of maiden name and name after marriage in case of married women applicant with change of name after marriage.

- h. Copies of all other documents / certificates are to be attached along with the application. **ORIGINALS** of all such documents / certificates are to be produced at the time of interview, if called for. Non-production of originals at the time of interview will render the applicant ineligible.
- i. Applicants applying for more than one location have to submit separate application form for each location with separate application fee. Each application should be complete in all respect along with all necessary documents.
- j. If any statement made in the application or in the document attached or subsequently submitted by the Applicant at any stage is found to be incorrect or false or concealed any information which if declared would have made him/her ineligible for dealership, 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 NRL.
- k. The envelope containing the application, duly filled in and complete in all respect should be superscribed as under:

“This application is for a dealership of a new retail outlet at \_\_\_\_\_(location)“.
- l. All applicants should submit a fresh affidavit in **Appendix - A** or **Appendix - A1**, as the case may be, at the time of interview.
- m. No complaints in respect of dealer selection will be entertained if received after 30 days from the date of publication of the merit panel after the interview.
- n. After issuance of letter of appointment (LOA), the selected person will have to execute a standard dealership agreement with NRL.
- o. This is purely a business proposition and not an application for job in NRL and has normal business risks and also do not guarantee any assured returns or profits.
- p. This is only an application and not an offer of dealership.
- q. Applications not submitted strictly in accordance with the terms and conditions of this advertisement will be liable to be rejected without assigning any reasons.
- r. The applicants should carefully go through the “BROCHURE” available on our website or at the address given under clause 9 above before submitting their application(s).

\*\*\*\*\*

# APPLICATION FORMAT

(Please go through the "Brochure", available on our website or at our Territory Offices carefully before filling this application form)

## APPLICATION FOR NRL RETAIL OUTLET (PETROL PUMP) DEALERSHIP

Location (at or in the vicinity of) \_\_\_\_\_ Rev.  
District. \_\_\_\_\_ State \_\_\_\_\_

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

Advertised on \_\_\_\_\_ in \_\_\_\_\_ by **NUMALIGARH REFINERY LIMITED**  
(Date) (Name of Newspaper) (Name of Oil Company)

Status of the Applicant: Individual / Partnership Firm/Non-Individual entity (Tick as applicable)

1. Individual: ( Individuals & partners of the partnership firm to enclose Affidavit as per Appendix „A“)

(a) Name (in Block Letters) : Shri / Ms \_\_\_\_\_

(b) Father"s/ Husband"s Name \_\_\_\_\_

(c) Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

Tel.No. : \_\_\_\_\_ Mobile No.: \_\_\_\_\_ E-Mail ID: \_\_\_\_\_

(d) Nationality : \_\_\_\_\_

(e) Date of Birth : \_\_\_\_\_ Completed Age as on date of application : \_\_\_\_\_ (Proof to be attached)

(f) Educational Qualification (s) : \_\_\_\_\_ ( Proof to be attached)

(g) Resident of \_\_\_\_\_ Revenue Village \_\_\_\_\_ in Village Panchayat of \_\_\_\_\_ Block  
/ Town \_\_\_\_\_ in District \_\_\_\_\_ of State \_\_\_\_\_ (Residence Proof  
to be attached in case of application for Rural ROs as per **Appendix 'C'**)

(h) Gender : \_\_\_\_\_ (Male / Female)

(i) Marital Status: \_\_\_\_\_ (Unmarried/Married/Widow/Widower/Divorcee)

(j) In case of unmarried woman above 40 years of age : Are your parents (Mother/ Father) earning ?  
YES/NO

(If NO) I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable)

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

(l) I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable)

(m) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

2. Are you or any of the members of the "Family Unit" is dealer or LOI holder of any MS-HSD / SKO-LDO dealership or LPG distributorship of any oil company? YES/ NO

In case of married applicant, the Family Unit means Self, Spouse, Unmarried sons and Unmarried daughters.

In case of unmarried applicant the Family Unit means Self, Father/Mother, Unmarried brother(s) and Unmarried sister(s).

3. Gross Income during last financial year ended 31.03.\_\_\_\_Rs.\_\_\_\_\_(Attach proof)
4. Present occupation : \_\_\_\_\_
5. In case you are an income Tax Assesse, please furnish PAN NO: \_\_\_\_\_
6. Do you have business / selling experience? If yes, give full details: \_\_\_\_\_  
 \_\_\_\_\_(attach additional sheets, if required)
7. Do you have experience of supervision of personnel? If yes, give full details. \_\_\_\_\_  
 \_\_\_\_\_(attach additional sheets if required)
8. Please attach the latest certificate in original from a Govt. medical officer (not below the rank of Gazetted Officer) in respect of physical and mental health.
9. Please attach a separate sheet giving your detailed plans to run the dealership, if allotted.
10. In case of partnership, please give name of each of the partners and attach Registered / Proposed Partnership Deed. Application of all the partner(s) should be bunched together while submission:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Non Individual Entity Applicants like Registered Co-op. Society / Organised body / Corporate House/Fleet Operator/Charitable Trust etc.: (to enclose Affidavit as per Appendix „A1“)
- (a) Name of the Non Individual Entity Applicant: \_\_\_\_\_
- (b) Address : \_\_\_\_\_  
 \_\_\_\_\_ PIN: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ E-Mail ID: \_\_\_\_\_
- (c) Name and Designation of the competent authority making the Application: \_\_\_\_\_
- Copies of audited profit and Loss account statement for the preceding 3 financial years of date of application to be enclosed.
12. Land details (to be provided by all applicants who are required to offer land) :
- (a) Do you have a suitable site readily available at the location where the dealership has been advertised?  
 YES/NO
- If Yes, Please give details of land :
- City/Town/Village \_\_\_\_\_ District \_\_\_\_\_ State: \_\_\_\_\_ Survey No : \_\_\_\_\_ Hissa No.: \_\_\_\_\_ Name of the Road: \_\_\_\_\_ NH No. \_\_\_\_ / SH No. \_\_\_\_ / Other Road : \_\_\_\_\_ Nearest Km Stones : \_\_\_\_\_ Total land area : (Acre/Sq.m) \_\_\_\_\_ (Site map with dimensions to be attached).
- (b) Name of the owner(s) of the land : \_\_\_\_\_(proof to be attached)
- (c) Relationship of land owner with the applicant : \_\_\_\_\_
- (d) Are you willing to transfer the land on sale/long lease to Oil Company? YES/NO  
 If yes, at what rate / terms. \_\_\_\_\_
- (In case the applicant is not the land owner, consent letter / Affidavit / POA along with copies of title documents from the Land owner to be enclosed)
13. Give details of source of funds : (to be provided by all applicants except those applying for locations reserved for SC/ST category and War Widows) The type\* of fund should cover free & unencumbered Bank accounts / Govt. Securities/ fixed deposits, bankers / financial institution certificate for credit worthiness (in

the enclosed Appendix A2), Shares of listed public limited companies (with valuation report) etc., details of other assets (with valuation report) like immovable property (land, building etc.) / movable assets like vehicle etc., any other sources of income from interest, agricultural income, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format. (Attach Separate sheet as required).

*Type of fund	Details a/c no. etc	Name of the holder	Relationship	Amount (Rs.)

NOTE: Candidates applying for location reserved under SC/ ST category, War Widows need not provide details under 12 and 13 above. Widows and Unmarried women above 40 years of age without earning parents applying against Women Category and proposing to avail facilities under Corpus Fund Scheme also need not provide details under 12 and 13 above.

14. Have you ever been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op. society, partnership firm, Co-op. society and other Non individual applicants as an entity) - YES / NO.

15 Demand Draft/ Pay order / Postal Order No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ (state Bank's name) in favour of Numaligarh Refinery Limited payable at \_\_\_\_\_ is enclosed.

NOTE : All Affidavits are to be enclosed in original. In respect of all other certificates / documents, Photo copy/ True copy ONLY need be attached along with the application. However, originals of all these will have to be produced at the time of interview, if called for. Non production of original documents at the time of interview will render the applicant ineligible for dealership.

16. Any other information:

17. UNDERTAKING:-

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called for and is aware that in the event I fail to produce the Originals, my application for dealership will be disqualified. I am fully aware that Numaligarh Refinery Limited under its policy will not appoint me as its dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer to NRL before issuance of Letter of Appointment for the dealership. That, if selected, I undertake that I will deposit an interest free Security deposit as mentioned in the advertisement for the subject location, as per the policy of NRL.

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 dealership.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature : \_\_\_\_\_  
(Name in block letters) : \_\_\_\_\_  
(Designation): \_\_\_\_\_

**APPENDIX- A**

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



### AFFIDAVIT FOR INDIVIDUALS & PARTNERS

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 dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

**OR**

- @ That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.
3. @ That I am an unmarried woman above 40 years of age without earning parents.
4. @ That I am a widow and not re-married.

**[@Strike out whatever is not applicable ]**

5. I have never been convicted and / or no charges have been framed by a Court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).
6. I hereby confirm that I was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration/malpractices.
7. That against item no.12 of my application form details of various sources of funds required for setting up and operation of the RO dealership has 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
8. 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 award of Retail Outlet dealership at \_\_\_\_\_ (Location) or in this affidavit shall be found to be untrue or incorrect or false, Numaligarh Refinery Limited would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against Numaligarh Refinery Limited for such withdrawal/termination.

Solemnly affirmed and declared before me  
This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary public

\_\_\_\_\_  
Signature of person making affidavit  
(Name in block letters)

**APPENDIX - A1**

**(To be submitted by Non Individual Entities like Registered Co-operative Societies,**

**Organised bodies, Fleet Operators, Charitable Trust and Corporate Houses)**  
**(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)**

**AFFIDAVIT**

In the matter of Retail Outlet dealership of Numaligarh Refinery Limited, at \_\_\_\_\_ (Location).  
Whereas M/s \_\_\_\_\_ (Name of the entity) \_\_\_\_\_ (Address)  
has applied for RO dealership of Numaligarh Refinery Limited at \_\_\_\_\_ (Location).  
I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Age \_\_\_\_\_ years  
resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare :

1. That through a resolution passed by M/s \_\_\_\_\_, I have been authorised to apply for the said dealership. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s \_\_\_\_\_ is duly registered with the competent authority and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said entity M/s \_\_\_\_\_ is a profit making body during last 3 Financial years. (@)
4. That on behalf of M/s \_\_\_\_\_, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said RO dealership issued by the Numaligarh Refinery Limited / Government of India or any other statutory body from time to time.
5. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 and that all its members belong to the reserved category for which the location has been advertised including for women category. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit. (@) (Applicable for co-operative societies/consumer societies applying under reserved categories).
6. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@)/is a Company registered under companies Act 1956 (@)/ is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that the same does not have any criminal records nor does it have any criminal charges framed against it by a court of law involving moral turpitude and/or economic offences. Moreover, none of the members of its Governing Body(@) / Managing Body(@) / Any such other Body \_\_\_\_\_ (please specify) (@)/Directors (@) have been convicted and / or charges have been framed against them by a Court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle).
7. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@) / is a Company registered under companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any of the members of its Governing Body(@) / Managing Body(@) / Any such other Body \_\_\_\_\_ (@) (Please specify)/ Directors (@) was ever signatory to a dealership/distributorship of any oil company, which was terminated for proven adulteration/malpractices.
8. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@)/ is a Company registered under

companies Act 1956 (@)/ is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any member of its Governing Body (@) / Managing Body (@) / Any such other Body \_\_\_\_\_ (please specify) (@)/ Directors (@) or his/her family members (family unit as defined in the case of multiple dealership norms for individuals) is having Retail Outlet/SKO-LDO dealerships / LPG distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company.

9. That M/s \_\_\_\_\_ is a Company registered under companies Act 1956 and that neither the holding company nor any of its Subsidiary company is having dealerships / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company. In addition, no other Company or Firm is having dealerships / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company where share holders (put together) of the applicant company do have controlling stake (i.e 51% or more).
10. That against item no.12 of my application form details of various sources of funds required for setting up and operation of the dealership has 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the Numaligarh Refinery Limited.
11. 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 there from. If any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Numaligarh Refinery Limited would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against Numaligarh Refinery Limited for such withdrawal / termination.

Solemnly affirmed and declared before me  
This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary public

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

**[@Strike out whatever is not applicable].**

(To be submitted by all applicants except those applying under category reserved for SC/ST, War Widows and Unmarried women above 40 year of age without earning parents who wish to avail facilities under Corpus fund scheme)

Credit worthiness certificate from the Bankers, from Scheduled bank/Financial institutions be obtained in their letter head in the following format and enclosed with the application

**To whomsoever it may concern**

Shri /Ms /M/s. \_\_\_\_\_ is a customer of this bank / institution for last \_\_\_\_\_ years and he / she / they, is/are enjoying the following facilities of our bank / institution:

a.

b.

c.

During the above period, the dealing of Shri / Ms/ M/s \_\_\_\_\_ with the bank and he /her / their conduct has been satisfactory. In case, a dealership is allotted to him / her / them, we will be willing to extend a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ (in words).

Signature:

Name and Designation:

Office Seal:

Date:

=====

(To be obtained from the prospective customers and to be submitted by the applicant along with the application)

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

**AFFIDAVIT**

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

1. \_\_\_\_\_ (Name of applicant), son / daughter of \_\_\_\_\_,  
resident of \_\_\_\_\_ (address) has applied for Retail  
Outlet dealership at \_\_\_\_\_ (location) of \_\_\_\_\_ (name of Oil Co.).
2. I am having approx. consumption of \_\_\_\_\_ KL per month of \_\_\_\_\_ (name of  
product) required for \_\_\_\_\_ (purpose).
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking  
my supplies through him to the extent of \_\_\_\_\_ KL per month subject to the commercial  
terms and conditions agreed mutually
4. I hereby confirm that this type of commitment has not been given to any other candidate  
applied for the above location.
5. 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 there from.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary public

\_\_\_\_\_  
Signature of person making affidavit  
(Name in block letters)

**APPENDIX 'B'**

**(To be submitted by Physically Handicapped Candidates)**

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

1. Name: \_\_\_\_\_
2. Identification Marks: \_\_\_\_\_
3. Sex: \_\_\_\_\_
4. Father's / Husband's Name: \_\_\_\_\_
5. Approximate Age: \_\_\_\_\_
6. (A) Orthopaedically Handicapped
  - i) Nature of disability (tick the relevant from the following): Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
  - ii) Extent of disability
  - iii) Estimate percentages
  - iv) Use of appliance (if any)
  - v) Any operation done or indicated
- (B) Handicapped by way of "being blind"
- (C) Handicapped by way of "being dumb"
- (D) Handicapped by way of "being deaf"

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

Place: \_\_\_\_\_

Signature of Orthopaedic Surgeon  
/ Eye Surgeon / ENT Surgeon

Date : \_\_\_\_\_  
Counter –signed by Civil Surgeon /  
Chief Medical Officer / Supt. Govt. Hospital

Designation  
(Seal)

=====

**APPENDIX 'C'**

**(To be submitted by persons applying for Rural ROs)**  
**RESIDENCE CERTIFICATE**

This is to certify that Shri/Smt/Kum. \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ is a resident of \_\_\_\_\_ Revenue  
Village in \_\_\_\_\_ Village Panchayat of \_\_\_\_\_ BLOCK  
in District \_\_\_\_\_ of State \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of  
Dy. Tehsildar/Tehsildar  
Dy. Mamlatdar/Mamlatdar

(Seal of Office)

OR

( \_\_\_\_\_ )  
Signature of Dy.  
Commissioner\*/  
Commissioner of Police

(Seal of Office)

\*Only if the Competent Authority is Dy. Commissioner of Police.

Note: Residence certificate issued **within previous six months of the date of application** for dealership in the prescribed format herein will only be treated as valid residence certificate.