



**Chennai Petroleum Corporation Limited**  
(A Government of India Enterprise and Group Company of IOCL)



# BROCHURE ON SELECTION OF DEALERS FOR RETAIL OUTLETS



**August 2025**



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## Contents

1.	Introduction.....	1
2.	Identification of Locations .....	1
3.	Type of Retail Outlet Sites .....	1
4.	Eligibility Criteria for Individual Applicants including Proprietorship / Partnership.....	1
5.	Eligibility Criteria for Non-Individual Applicants (Entity) .....	3
6.	Who Can Apply: Individuals and Non-Individual Entities.....	3
7.	Disqualification.....	4
8.	Land Offer .....	4
9.	Finance Criteria .....	6
10.	Non-Refundable Application Fee - Online Payment.....	8
11.	Selection procedure .....	8
11.1	Advertisement mode.....	8
11.1.1	Cut-off date for application .....	8
a.	Application.....	8
b.	Scrutiny & Evaluation of applicant.....	9
c.	Evaluation of land .....	11
d.	Consolidation of marks .....	12
e.	Preparation of Merit Panel .....	12
e.	Field Verification of Credentials (FVC) .....	13
f.	Initial Security Deposit .....	13
g.	Letter of Intent.....	13
h.	Lease Rent Negotiation (For CODO): .....	14
i.	Non-refundable Fixed fees.....	14
j.	Security Deposit (SD) .....	14
k.	Letter of Appointment / Commissioning of Dealership.....	15
12.	Basic Facilities Required for Operation of RO Dealerships .....	15
a.	Site specific additional facilities.....	16
b.	Firefighting & Safety Equipment .....	16
c.	Investment Required.....	16
d.	Statutory Approvals / NOCs / Licences .....	17
e.	Licence Fee.....	17
13.	Dealers Commission on MS and HSD .....	17
14.	Retail Outlet Management .....	17
15.	Grievance Redressal System.....	18
16.	Tenure of Dealership.....	19
17.	List of Appendices.....	1

## 1. Introduction

Chennai Petroleum Corporation Limited (CPCL), established in 1965, operates a world-class refinery with a capacity of 10.5 MMTPA at Manali, Chennai, Tamil Nadu. Currently, Indian Oil Corporation Limited (IOCL) markets approximately 92% of CPCL's fuel products by volume. The remaining 8% is directly marketed by CPCL to downstream industries, including Petrochemical feedstocks (PBFS, LABFS, MEKFS, etc.), propylene, and other products like Paraffin Wax, Hexane, MTO, Pet coke, and Sulphur.

CPCL is now entering the retail fuel market to meet the growing demand for MS and HSD by establishing Retail Outlets across the country. CPCL has formulated these guidelines for the award of RO dealerships to develop its retail network with an objective to serve customers with high service standards.

The key highlights of the Dealer Selection Guidelines are:

- i. Individuals / Non-Individuals (Companies, societies, trusts, etc.) can apply for the dealership (Refer Clause 6 for an indicative list).
- ii. No Upper age limit for individual applicants.
- iii. Multiple dealerships permitted (Refer Multiple Dealership Norms under **Clause 6** for details).

## 2. Identification of Locations

Locations for setting up Retail Outlets are identified based on commercial / volume considerations / strategic locations are as under:

- (i) **Regular Retail outlets:** Retail outlets in Urban / Semi Urban areas (within Municipal Limits of a City / Town) and on highways (National Highway (NH) / State Highway (SH) etc.).
- (ii) **Rural Retail Outlets:** Retail outlets in rural areas. Areas not covered under Municipal limits of a City / Town.

## 3. Type of Retail Outlet Sites

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

S. No.	Type of Site	Status of Land & Facilities
i	<b>CODO</b> (Company Owned Dealer Operated)	The offered land would be taken on lease/purchase and developed as Corporation owned site and RO to be operated by the dealer. (Refer <b>Clause 12</b> for details)
ii	<b>DODO</b> (Dealer Owned Dealer Operated)	The offered land and the super structure will be developed by the dealer. Pump, tank, related pipeline, automation, and major signages will be provided by the Corporation and RO to be operated by the dealer. (Refer <b>Clause 12</b> for details)

**Note:** Offered land can either be taken from the applicant or the owner of the land directly

## 4. Eligibility Criteria for Individual Applicants including Proprietorship / Partnership

- (i) **Citizenship:** Indian Citizen.



(ii) **Residential status:** Resident of India (as per Income tax rules<sup>1</sup>).

(iii) **Age:** Not less than 21 years

Proof of age should be supported by copy of 10<sup>th</sup> Standard Board Certificate / 10<sup>th</sup> Std. School Leaving Certificate/ Secondary School Leaving Certificate / Birth Certificate / Passport / Identity card issued by Election Commission/PAN card/Aadhar card. However, the document submitted by the applicant in support of proof of age must contain date, month and year of birth and the certificate relied upon by the applicant for proof of age must be specially mentioned in the application.

(iv) **Educational qualification:**

Passed Minimum 10<sup>th</sup> standard school education (examination conducted by a Board / School). Certificate issued by Armed Forces as equivalent to 10<sup>th</sup> Class pass in accordance with Ministry of Personnel, Public Grievances and Pensions (Dept. of Personnel and Training) notification No. 15012/8/82-Estt (D) dated 12.02.1986 will also be considered.

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

Any valid educational certificate of higher qualification than 10<sup>th</sup> standard will also suffice.

(v) **Land:** a) Applicants having suitable piece of land in the advertised location / area by way of ownership / long term registered lease for a period of minimum 15 years.

or

b) Applicants having Firm Offer for a suitable piece of land for purchase or long-term lease for a period of minimum 15 years.

(vi) **Financial Criteria:**

Minimum finance required is **Rs 2.0 Crore\*** for all locations, which can be fulfilled either entirely through liquid assets or through a combination of liquid and fixed assets as explained below:

- **Liquid Asset** – A minimum of Rs 0.5 Crore\* is mandatory. (Refer clause 9 for acceptable asset list)
- and**
- **Fixed Asset** – Can be declared in addition to the mandatory Rs 0.5 Crore of liquid assets to meet the overall Rs 2.0 Crore requirement. (Refer clause 9 for acceptable asset list)

\*The cumulative value of funds/assets from the self, spouse, father, mother, son and daughter can be considered for financial criteria.

## Note:

**Partnership firm:** In case of partnership, each partner should individually meet the eligibility criteria for applying as an individual. All partners should individually, fulfil the eligibility criteria with respect to age, educational qualification, and residential status. However, the land owned by partner(s) will be treated as owned by the proposed firm as a whole for the purpose of eligibility. As for the financial criteria combined assets of all the partners can be considered.

<sup>1</sup> If an individual stayed in India for 182 days or more in the previous financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days, he is a non-resident.

The eligibility Criteria for all the parameters should be valid as on date of application unless mentioned otherwise.

## 5. Eligibility Criteria for Non-Individual Applicants (Entity)

Non-individual entity applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co-operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013, including Pvt. Ltd. companies. **LLP & HUF are not eligible under this category.**

- (i) **Residential status:** The entity should be registered in India.
- (ii) **Age:** The date of Registration / Incorporation of the firm / entity should be at least 1 year prior to the date of application.
- (iii) **Land:** a) Applicants having suitable piece of land in the advertised location/area by way of ownership / long term registered lease for a period of minimum 15 years.  
or  
b) Applicants having Firm Offer for a suitable piece of land for purchase or long-term lease for a period of minimum 15 years.
- (iv) **Annual Income:** Registered Societies / Companies should have made a net profit for the previous financial year duly certified by a Chartered Accountant. However, this condition can be waived off with the approval of the competent authority.
- (v) **Financial Criteria:**  
Minimum finance required is **Rs 2.0 Crore\*** for all locations, which can be fulfilled either entirely through liquid assets or through a combination of liquid and fixed assets as explained below:
  - **Liquid Asset** – A minimum of Rs 0.5 Crore\* is mandatory. (Refer clause 9 for acceptable asset list)
  - and**
  - **Fixed Asset** – Can be declared in addition to the mandatory Rs 0.5 Crore of liquid assets to meet the overall Rs 2.0 Crore requirement. (Refer clause 9 for acceptable asset list)

The eligibility Criteria for all the parameters should be valid as on date of application unless mentioned otherwise.

## 6. Who Can Apply: Individuals and Non-Individual Entities

Any individual / non-individual who meet the eligibility criteria (under clause 4 / 5) can apply. Applicants engaged in following line of Business are also eligible to apply for RO dealership depending on the status of their business firm as Individual or Non-Individual entity subject to meeting the eligibility criteria.

- a) Fleet operator/Aggregator
- b) Automobile Dealers
- c) Garage owners
- d) Govt. and Semi-Government organizations/institutions including State Tourism Department, Local Development authorities and Government Improvement Trust, etc
- e) Registered Societies /Charitable Trusts
- f) Real estate developers
- g) Food chain owners

- h) FMCG Dealers / distributors
- i) OEM Dealers
- j) Public / Private companies

**The above list of business ventures is indicative and not exhaustive.**

### **Multiple Dealership Norm:**

Multiple Dealerships is permitted. However, if an applicant or his/her “family unit” (as per definition under *Disqualification* clause) holds an existing PSU OMC Dealership/Distributorship or holds an LOI for such Dealership/Distributorship, they can apply subject to meeting PSU OMC policy.

## **7. Disqualification**

- (i) Applicant should not have been convicted for any criminal offence (other than freedom struggle).
- (ii) Applicant should not be mentally unsound or totally paralyzed.
- (iii) The employees of Chennai Petroleum Corporation Ltd. & Indian Oil Corporation Ltd. and the members of the “Family Unit” (as per definition under **Note** below) are not eligible for RO dealership.

The applicant must submit an undertaking of not being disqualified under the above clauses as per **Appendix 6a / Appendix 6b**

### **Partnership firms**

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

### **Note:**

‘Family Unit’ in case of married applicant, shall consist of individual concerned, his/her Spouse and unmarried son(s)/daughter(s). In case of unmarried person/ applicant, ‘Family Unit’ shall consist of individual concerned, his/her parents and his/her unmarried brother(s) and unmarried sister(s). In case of divorcee, ‘Family Unit’ shall consist of individual concerned, unmarried son(s)/unmarried daughter(s) whose custody is given to him/her. In case of widow/widower, ‘Family Unit’ shall consist of individual concerned, unmarried son(s)/unmarried daughter(s).

## **8. Land Offer**

Land offered by the applicant can be classified under two categories.

- a) **Own Land** - Offered by the applicant by way of Sale deed / Gift Deed / Long term registered lease (minimum lease period 15 years) / allotment letter from government / semi government agencies / allotment letter from listed companies.

Land from family members will also be considered as own land. For this purpose, family members would comprise:

- i. Self
- ii. Spouse
- iii. Father/Mother including Stepfather/Stepmother
- iv. Brother/Sister/Stepbrother/Stepsister
- v. Son/Daughter/Stepson/Stepdaughter
- vi. Son-in-law / Daughter-in-law / Sister-in-law / Brother-in-law
- vii. Parents-in-law
- viii. Grand Parents (both maternal & paternal)



**Note:**

1. The land should be available with the applicant as on date of application.
  2. The applicant should upload a copy of any one of the following documents to establish ownership of land offered for the Dealership:
    - a. A copy of Patta / Chitta / Khasra / Khatouni or any other equivalent revenue document or certificate obtained from revenue official confirming the status of ownership of the land.
    - b. Registered Sale deed/Registered Gift deed.
    - c. Registered Lease deed for a minimum period of 15 years.
    - d. Any other type of ownership / transfer deed document.
    - e. Lease agreement or firm allotment letter issued by Government / Semi Government bodies.
  3. The applicant will also be required to upload a site map / layout sketch of the offered plot as per **Appendix 3**.
  4. In case of lease the lease period should be minimum 15 years from the date or after the date of advertisement but not later than the date of application.
  5. If the offered land is on long term registered lease, then the Lease agreement should have a provision to sub-lease the offered land wherever the locations are advertised under CODO sites.
  6. The land documents must have been executed / registered / issued on or before the date of application.
- b) **Firm offers** – Having a firm commitment from landowners to provide land. Applicants having Firm Offer for a suitable piece of land for purchase or long-term lease for a period of minimum 15 years.

The “firm offer” of land will include land offer from third party based on Agreement to purchase/long term lease. Land offer letter in the form of an Affidavit (**Appendix 2**) tendered by the third party (landowner) on or before the date of application, should be submitted along with ownership documents mentioned above.

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

S. No.	Situation of ownership	Share of applicant in land	Additional documents required	Evaluation as
<b>Owned Land</b>				
1	Self	Full	Nil	Owned
2	Self with members of family or owned exclusively by family members	Part / Nil	Consent letter in the form of affidavit from members of family – <b>Appendix 2</b>	Owned
3	Self with other owners	Part	If the share of the applicant and/or family members is more than or equal to land required by the company.	Owned
	Family members with other owner(s)	Nil		



	Self with family members & other owners	Part	Consent letter on stamp paper or an affidavit or registered Power of Attorney from all Co-owners(s) should be provided – <b>Appendix 2</b>	
4	Land owned by Government/ Semi-Government bodies/ listed companies	Full	Allotment Letter from the Government / Semi-Government bodies / listed companies in the name of Self with specific mention for use of petrol pump	Owned
<b>Firm Offer</b>				
5	Land owned by third party in part or full	Part/Nil	Consent letter in the form of affidavit / registered Power of Attorney from other owner(s) – <b>Appendix 2</b>	Firm Offer

It should be the responsibility of the applicant to ensure that as on date of application:

- The offered land meets advertised dimension after leaving Right of Way (ROW) line of the road and should be situated abutting the ROW of the road.
- The offered land is not notified for acquisition.
- The landowner is in possession of the offered land from the beginning / edge of the ROW line.
- There is no other land including Govt. land between ROW and offered plot.
- The offered land falls within the advertised location / stretch.

Further, at the time of land evaluation the offered land would also be checked for compliance of the following. The offered land would be accepted only upon meeting the same:

- There is no HT line (> 11 KV) crossing the offered land.
- For sites on NH, the offered land must meet NHAI norms.

**Note:** In case it is found at later stage that the offered plot is not meeting any of the above conditions then in such case the offered land would be rejected, and candidature would get rejected and applicant would be informed through SMS/e-mail. Applicable NHAI norms for setting up retail Outlets (Fuel Stations) on plot of land abutting National Highway can be accessed from <https://morth.nic.in>

## 9. Finance Criteria

The funds / assets should be valid as on date of application.

### a) Liquid assets:

The funds can be in the following forms:

- **Funds in savings accounts, Deposits with any Bank/Registered Companies/Postal Schemes:** Copy of Passbook/account statement/deposit receipts to be provided. In case of deposits, the applicant has to additionally submit a certificate obtained from the concerned Bank/Registered Company/Post Office indicating the value of the deposit during the period of advertisement. In the absence of such certificate, the deposit amount only shall be considered.
- **National Savings Certificates:** Redemption value - Valuation certificates along with copy of certificates to be provided. In the absence of such valuation certificate, the deposit value shall be considered.
- **Bonds: Redemption value:** Valuation Certificates (From Chartered Accountant) along with copy of bonds to be provided. In the absence of such valuation certificate, no marks will be awarded against Bonds.
- **Shares of listed Companies in Demat form:** Valuation certificates (From Chartered Accountant) along with copy of Demat statement to be provided. In the absence of such valuation certificate, no marks will be awarded against Shares.
- **Mutual Funds:** Valuation certificates (From Chartered Accountant) along with copy of mutual fund certificates or Demat statements to be provided. In the absence of such valuation certificate, no marks will be awarded against Mutual Funds.

Evaluation certificates of all assets should be of a date which is after the date of advertisement and on or prior to the date of application (for both direct applicants and applicants through advertisement). The valuation certificate is to be obtained either from a Chartered Accountant or Depository Participant, as applicable.

Only **60%** of the certified value (for Shares, Mutual funds & Bonds) will be considered for the purpose of evaluation.

b) **Fixed assets:**

The fixed assets can be in the following forms:

- Land
- Buildings
- Commercial and residential properties

Ownership documents for fixed assets to be submitted along with valuation by a Govt. certified valuer.

Only **50%** of the certified value (of fixed asset) will be considered for the purpose of evaluation.

**Note:**

1. The land (or part of the land) that is being offered for the Retail Outlet (RO) as part of this dealership application cannot be included in the fixed assets.
2. The cumulative value of liquid / fixed assets from the self, spouse, father, mother, son and daughter can be shown and the same can be considered for finance criteria (Applicable only or

individual applicants). Consent letter in the form of affidavit from members of family in the form of **Appendix 5** is to be submitted.

3. Evaluation of marks would be done based on value / amount mentioned in the application form along with supported by copies of relevant documents.

## 10. Non-Refundable Application Fee - Online Payment

Non-Refundable fee (inclusive of GST) payable at the time of application

FOR CODO/DODO	
Urban/Highway/Rural ROs:	Rs.10,000/-

## 11. Selection procedure

### 11.1 Advertisement mode

Advertisement will be released in Newspapers inviting applications for Retail Outlet dealerships.

All details in this regard like Name of RO location, District, State, etc will be hosted in website [cpclretail.in](http://cpclretail.in).

Guidelines for selection (Brochure) will also be hosted on the website [cpclretail.in](http://cpclretail.in). The Brochure for selection of Retail Outlet Dealerships can be downloaded from this website.

Interested applicants should go through the Brochure carefully for filling up their application forms.

#### 11.1.1 Cut-off date for application

The cut-off date and time for submission of applications will be clearly specified in the advertisement. The facility for submission of on-line application will be withdrawn immediately after the cut-off date.

Applicants may withdraw a submitted application and re-submit a fresh one along with the applicable fee, any number of times, until the cut-off date. However, application fees once paid will not be refunded under any circumstances, even if the application is withdrawn.

CPCL will not be responsible for any application submission failures due to technical issues or last-minute delays. Applicants are advised to complete the process well in advance.

### a. Application

Application (

Appendix 1a / Appendix 1b) is to be submitted only through on-line mode on prescribed web portal.

The applicant should upload all the required documents with regard to age, address proof, qualification, land and finance criteria at the time of application itself.

The applicant will have to first register on the web portal using their mobile number and Email ID. A One-Time Password (OTP) will be sent to both for verification. Upon successful registration,



the applicant will receive a confirmation via SMS/email. For all future logins, the registered mobile number and OTP will be used for authentication. After logging in, applicants are required to enter personal details such as Name, Date of Birth, etc., on the portal.

**Important:** All communications from CPCL will be sent only to the mobile number and email ID provided during registration. It is the responsibility of the applicant to ensure correctness of the details provided and to regularly monitor SMS/email notifications. CPCL will not entertain requests for timeline extensions on account of the applicant's failure to read such communications. CPCL shall also not be responsible for failure in delivery of SMS / e-mail arising out of any technical issues of the communication server.

## Persons applying for different locations

While application by a candidate can be made for different locations, the same should be done separately in respect of each location along with application applicable fee in each case.

### b. Scrutiny & Evaluation of applicant

- i. The application received will be scrutinised with regard to age, qualifications, land and finance.
- ii. In case the information given in the application and the documents submitted vary or is inadequate, opportunity for rectification will be given to the applicants. For CODO locations if the offered land is on long term registered lease but doesn't have a provision to sub-lease the offered land the applicant will be given an opportunity to rectify the same through suitable amendment in the lease document to incorporate the provision of sub-lease clause.
- iii. An e-mail / SMS intimation will be sent to the applicant for rectification giving 7 days' time for submitting rectified documents / additional documents. Additional 7 days' time shall be given through a reminder mail, in case of non-receipt of documents. In case of non-submission of rectified documents within the additional timeline, the candidature shall be cancelled under intimation to the applicant through SMS/e-mail.
- iv. Applicants not meeting the eligibility criteria will be ineligible. An e-mail / SMS will be sent to these applicants stating reasons for their ineligibility.
- v. The applicant found eligible after scrutiny will be evaluated, under the following parameters based on documents and awarded marks based on table 1a and 1b below.

**Table 1a: Evaluation Methodology (CODO)**

Parameter	Max Mark
<b>Land Ownership</b> <ul style="list-style-type: none"> <li>✓ Own land: <b>30 marks</b> (Land owned / taken on registered lease)</li> <li>✓ Firm Offer of land or commitment to arrange land: <b>15 marks</b></li> </ul>	<b>30</b>
<b>Lease Rent per month</b> (for the minimum required site dimension) <b>Least Lease Rent per month will be the L1 with reference to that:</b> <ul style="list-style-type: none"> <li>✓ L1 and up to 10% of L1 value: <b>25 Marks</b></li> <li>✓ More than 10% and up to 20% of L1 value: <b>20 Marks</b></li> </ul>	<b>25</b>



✓ More than 20% of L1 value: <b>15 Marks</b>				
S. No.	Applicants	Lease Rent per month	Marks Scored	
1	Applicant 1	Rs. 1,00,000	25 (L1)	
2	Applicant 2	Rs. 1,15,000	20	
3	Applicant 3	Rs. 1,05,000	25	
4	Applicant 4	Rs. 1,50,000	15	
In case of single applicant locations, <b>25 marks</b> will be awarded				
<b>Financial capability</b> The applicant will be awarded marks based on availability of “Liquid Assets/Fixed Asset” For Urban/Highway/Rural ROs Location <ul style="list-style-type: none"> <li>✓ More than Rs.500 lakhs: <b>25 marks</b></li> <li>✓ Above Rs.400 lakhs up to Rs.500 lakhs: <b>20 marks</b></li> <li>✓ Above Rs.300 lakhs up to Rs.400 lakhs: <b>15 marks</b></li> <li>✓ Above Rs.200 lakhs up to Rs.300 lakhs: <b>10 marks</b></li> </ul>				<b>25</b>
<b>Total</b>				<b>80</b>

**Table 1b (DODO)**

Parameter	Max Mark
<b>Land Ownership</b> <ul style="list-style-type: none"> <li>✓ Own land: <b>30 marks</b> (Land owned / taken on registered lease)</li> <li>✓ Firm offer of land or commitment to arrange land: <b>15 marks</b></li> </ul>	<b>30</b>
<b>Financial capability</b> The applicant will be awarded marks based on availability of “Liquid Assets/Fixed Asset” For Urban/Highway/Rural ROs Location <ul style="list-style-type: none"> <li>✓ More than Rs.500 lakhs: <b>50 marks</b></li> <li>✓ Above Rs.400 lakhs up to Rs.500 lakhs: <b>40 marks</b></li> <li>✓ Above Rs.300 lakhs up to Rs.400 lakhs: <b>30 marks</b></li> <li>✓ Above Rs.200 lakhs up to Rs.300 lakhs: <b>25 marks</b></li> </ul>	<b>50</b>
<b>Total</b>	<b>80</b>

**c. Evaluation of land**

The applicant found eligible on scrutiny shall be informed thru e-mail/SMS at least 7 days before the day of visit by LEC for site evaluation. The applicant can request for a rescheduled date and the same could be considered. In case of no response / non-availability of the applicant the candidature shall be cancelled under intimation to the applicant through SMS/e-mail.

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

- Land falls within the advertised area / stretch, as on date of advertisement. For this, during evaluation of land, status of the road (as on the date of advertisement) abutting the offered plot with regard to class of market must be ascertained. Further it must also be ascertained whether the offered plot falls within the boundaries of the advertised location (as on the date of advertisement).
- Land dimensions meets requirement after leaving Right of Way (ROW) line of the road.
- Land meets NHAI norms (for sites on NH)
- Land has no HT line (>11 KV) crossing

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

**Note:**

Offered land should meet all the following:

1. Minimum frontage as specified in advertisement.
2. Minimum area as specified in advertisement.
3. Minimum depth (as specified in advertisement) perpendicular to the frontage at least at one place after leaving the ROW line.

The site sales potential of the offered land shall also be evaluated, and marks will be awarded as per table 2 below.

**Table 2: Evaluation of Site Potential (for all type of ROs)**

Parameter	Max Mark
Site Sales Potential as assessed by LEC <b>For Urban/Highway/Rural ROs</b> <ul style="list-style-type: none"> <li>✓ Sales &gt; 500 KL: <b>20 marks</b></li> <li>✓ Sales Above 300 up to 500 KL: <b>15 marks</b></li> <li>✓ Sales Above 150 up to 300 KL: <b>10 marks</b></li> </ul>	<b>20</b>

In case land is not found suitable, the applicant will be informed about his / her ineligibility and rejection of his/her candidature through email/SMS.

**d. Consolidation of marks**

The marks of applicants eligible after Land evaluation will be consolidated and a mark sheet will be generated for all applicants, refer table 3a and 3b below.

**Table 3a: Consolidation of marks (CODO)**

Parameter for evaluation	Maximum Marks	Min Qualifying Marks
Land	30	15
Land lease amount	25	15
Finance	25	10
Site Sales Potential	20	10
<b>Total</b>	<b>100</b>	<b>50</b>

**Table 3b: Consolidation of marks (DODO)**

Parameter for evaluation	Maximum Marks	Min Qualifying Marks
Land	30	15
Finance	50	25
Site Sales Potential	20	10
<b>Total</b>	<b>100</b>	<b>50</b>

In case of not meeting the minimum qualifying marks, the applicant will be made ineligible.

**e. Preparation of Merit Panel**

A panel of maximum 3 applicants in order of rank (based on the marks) for each location will be generated. The No. 1 applicant in the merit panel be provisionally selected and will be receiving an intimation through e-mail / SMS for the scheduled date for conducting field verification of credentials.

This merit panel is valid for 2 years.

**Note:**

In case of a tie, the applicants will be ranked in the order given below to determine the final ranking:

1. The candidate having own land will be given preference over applicants with Firm offer for land.
2. If tie still exists after '1' above, the candidate scoring higher marks under site sales potential will be given preference.

3. If tie still exists, the candidate who provided higher finance asset value (Total of Liquid + Fixed assets) will be given preference.

**e. Field Verification of Credentials (FVC)**

The objective of the FVC is to verify the correctness of the details given by the provisionally selected applicant in the application and the documents submitted thereafter.

Intimation regarding FVC will be given to the provisionally selected candidate by SMS/e-mail. In case of any request for change of date/extension the next date will be given by mutual consent. However, the rescheduled date cannot be more than 7 days from the originally proposed FVC date. In case of no response/non-availability of the provisionally selected applicant on the revised scheduled date, the candidature shall be cancelled under intimation to the provisionally selected candidate through SMS/e-mail.

The candidate would be required to produce all original documents at the time of FVC which were submitted at the time of application for verification. Original affidavits, copies of which were submitted by the candidate with the application should be submitted to the FVC committee during verification of credentials. Failure to produce original documents for verifications during FVC will result in cancellation of the selection of the candidate with an intimation through e-mail / SMS.

**f. Initial Security Deposit**

After successful completion of Field Verification of Credentials Intimation through email / SMS will be sent to the candidate to remit 10% of Security deposit (Initial Security Deposit - **ISD**) through the online portal / link within 7 days from the date of intimation mail.

The provisionally selected candidate is required to pay 10 % of the applicable security deposit amount as Initial Security Deposit (ISD). This amount would be adjusted against the total security deposit amount payable.

FOR CODO/DODO	
Urban/Highway/Rural ROs:	Rs. 50,000/-

**g. Letter of Intent**

The provisionally selected candidate, upon being found eligible after the Field Verification Committee (FVC) process, will be issued a Letter of Intent (LOI) only after receipt of the Initial Security Deposit (ISD) and confirmation that no selection-related complaint or court case is pending for decision.

An intimation through SMS/e-mail is sent to the candidate to collect the LOI from the respective Divisional Office/CPCL Retail Office.

If the issued Letter of Intent (LOI) is required to be cancelled for any reason—such as the candidate having suppressed information, provided incorrect details, refused to accept the dealership, or being unwilling to offer the land to the Corporation on acceptable terms within the specified period—the LOI will be offered to the next eligible candidate in the merit panel, subject



to successful completion of the Field Verification Committee (FVC) process. In such cases, the Initial Security Deposit (ISD) paid by the original candidate will not be refunded.

## Withdrawal of LOI

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

The Initial Security Deposit would also be forfeited if the LOI holder is unable to submit the fixed fee within the stipulated time or the LOI holder surrenders his/her LOI for any reason or withdraws for any reason. In such case his/her selection would be treated as cancelled and LOI withdrawn.

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

- Where the LOI holder is unable to submit the fixed fee within the stipulated time.
- Where the LOI holder withdraws candidature for any reason.
- Where LOI is cancelled for non-compliance of LOI conditions and cancellation of selection for any reason.

## h. Lease Rent Negotiation (For CODO):

After issuance of LOI, lease rent negotiations will be carried out with the LOI holder. In case, lease rent negotiation fails with the candidate, then Corporation may select the next ranked applicant in the merit panel for further process.

## i. Non-refundable Fixed fees

The LOI holder would be required to pay the fixed fee (inclusive of GST) within **15 days** of receipt of NOC.

FOR CODO	
Urban/Highway/Rural ROs	Rs. 30 Lakhs
FOR DODO	
Urban/Highway/Rural ROs	Rs. 15 Lakhs

## j. Security Deposit (SD)

Security Deposit (SD)	
Urban/Highway/Rural ROs	Rs.5 Lakhs

The LOI holder shall be required to pay the above Security deposit after adjusting ISD before issuance of LOA (Letter of Appointment).

The Corporation shall reserve the right to adjust any dues against SD and refund balance amount in the event of resignation/termination of dealership. However, in case of termination of the dealership on account of proven adulteration/malpractice under Marketing Discipline Guidelines (MDG), the said security deposit shall be forfeited.

**k. Letter of Appointment / Commissioning of Dealership**

LOI holder would be required to fulfil the terms and conditions within the stipulated time period as contained in the LOI, so as to commission the dealership. If the progress is not found to be in line with the given timelines, LOI shall be withdrawn unless there are justifiable reasons for the same.

Before commissioning, Letter of Appointment (LOA) along with executed copy of dealership agreement will be given.

Affidavit as per **Appendix 6a or Appendix 6b** (as applicable) is to be taken again afresh from the candidate at the time of issuance of LOA.

**12. Basic Facilities Required for Operation of RO Dealerships**

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

S. No.	Type of Facility	Type of Site	
		CODO	DODO
Infrastructural Facilities			
1	Developed land including land development (Compacted Earth) of the entry / exit / acceleration / de-acceleration / service road with boundary / compound / retention wall as per corporation specification <i>The above stated works has to be completed by the provisionally selected candidate before any investment is made on the offered plot by the Corporation.</i>	Dealer	Dealer
2	Tank, Dispenser unit, STP, Associated underground piping etc..	Corporation	Corporation
3	Retail Outlet Automation	Corporation	Corporation
4	Sales Office, Storeroom, Toilet, Electric Room, Servo Stabilizer, Constant Voltage Transformer for DU, Electrical Connection, Water Connection, Yard Lighting, Earthing pit, etc..	Corporation	Dealer
5	Generator / Inverter Including Diesel	Dealer	Dealer
6	Tyre Inflator System (Air / N2)	Corporation	Dealer
7	Driveway construction (Paver block, Sand bed, Base Layer and Sub Base)	Corporation	Dealer
8	Canopy (As per CPCL's requirement)	Corporation	Dealer
9	Retail Visual Identity Elements (From CPCL approved vendor as per CPCL requirement) including Facia	Corporation	Dealer
10	Pylon / Monolith / Totem	Corporation	Corporation
11	Building Approval and Water / Drainage Connectivity*	Dealer	Dealer
12	EB Charges / Water / Sewage / Land Taxes*	Dealer	Dealer

**Customer Convenience Facilities**

13	Drinking Water Dispenser (RO-UV with Hot, Cold and Normal water dispensing)	Dealer	Dealer
14	Neat and Clean Toilet and Horticulture/Greenery	Dealer	Dealer
15	W&M Stamping and calibration charges (Regular charges) (Note 1)	Corporation	Corporation
16	Uniform (As per CPCL approved design)	Dealer	Dealer
17	Swiping Machine Installation and rental charges (From CPCL approved make)	Dealer	Dealer
18	Insurance for Retail Outlet	Dealer	Dealer
19	NFR Facilities (Note2)	Corporation	Dealer
20	EV Facility	Corporation	Dealer
21	CNG / Auto LPG Facilities (Note 3)	By CNG / Auto LPG Vendors	

\*Where statutory approvals are required in the Corporation's name, the Dealer shall facilitate the process and may incur related expenses. Such expenses shall be reimbursed by the Corporation.

Note 1: Fees for any re-calibration on account of dealer fault to be borne by the RO Dealer.

Note 2: NFR shall be operated on Revenue Sharing Basis between Corporation and Dealer as per Corporation Policy.

Note 3: CNG / Auto LPG will be established by respective Vendor and operation shall be carried out on Revenue Sharing Basis between Dealer and. Corporation as per the Corporation policy.

**a. Site specific additional facilities**

Facilities required for customer service such as Staff cum Change Room, Service Station, Rest Room, Restaurant, PUC facility and/other Facilities as may be specified by the Corporation from time to time will be provided by Corporation / Dealer Select as applicable.

**b. Firefighting & Safety Equipment**

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

**c. Investment Required**

The indicative investments required for the development of infrastructure and facilities & working capital requirement at Retail Outlets will be as per type of the outlet and as mentioned in the advertisement for each location.

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



**d. Statutory Approvals / NOCs / Licences**

The Corporation shall prepare layouts / applications for obtaining all statutory approvals / licenses required for development of the retail outlet on the plot of land offered by the LOI holder. The LOI holder shall furnish to the Corporation all requisite documents pertaining to the offered plot for enabling preparation of layouts / applications for seeking the statutory approvals / licenses.

The LOI holder shall coordinate with the concerned statutory authorities for issuance of all requisite NOCs / Statutory approvals / Licences which are required for development of the retail outlet.

LOI holder is also required to obtain all requisite statutory approvals / licences for operation of retail outlet dealership.

**e. Licence Fee**

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

In case of Corporation owned “CODO” site ROs, the current Licence Fees excluding GST are as under:

Petrol : Rs.443.50 / KL

Diesel : Rs.369.58 / KL

For Dealer owned “DODO” site ROs the current Licence Fees excluding GST are as under:

Petrol : Rs.184.34 / KL

Diesel : Rs.153.62 / KL

GST @ 18% is applicable on LFR (Licence Fee Recover) for 'CODO' site and @28% is applicable for 'DODO' site.

**13. Dealers Commission on MS and HSD**

Dealer commission based on sales volume of petrol and diesel will be paid to the dealers. The rate of dealer commission shall be based on the rate as notified by the corporation from time to time. The present rate of dealer commission for Petrol and Diesel are furnished below:

- Petrol: Rs. 3144.03/KL + 0.870% of Product Billable Price
- Diesel: Rs. 2332.51/KL + 0.266% of Product Billable Price

Any further commission or discount on price if feasible will be decided by the corporation and intimated to the dealers during agreement period.

**14. Retail Outlet Management**

A person selected for the dealership shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership. He / She will not be eligible for taking up any employment. If the selected person is already employed, he/she will have to resign from the



employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment by the CPCL.

Further at the time of issuance of letter of appointment, the LOI holder will have to give notarized affidavit stating that he/she is not employed in Private Sector or is not drawing any salary/perks/emoluments from State / Central Government (**Appendix 4**). The LOI holder will also affirm that during the tenure of the Dealership he/she will not take up any employment in Private Sector or will not draw any salary/perks/emoluments from State / Central Government.

## 15. Grievance Redressal System

Any complaint should be accompanied by a fee of Rs.10,000/-, only in the form of demand draft of schedule bank, in favour of the Corporation. Any complaint received without this fee will not be entertained. The complaint received against the selection including eligibility will be disposed of as under:

- (i) Complaints received before start of selection process along with requisite fee of Rs.10,000/-, will be kept in record and investigation carried out after successful completion of scrutiny, land evaluation and Field Verification of Credential for the selected candidate only in following cases: -

- General complaints with verifiable facts
- Complaints against selected candidate\*

\*Selected candidate means the candidate who has completed Field Verification of Credentials successfully and is eligible for issuance of LOI.

- (ii) Any complaint received after 7 days from the date of declaration of merit panel will not be entertained.
- (iii) Anonymous complaints without verifiable facts will not be investigated.
- (iv) On receipt of a complaint, a letter will be sent by the Corporation to the complainant through Registered/Speed Post asking to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents within 7 days from date of dispatch of letter.
- (v) In case a complaint is received against an applicant, who has not been selected, the same will be kept in abeyance. In case the LOI against selected candidate is cancelled and the applicant against whom the complaint was received gets provisionally selected subsequently, the complaint will only then be investigated.
- (vi) In case a complaint is received without the requisite fee of Rs.10,000/-, or received after 7 days of declaration of results, the complaint would not be entertained, and complainant would be advised reasons for the same.
- (vii) The Corporation will examine response of the complainant and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed and complaint fee will be forfeited. Complainant will be advised accordingly.
- (viii) If a decision is taken to investigate the complaint, decision on the complaint will be taken by the Corporation as under: -

a) **Complaints not substantiated:**

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

b) **Established Complaints:**



## **Chennai Petroleum Corporation Limited**

*(A Government of India Enterprise and Group Company of IOCL)*

In case of established complaint, the complainant will be advised accordingly, and suitable action would be taken. In this case the complaint fee collected of Rs.10,000/- will be refunded.

- (ix) Representation from applicants against rejection of his/her candidature will be verified and disposed of. For such cases, fee of Rs.10,000/- will not be applicable.
- (x) In all cases, disposal of complaint / representation would be in the form of speaking order.

### **16. Tenure of Dealership**

The tenure of dealership will be initially for a period of 15 years with the provision of renewal for further period till such time it is determined by either of the parties.

\*\*\*\*\*



**Detailed information in respect of advertisement hosted in website.**

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

Sl. No	Name of location	Revenue District	Type of RO	Estimated monthly Sales Potential #	Type of Site*	Minimum Dimension / Area of the site <sup>\$</sup>			Finance to be arranged by the applicant		Fixed Fee	Security Deposit
1	2	3	4	5	6	7			8a	8b	9	10
			Urban / Highway / Rural	MS+HSD in KLS	CODO / DODO	Frontage (m)	Depth (m)	Area (m <sup>2</sup> )	Working capital requirement operation of RO	Fund required for development of infrastructure at RO		

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

\* The site should either be Owned or on registered lease with applicant for minimum 15 years or Applicant should have firm offer for the same.

**General Conditions Pertaining to Advertisement**

- THE APPLICANT SHOULD CAREFULLY GO THROUGH THE “BROCHURE” BEFORE SUBMITTING THEIR APPLICATION(S)**
- The supporting Documents for all eligibility criteria viz., Age, Qualification, Land and Finance should be uploaded in the portal at the time of application itself.
- The self-attested copies of all required documents should be uploaded/submitted as and when advised by the Corporation. The originals should be made available at the time of Field verification. All affidavits should be submitted in originals at the time of field verification.
- The affidavits should be of a date after the date of advertisement. Stamp paper should of appropriate value as applicable in the concerned state and should be purchased in the name of deponent.
- Applicants should provide only that information against various items of application for which they are in possession of supporting documents in original as on date of application. Failure to present these documents in original at the time of verification will result in cancellation of selection.



## **Chennai Petroleum Corporation Limited**

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- vi. This is purely a business proposition and not an application for job in the Company and has normal business risks and does not guarantee any assured returns or profits.
- vii. The applicant on selection should be capable to raise necessary funds for effectively operating the dealership to the satisfaction of the Corporation.
- viii. This is only an application and not an offer of RO dealership.
- ix. An applicant selected for dealership will have to execute a dealership agreement at the time of issuance of Letter of Appointment as per the terms of the Corporation.
- x. Any grievances/complaints related to selection can be submitted within a time frame of 7 days from the date of declaration of merit panel of that location with a fee of Rs.10,000/-. Any complaint received thereafter will not be entertained.
- xi. The Corporation reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason.

\*\*\*\*\*



**List of Documents**

S. No.	Document Type	Description of document	Max size allowed
1	Photograph (passport size)	jpg/png/jpeg format file	10 KB to 200 KB
2	Signature	Signature (scanned image in jpg/png/jpeg format file	5 KB to 200 KB
3	Proof of Age	10 <sup>th</sup> Standard Board Certificate / SSLC/ Birth Certificate / Passport / Voter Identity card/ PAN card/Aadhar card	1 MB
4	Proof of Education	10 <sup>th</sup> or 12 <sup>th</sup> Mark sheet or Graduation or Post Graduation	1 MB
5	Address Proof	Aadhar/Passport/Voter ID Card/Driving Licence	1 MB
6	Proof of Incorporation	Registration certificate (applicable for Non individual – Companies / Societies /Trust etc)	1 MB
7	Net Profit Certificate	Profit/Loss account/Balance sheet certified by Chartered Accountant (applicable for Non individual – Companies / Societies /Trust etc)	1 MB
8	Land Ownership Proof	Registered Sale Deed/Gift Deed/Settlement Deed / Lease Deed / Patta/Chitta/Khatha/Katauni etc	5 MB*
9	Site Map of Land	Site Map / Layout Sketch of the Land offered as per format <b>(Appendix 3)</b>	1 MB
10	Affidavit – Employment	Finance - Savings Bank Account with bank or Post Office - Passbook or statement	1 MB*
11	Proof of Liquid Assets	Finance – FD in Banks/Post Office/Listed companies/Govt Organisations/NSC/KVP etc with redemption value from CA if applicable	1 MB*
12	Proof of Liquid Assets Partnership Deed (if applicable)	Finance - Bonds/Shares of Listed companies/Listed Mutual funds – (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered).*	1 MB*
13	Proof of Fixed Assets	Finance – Fixed Assets - Land & Buildings, Commercial and residential (Land document along with Valuation certificate to be enclosed from a Govt. certified valuer).	1 MB*

S. No.	Document Type	Description of document	Max size allowed
14	Affidavit / Self-declaration	Standard affidavit as per format duly notarised on non-judicial Stamp paper of required value ( <b>Appendix 6a</b> for individual / <b>Appendix 6b</b> for non-individual)	1 MB
15	Affidavit – Land from Family/3rd Party	Notarized Affidavit for offer of land from family member and/or third party supported by land documents – All the joint owners / co-owners of the land have to submit this affidavit individually as per format ( <b>Appendix 2</b> ).	1 MB
16	Affidavit – Finance from Family	Notarized Affidavit on non-judicial stamp paper of required value for offer of finance by members of Family as per format ( <b>Appendix 5</b> )	1 MB

\*For each document

#### List of Appendices

S. No.	List of Appendices	Appendix No.
1	Application form (Individual)	Appendix 1a
2	Application form (Non-individual)	Appendix 1b
3	Notarized Affidavit for offer of land by members of 'Family unit' or third party	Appendix 2
4	Sample Site Map / Layout Sketch of Offered Plot of Land Along with Dimensions	Appendix 3
5	Notarized Affidavit from the applicant w.r.t. employment in Pvt. Sector / drawal of salary/perks/emoluments from State / Central Government.	Appendix 4
6	Notarized Affidavit for offer of finance by members of 'Family unit'	Appendix 5
7	Standard Affidavit by applicant (individual)	Appendix 6a
8	Standard Affidavit by applicant (non-individual)	Appendix 6b

Application for Retail Outlet Dealership (Format for Individual Applicants) (FORM TO BE FILLED UP IN CAPITAL LETTERS)																																																							
Application No.		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="10">Application date</td> <td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>																																		Application date										D	D	-	M	M	-	Y	Y	Y	Y
Application date										D	D	-	M	M	-	Y	Y	Y	Y																																				
Name of Divisional Office:																																																							
Particulars of application fee (Rs.)										Latest Passport Size Photograph																																													
Transaction No.																																																							
Transaction Date & Time																																																							
Payment Mode																																																							
1	Sr. No of location in advertisement																																																						
2	Name of the Location																																																						
3	District																																																						
4	State																																																						
5	Advertised on (Date)												In																																										
6	Type of Site		CODO/DODO																																																				
7	Type of RO		Urban / Highway / Rural																																																				
8	Land offered		Own or Registered Leased Land / Firm offer for Land																																																				
9	Type of applicant		Proprietor					If "Partnership" details of each partner must be provided separately.																																															
			/ Partner																																																				
10	Applicant would be required to submit Affidavit as per the format given in Appendix – 6a along with the application																																																						
11.1	Name (Mr / Mrs / Ms)		First name		Middle name		Surname																																																
11.2	Father's/Husband's Name (Mr)		First name		Middle name		Surname																																																
11.3	Address																																																						
	District		State		Pin Code																																																		
	Tel. No./Mob. No.												Email ID																																										
	PAN												Aadhaar no.																																										
	Category		General / OBC / SC / ST										*This is only for information gathering purposes																																										
11.4	Indian Citizen		Yes	No	Resident of India as per IT Rules				Yes	No																																													
	If "No" applicant is not eligible				If "No" applicant is not eligible																																																		



# Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

11.5	Gender (Tick mark whichever is applicable)			Male			Female		
11.6	Date of Birth				Age (proof to be submitted along with application)				
		DD	MM	YYYY		Years	Months	Days	
11.7	Marital status (Tick mark whichever is applicable)			Single	Married	Widow / Widower		Divorcee	
11.8	Employed in Private Sector or drawing any salary/perks/emoluments from State / Central Government			Yes		No			
				Note: If yes, the applicant will have to resign from the employment and produce the letter of acceptance of resignation by the employer before the issuance of Letter of Appointment by CPCL					
12	<b>Educational Qualification (Proof of qualifying certificate as per Eligibility criteria would be required to be submitted along with the application)</b>								
	Qualification	Name of Board/University/Institution			Certificate / Diploma / Degree		Year of Passing		
i)	10 <sup>th</sup> Pass								
13	<b>Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below) Copy of proof of ownership of land would be required to be submitted along with the application)</b>								
	Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation/date of Notarized Affidavit for offer of land as per Appendix 2	Location of the land with respect to Reference point / Landmark (Specify landmark / Reference point and distance from the same)	Patta / Chitta / Khasra No / Khatouni / Gut No / Survey No	Dimensions of land*			
						Frontage in meter	Depth in meter	Area (Sq. m)	

- a) Are you willing to transfer the land on sale/long lease to CPCL? YES/NO (applicable only for CODO sites) If yes, provide the lease rental amount per month (for the minimum required site dimension) Rs. \_\_\_\_\_

The lease rental amount will be considered for evaluation for dealership selection. Refer

Table 1a

- b) The above plot owned by me / my family member (as defined under **Clause 4 (v) of Brochure**) either by way of ownership / long term registered lease would be made available for a period as per the terms and condition of the advertisement published by CPCL.

OR

- c) The said plot belonging to \_\_\_\_\_ has been offered to me /us for putting up a retail outlet of CPCL. The above is being given as "Firm Offer" and is for purchase / long term lease as per the terms and condition of the advertisement published by CPCL.

**Note:**

In case land belongs to member of 'Family' / Co-owners / Others, before submission of application, notarized affidavit as per **Appendix 2** should be available with the applicant, which will have to be submitted along with the application.

- d) The said land has been offered for purchase / lease / sub-lease to CPCL for a period as per the terms and condition of the advertisement published by CPCL. (Applicable only for location advertised under Corporation Owned Dealer Operated CODO sites).
- e) In case the offered land has multiple Khasra / Khatauni / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application.

**The site map/layout sketch (as indicated in Appendix 3 of the Brochure) indicating dimensions/ area pertaining to the part/portion of the total land where retail outlet is proposed to be developed, will be submitted.**

14	Requirement of Finance: I undertake that funds as mentioned in the advertisement will be made available by me/us as and when required for setting up of RO and operation of RO.  a) Fund for development of infrastructure for RO (Rs. _____)  b) Working capital for operation of RO (Rs. _____)
----	---

**Finance Details:**

**Details of Liquid Assets:**

	Finance (Please read <b>Clause no. 9</b> of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable)				
A. AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and specific members of family. Attach notarized affidavit as per format given in Appendix 5 from applicable family member(s).					
S. N.	Name of Bank	S.B. A/c. No	Name of Account Holder	Relationship with Applicant**	Amount in Rs. as on date of application

# Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							
B. Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)							
S. No.	Type of Financial instrument - FD / NSC / KVP, etc.	Reference Number with date	Name(s) of the holder	Relation with applicant **	Initial investment Amount	Redemption Value (Amount in Rs.)	
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							
C. Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). *For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be submitted.							
S. N.	Type of Financial instrument - Bonds / Shares / MF	Reference Number with date	Name(s) of the holder	Relation with applicant**	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							
TOTAL Liquid Assets AMOUNT (in Rs.) (A+B+C)							
TOTAL Liquid Assets AMOUNT IN WORDS (in Rs.) (A+B+C)							

## Details of Fixed Assets:

D. Land & Buildings, Commercial and residential (Valuation certificate to be enclosed from a Govt. certified valuer). *Only 50% of the certified value (of fixed asset) will be considered for the purpose of evaluation.
---



Name(s) of the Owner	Relation with applicant**	Certified Value (Amount in Rs.)	50% of the certified value
TOTAL Fixed Assets AMOUNT (in Rs.)			
TOTAL Fixed Assets AMOUNT IN WORDS (in Rs.)			

TOTAL AMOUNT (in Rs.) (A+B+C+D)	
TOTAL AMOUNT IN WORDS (in Rs.) (A+B+C+D)	

\*\* Please qualify the relationship “Self”, “Spouse”, “Father”, “Mother”, “Son”, & “daughter”, wherever applicable.

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

15	Are you or any member of your “family unit” (as defined in Brochure for Dealership Selection) holding RO dealership/Distributorship of a PSU OMC or holding an LOI for such Dealership/Distributorship? Yes / No If Yes, provide details:
----	---

#### UNDERTAKING BY THE APPLICANT

- I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by CPCL if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled, and I will be declared ineligible for the Retail Outlet Dealership.
- I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per CPCL’s requirement, then the offer / allotment of dealership made to me will be cancelled.
- I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by CPCL in the advertisement/LOI, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.
- I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by CPCL in the advertisement or in the event of non-fulfilment of LOI conditions, the allotment can be withdrawn, and I will have no claim/damages whatsoever against CPCL.
- I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
- I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from



## Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

State/Central Government upon my appointment as a dealer and during the tenure of dealership.

- h. I confirm that none of the members of my “family unit” (as per definition of family unit in Brochure) are employees of Chennai Petroleum Corporation Ltd. Or Indian Oil Corporation Ltd.
- i. I am fully aware that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.
- j. That, if selected, I undertake that I will be submitting an interest free Security deposit for Rs. \_\_\_\_\_ as per the policy of CPCL.
- k. That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of CPCL.
- l. I confirm that I am of sound mental health, and I am not totally paralysed.
- m. I confirm that I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- n. I hereby confirm that neither I nor any member of my “family unit” (as per definition of family unit in Brochure), was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- o. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm as per PSU OMC norms/guidelines and do not disqualify for allotment of Retail Outlet dealership.
- p. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as per definition of family unit in Brochure), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- q. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any OMC for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.
- r. I confirm that the mobile no., e-mail Id and address mentioned in this application form belongs to me.

I, \_\_\_\_\_ daughter of /son of/ wife of Shri \_\_\_\_\_ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, CPCL 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 the Corporation for such withdrawal / termination.

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

Signature of applicant: \_\_\_\_\_

Date\*: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

# The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria.

Application for Retail Outlet Dealership (Format Non-Individual Applicants)														
Application No <sup>2</sup>														
Application date							D	D	-	M	M	-	Y	Y
<b>Name of Divisional Office:</b>														
<b>Particulars of application fee (Rs.)</b>										Latest Passport Size Photograph (Authorized signatory)				
Transaction No.														
Transaction Date & Time														
Payment Mode														
1	Sr. No of location in advertisement													
2	Name of the Location													
3	District													
4	State													
Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co- operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013.														
6	Advertised on (Date of advertisement)				In	(Please write Newspaper name)								
7	Type of site			CODO/DODO										
8	Type of RO			Urban / Highway / Rural										
9	Land offered			Own or Registered Leased Land / Firm offer for Land										
10	Type of applicant			Registered Society / Company / Charitable Trust / Govt. Organization / Primary Agricultural Credit Society (PACS) (Please tick whichever is applicable)										
11	<b>Applicant would be required to submit Affidavit in original as per the format given in Appendix 6b of Brochure as and when advised by CPCL, upon selection.</b>													
11.1	Name of authorized person													
				First name		Middle name		Surname						
11.2	Father's/Husband's Name (Mr)			First name		Middle name		Surname						
11.3	Address													
	District				State				Pin Code					



# Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

	Tel. No.				Mob. No.			
	Email id				PAN			
12	Details of Registered Society/Company/Charitable Trust/Govt. Organization/PACS							
a)	Name							
b)	Address of Regd. Office							
	District				State			
	Tel. No.				Mob. No.			
	Email id				PAN			
<b>Note:</b> The entity should be registered in India.								
c)	<b>Date of Registration/Incorporation (DD/MM/YYYY)</b> (Copy of registration certificate / certificate of incorporation will be required to be produced)							
d)	Profit / loss made during the last financial year as certified by C.A. (Copy of certificate will be required to be produced as and when advised)			Profit After tax (Rs)			Loss (Rs)	
i)								
<b>Note:</b> Only Registered Societies/Companies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply. However, the same shall not be applicable for PACS								
13	<b>Land Details (Please read Clause no. 5 (iii) of Brochure before providing the information below) Copy of proof of ownership of land would be required to be submitted.</b>							
Name(s) of the owner of Land / Leaseholder		Date of registration of sale deed/gift deed / Regd lease deed/ date of mutation / date of Notarized Affidavit for offer of land as per Appendix 2	Location of the land with respect to Reference point / Landmark (Specify land mark / Reference point and distance from the same)	Khasra No / Khatouni / Gut No /Survey No	Dimensions of land*			
					Frontage in metre	Depth in metre	Area (Sq.m)	

a) Are you willing to transfer the land on sale/long lease to CPCL? YES/NO If yes, at what rate?  
\_\_\_\_\_

b) The above plot owned by us either by way of ownership / long term registered lease, would be made available for a period as per the terms and condition of the advertisement published by CPCL.

That as per the documents available with us, our offer qualifies for being considered as defined in **clause 5 (iii) of the brochure** for retail outlet dealer selection by CPCL.

OR

c) The said plot belonging to \_\_\_\_\_ has been offered to us for putting up a retail outlet of CPCL. The above is being given as "Firm Offer" and is for purchase / long term lease as per the terms and condition of the advertisement published by CPCL.

That as per the documents available with us, our offer qualifies for being considered as defined in **clause 5 (iii) of the brochure** for retail outlet dealer selection by the CPCL.

**Note :**

In case land belongs to co-owners / Others, before submission of application, notarized affidavit as per **Appendix 2** should be available with the applicant, which will have to be submitted.

d) The said land has been offered for purchase / lease / sub-lease to CPCL for a period as per the terms and condition of the advertisement published by CPCL. (For location advertised under CODO sites).

e) In case the offered land has multiple Khasra/ Khatauni / Gut / Gatta / Patta / Plot / Survey Nos. etc., complete details of land to be entered in the application

**The site map/layout sketch (as indicated in Appendix 3 of the Brochure) indicating dimensions/ area pertaining to the part/portion of the total land where retail outlet is proposed to be developed, will be submitted.**

14 Requirement of Finance: We undertake that funds as mentioned in the advertisement will be made available by us as when required for setting up of RO and operation of RO thereon (depending upon category of RO site).

a) Fund for development of infrastructure for RO (Rs. \_\_\_\_\_) \*\*

b) Working capital for operation of RO (Rs. \_\_\_\_\_) \*\*

**Finance Details:**

Details of liquid Assets:

Finance (Please read <b>Clause no. 9</b> of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable)
---

a. AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant.						
S. N.	Name of Bank	S.B. A/c. No	Name of Account Holder	Amount in Rs. as on date of application		
TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						
b. Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)						
S. N.	Type of Financial instrument - FD / NSC / KVP, etc.	Reference Number with date	Name(s) of the holder	Initial investment Amount	Redemption Value (Amount in Rs.)	
TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						
a. Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.						
S. N.	Type of Financial instrument - Bonds / Shares / MF	Reference Number with date	Name(s) of the holder	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)						
TOTAL AMOUNT IN WORDS (in Rs.)						
TOTAL AMOUNT (in Rs.) (a+b+c)						
TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c)						



**Details of Fixed Assets:**

D. Land & Buildings, Commercial and residential (Valuation certificate to be enclosed from a Govt. certified valuer). *Only 50% of the certified value (of fixed asset) will be considered for the purpose of evaluation.		
Name(s) of the Owner	Certified Value (Amount in Rs.)	50% of the certified value
TOTAL Fixed Assets AMOUNT (in Rs.)		
TOTAL Fixed Assets AMOUNT IN WORDS (in Rs.)		

TOTAL AMOUNT (in Rs.) (A+B+C+D)	
TOTAL AMOUNT IN WORDS (in Rs.) (A+B+C+D)	

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

15	Is your organization or "Family Unit" (as defined in Brochure for Dealership Selection) of any Director (in case of company including holding company or subsidiary company)/ member of the governing body / managing committee (in case of registered societies/Trusts) holding RO dealership/Distributorship of a PSU OMC or holding an LOI for such Dealership/Distributorship? Yes / No: _____ If yes, provide details: _____
----	---

**UNDERTAKING BY THE APPLICANT**

- We are aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by CPCL if it is found that the information given by us is incorrect / false / misrepresented then our candidature will stand cancelled, and we will be declared ineligible for the Retail Outlet Dealership.
- We also confirm that we are in possession of the supporting documents in original in respect of the information given by us in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- We are fully aware that if we are unable to provide suitable site mentioned above for setting up of the Retail Outlet as per CPCL's standard requirement, then the offer / allotment of dealership made to us will be cancelled.
- We are also aware that in the event of our inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by CPCL in the advertisement/LOI, the allotment can be withdrawn, and we will have no claim/damages whatsoever against CPCL.
- We are also aware that in the event of our inability to arrange the funds required towards working capital for operation of the RO as specified by CPCL in the advertisement or in the event of non-fulfilment of LOI conditions, the allotment can be withdrawn, and we will have no claim/damages whatsoever against CPCL.
- I also confirm on behalf of M/s \_\_\_\_\_, that my organization will manage the Retail Outlet dealership by itself and not on contract basis.



## Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

- g. That, if selected, we undertake that we will be depositing an interest free Security deposit of Rs. \_\_\_\_\_ as per the policy of CPCL.
- h. That, if selected, we undertake that we will pay a non-refundable of Rs. \_\_\_\_\_ as per the policy of CPCL.
- i. We are also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by us has been offered by other applicant(s) for this location then our candidature for RO dealership will be rejected and the dealership terminated (if already appointed).
- j. We confirm that we have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- k. We hereby confirm that neither (as per definition of family unit in Brochure) were ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- l. We do hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm as per OMC norms/guidelines and do not disqualify for allotment of Retail Outlet dealership.
- m. We confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by our Registered Society\*/Company\*/Charitable Trust\* nor any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* including members of their "family unit" (as per definition of family unit in Brochure), the allotment made will be conditional and subject to the outcome of such proceedings. We understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- n. We hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

I, \_\_\_\_\_ daughter of / son of / wife of Shri \_\_\_\_\_ hereby confirm that I have been authorized to submit this application on behalf of M/s \_\_\_\_\_ and the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make us ineligible for this RO dealership. That if any information/declaration given by us in our application or in any document submitted by us in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, CPCL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

Signature of applicant \*(authorized person) \_\_\_\_\_

Name of authorized person \_\_\_\_\_

Date# : \_\_\_\_\_

Name of applicant (entity) \_\_\_\_\_

# The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria.

**Appendix 2**

**Notarized Affidavit for offer of land from family member and/or third party supported by land documents**  
– All the joint owners / co-owners of the land have to submit this affidavit individually.

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

I \_\_\_\_\_ Son/Daughter/wife of \_\_\_\_\_ age \_\_\_\_\_ year's  
resident of \_\_\_\_\_ do hereby solemnly affirm and say as under: -

- \*I understand that as per definition, Family members for offer of land under “Owned” category for Selection of Dealer for Urban/Highway/Rural and Rural Retail Outlets, comprise of (i) Self (ii) Spouse (iii) Father/Mother including Step Father/Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law / Sister-in-law / Brother-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal).

\* That I am a member of Family of (Shri/Smt/Kum) \_\_\_\_\_ (name), as per definition for Selection of Dealer for Urban/Highway/Rural and Rural Retail Outlets, who is applying for Retail Outlet dealership of CPCL at \_\_\_\_\_ (location) against the Advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_.

(\*Delete the above two paragraphs, if the land owner is not a family member of the applicant)

That I, Shri/Smt/Kum \_\_\_\_\_, own a piece of land singly / jointly bearing Gut/Survey No. \_\_\_\_\_ at \_\_\_\_\_ (village/town), Taluka/Tehsil \_\_\_\_\_, District \_\_\_\_\_ in the State of \_\_\_\_\_ admeasuring \_\_\_\_\_ meter (frontage) x \_\_\_\_\_ meter (Depth) having area \_\_\_\_\_ sq. meters as per the following details:

OR

That I, Shri/Smt \_\_\_\_\_, singly / jointly hold a piece of land on long term registered lease basis (\_\_\_\_ years w.e.f. \_\_\_\_\_) bearing Gut/Survey No. \_\_\_\_\_ at \_\_\_\_\_ (village/town), Taluka/Tehsil \_\_\_\_\_, District \_\_\_\_\_ in the State of \_\_\_\_\_ admeasuring \_\_\_\_\_ meter (frontage) x \_\_\_\_\_ meter (Depth) having area \_\_\_\_\_ sq. meters as per the following details:

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Khasra / Gut / Survey No	Dimensions of land		
				Frontage in meter	Min. Depth in meter	Area of the land (Sq. m)
1						
2						
3						

\*Strike off whichever is not applicable.



## Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

\*\* Please qualify the relationship i.e., (i) Self (ii) Spouse (iii) Father/Mother including Step Father//Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law / Sister-in-law / Brother-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal)

2. That Shri/Smt/ Kum / M/s. (name of the Entity) \_\_\_\_\_ is applying for Retail Outlet dealership of CPCL at \_\_\_\_\_(location) against the advertisement appeared in \_\_\_\_\_newspaper dated\_\_\_\_\_
3. That in case he/she/ M/s.(name of the Entity) is selected for RO dealership I will either sell/transfer/lease the above mentioned piece of land to CPCL or to Shri / Smt / Kum / M/s.(name of the Entity) \_\_\_\_\_ for setting of Retail Outlet facilities at the above mentioned location as per the site plan duly signed by me/all co-owners. In case of lease, I further confirm that I have no objection if the subject piece of land leased to Shri / Smt / Kum / M/s. (name of the Entity) \_\_\_\_\_ is further leased/sub-leased to CPCL by him/her as per terms of CPCL.

That I have no objection if the above mentioned land is used for setting up of Retail Outlet facilities by Shri / Smt. / Kum / M/s.(name of the Entity) \_\_\_\_\_ at the above mentioned location.

4. I hereby confirm that the said piece of land has not been offered by me to any other person for Retail Outlet dealership of this location against the above-mentioned advertisement.
5. I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

Solemnly affirmed and declared before me

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

Signature and Seal of

Signature

Magistrate/Judge/Notary Public

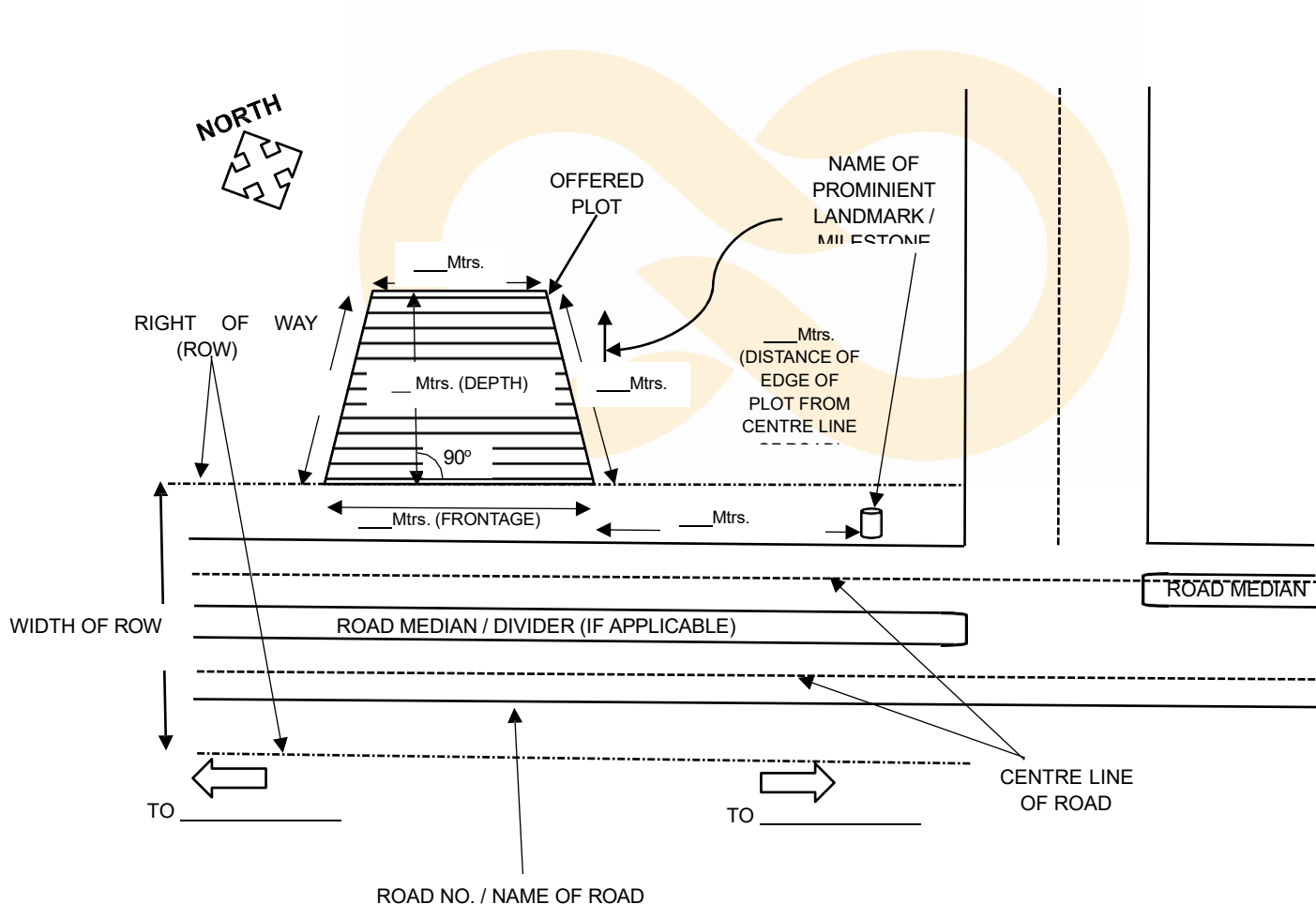
Name of Deponent and Relationship with applicant

**Note: The stamp paper should be purchased in the name of the deponent**



**SAMPLE SITE MAP / LAYOUT SKETCH OF OFFERED PLOT OF LAND ALONG WITH DIMENSIONS**

1. Advertised Location:		
2. Offered Plot Details:		
a. Plot No.: (Khasara/Khatauni/Patta/Dag/Gatta/Gut/Survey/Plot no. etc.)		
b. Revenue Village:	c. Tehsil:	d. District:
e. State:		
3. Plot Dimension: Frontage _____ Meters, Depth _____ Meters, Area _____ Sq. Meters		
4. Distance Of Plot From Prominent Landmark: _____ Meters From _____ (name of Landmark)		
5. Distance Of Edge Of Plot (Along Front Of Plot) From Centre Line Of Road: _____ Meters		
6. Width Of Right Of Way (Row) Of Road: _____ Meters		
7. Name / Number Of Road Abutting Offered Plot: (NH/SH/MDR/ODR/Road No. Or Name Of Road)		





**Chennai Petroleum Corporation Limited**  
(A Government of India Enterprise and Group Company of IOCL)

**Appendix 4**

**Notarized Affidavit from the applicant w.r.t. employment in Pvt. Sector / drawal of salary/perks/emoluments from State / Central Government.**

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

(To be submitted by individual LOI holder before acceptance of Letter of Appointment for dealership)

In the matter of RO dealership of Chennai Petroleum Corporation Ltd. at Location \_\_\_\_\_.

1. That I , \_\_\_\_\_son / daughter / wife of \_\_\_\_\_Age \_\_\_\_\_years resident of \_\_\_\_\_do hereby solemnly declare as under:
2. That I, \_\_\_\_\_, have applied for RO dealership of Chennai Petroleum Corporation at location \_\_\_\_\_in District \_\_\_\_\_in State \_\_\_\_\_under category \_\_\_\_\_and CPCL has issued Letter of Intent for the said Retail Outlet Dealership vide letter ref no \_\_\_\_\_dated \_\_\_\_\_.
3. I hereby declare that I am neither employed in private sector nor drawing any salary/perks/emoluments from State / Central Government.

OR

I was employed and have resigned from the employment. Proof of acceptance of resignation is attached.

4. I also affirm that during the tenure of the Dealership I will not take any employment in Pvt. Sector and draw any salary /perks/emoluments from State / Central Government.

Solemnly affirmed and

declared before me This \_\_\_\_\_day of \_\_\_\_\_.

**Signature and Seal of**

**Magistrate/Judge/Notary Public**

**Signature**

**Name of Deponent**



# Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

## Appendix 5

### Notarized Affidavit for offer of finance by members of Family

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

(To be given by the family member as defined in eligibility criteria other than applicant, for Finance)

I \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_ age \_\_\_\_\_ years resident of \_\_\_\_\_ do hereby solemnly affirm and say as under:-

That I am unmarried and my father\* /mother\* /unmarried brother\* /unmarried sister\* (Shri / Smt / Kum) \_\_\_\_\_ (name) has applied for Dealership contract of CPCL at \_\_\_\_\_ (location), dist '\_\_\_\_\_' against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_.

OR

That I am married and my unmarried son\* / unmarried daughter\* / wife\* / husband\* (Shri / Smt / Kum) \_\_\_\_\_ (name) has applied for Dealership contract of CPCL at \_\_\_\_\_ (location), dist '\_\_\_\_\_' against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_.

\* Strike off whichever is not applicable.

That in case he/she is selected for the contract of Dealership, I will provide financial assistance to the extent as mentioned in the table below for a cumulative amount of Rs. \_\_\_\_\_ lakhs, which I hold in my name, and which is mentioned at Clause no. 3.1 of the application form submitted by (Shri / Smt / Kum) \_\_\_\_\_ for contract of Dealership of CPCL at \_\_\_\_\_.

#### Details of Liquid Assets:

Finance (Please read <b>Clause no. 9</b> of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable)					
A. AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant and specific members of family. Attach notarized affidavit as per format given in Appendix 5 from applicable family member(s).					
S. N.	Name of Bank	S.B. A/c. No	Name of Account Holder	Relationship with Applicant**	Amount in Rs. as on date of application
TOTAL AMOUNT (in Rs.)					
TOTAL AMOUNT IN WORDS (in Rs.)					
B. Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.)					



# Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

S. No.	Type of Financial instrument - FD / NSC / KVP, etc.	Reference Number with date	Name(s) of the holder	Relation with applicant **	Initial investment Amount	Redemption Value (Amount in Rs.)	
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							
C. Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). *For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be submitted.							
S. N.	Type of Financial instrument - Bonds / Shares / MF	Reference Number with date	Name(s) of the holder	Relation with applicant**	Initial investment Amount	Certified Value (Amount in Rs.)	60% of the certified value
TOTAL AMOUNT (in Rs.)							
TOTAL AMOUNT IN WORDS (in Rs.)							
TOTAL Liquid Assets AMOUNT (in Rs.) (A+B+C)							
TOTAL Liquid Assets AMOUNT IN WORDS (in Rs.) (A+B+C)							

## Details of Fixed Assets:

D. Land & Buildings, Commercial and residential (Valuation certificate to be enclosed from a Govt. certified valuer). *Only 50% of the certified value (of fixed asset) will be considered for the purpose of evaluation.			
Name(s) of the Owner	Relation with applicant**	Certified Value (Amount in Rs.)	50% of the certified value
TOTAL Fixed Assets AMOUNT (in Rs.)			
TOTAL Fixed Assets AMOUNT IN WORDS (in Rs.)			

TOTAL AMOUNT (in Rs.) (A+B+C+D)	
---------------------------------	--





## Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

TOTAL AMOUNT IN WORDS (in Rs.) (A+B+C+D)

**\*\* Please qualify the relationship “Self”, “Spouse”, “Father”, “Mother”, “Son”, & “daughter”, wherever applicable. **Only applicable for individual applicants.****

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

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

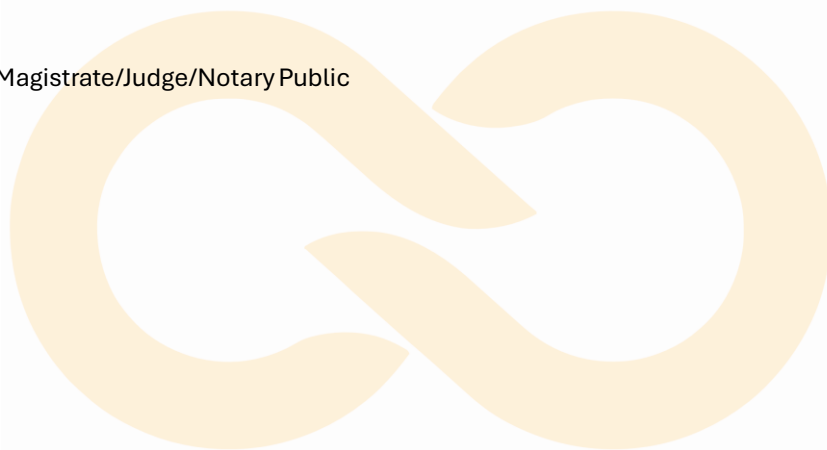
Signature

Name of Deponent and Relationship with applicant

Solemnly affirmed and declared before me

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

Signature and Seal of Magistrate/Judge/Notary Public



**Notarized Affidavit**

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

(To be submitted by individual applicants)

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Age \_\_\_\_\_ years residing at \_\_\_\_\_  
\_\_\_\_\_. In connection with my application for RO dealership at \_\_\_\_\_ (Location) \_\_\_\_\_ (Dist.)  
\_\_\_\_\_ (State) I do hereby solemnly affirm and say as under :

1	That I am an Indian Citizen and resident of India (as per Income Tax Rules <sup>2</sup> )									
2	That my date of birth is    d d / m m / y Y y y									
3	That I have passed the Matriculation / 10 <sup>th</sup> Std. Examination conducted by Board in the year y y y y / Certificate issued by Armed Forces as equivalent to 10 <sup>th</sup> Class pass in the year									
4	That I hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined in the “Brochure for Selection of Dealers for Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under conditions mentioned therein.									
5	That I hereby confirm that none of my “family unit” members (as per definition of family unit in Brochure) are employees of Chennai Petroleum Corporation Ltd. and Indian Oil Corporation Ltd.									
6 (a)	That I am Unmarried Or That I am Married and the name of my spouse is Shri/Smt. _____									
6 (b)	My name before my marriage was _____ and after my marriage to Shri _____ my name has been changed to Smt. _____. (only for female applicants, wherever applicable)									
6 (c)	That my name earlier was Shri/Smt./Kum _____ and has been changed to Shri/Smt./Kum _____ w.e.f. _____ (Applicable in case of name change by applicant)									
7	That, I am of sound mental health & I am not totally paralyzed.									
8	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).									
9	I confirm that in case MS / HSD is not supplied in bulk tank lorries (owned / hired by the Corporation) arrangement will be made for taking delivery of products on ex-MI basis from the corporation to this effect as may be advised to you.									
10	I hereby confirm that neither I nor members of my “family unit” was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines									

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

11	In case I am selected for RO dealership, I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by the CPCL in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.
12	<p>That the details mentioned in Clause No. 9 of the application form, affidavit of Co-owner/s (if applicable) pertaining to Land:</p> <p>a) Are true and land documents in support of the claim would be submitted as and when advised by CPCL.</p> <p>b) That in case I am selected for RO dealership, I undertake to arrange the said plot as mentioned in the application form for setting up of retail outlet at the location for which I have made the application.</p> <p>c) I am aware that my claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in my application / candidature becoming invalid for further consideration by CPCL.</p> <p>d) I am also aware that in the event of my inability to make available the said land required for setting up the retail outlet as required by Chennai Petroleum Corporation, <b>within the period</b> mentioned in the LOI, then the allotment can be withdrawn, and I will have no claim/damages whatsoever against Chennai Petroleum Corporation.</p> <p>e) I am also aware that in case of my selection for this RO dealership it will be binding on me to hand over the offered land including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murrum, layer wise compacted as per standard engineering practices to the satisfaction of CPCL and I will provide retaining wall and compound wall of minimum height 1.5 meter, designed as per site conditions and approved by CPCL engineers.</p> <p>f) I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by Chennai Petroleum Corporation in the advertisement/LOI, the allotment can be withdrawn, and I will have no claim/damages whatsoever against Chennai Petroleum Corporation.</p>
13	<p>That I hereby confirm that I will neither take up any other employment nor will draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.</p> <p>If I am already employed, I will resign from the employment and produce proof of acceptance of resignation by my employer before the acceptance of Letter of Appointment to be issued by CPCL.</p>
14	I undertake that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.
15	I undertake that I will observe all the relevant guidelines, with regard to award/operation of the said dealership, issued by Chennai Petroleum Corporation Ltd. / Government of India or any other statutory body from time to time.
16	That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership or in this affidavit shall be found to be untrue or incorrect or false, Chennai Petroleum Corporation 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 the Corporation for such withdrawal / termination.



## Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)

17	That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs.____as per the policy of the Corporation.
18	That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____as per the policy of CPCL.
19	I am aware that in the event of any proceedings pending against the dealership/distributorship held by me or members of my “family unit” on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
20	I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship
21	I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____(Location) of Chennai Petroleum Corporation Ltd. If selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.

**\* Strike off whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge 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 Deponent**

**(Name in block letters)**

Note: The stamp paper should be purchased in the name of the deponent



**Notarized Affidavit**

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

(To be submitted by non-individual applicants)

In the matter of RO dealership at\_ (Location) of Chennai Petroleum Corporation Ltd. whereas \_\_\_\_\_ (Name of the Registered Society\*/Company\*/Charitable Trust\*) \_\_\_\_\_ (Location) has applied for RO dealership of \_\_\_\_\_ Chennai Petroleum Corporation Ltd., at \_\_\_\_.

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

1	That through a resolution passed by the Registered Society*/Company*/Charitable Trust* I have been authorized to apply for the said dealership on behalf of the Registered Society*/Company*/Charitable Trust*. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2	That the said Registered Society is duly registered under Societies Registration Act 1860 or 1912 or Societies Registration Act enacted by the State Government of _____* / Company is formed under the companies act 1956 or 2013* /Charitable Trust* is registered with Charity Commissioner of State Government of _____* (name of the State) on _____ (date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3	That our Registered Society*/Company* had made net profit during the previous financial year as certified by Chartered Accountant.
4	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by Chennai Petroleum Corporation Ltd. / Government of India or any other statutory body from time to time.
5	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will operate the dealership our self
6	That neither our Registered Society*/Company*/Charitable Trust* nor any Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* has been convicted by any court of law for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)
7	That neither our Registered Society*/Company*/Charitable Trust* nor any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* including members of their "family unit" was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

8	That I hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined in the “Brochure for Selection of Dealers for Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under conditions mentioned therein.
9	That on behalf of the Registered Society*/Company*/Charitable Trust*, I undertake that in case MS / HSD is not supplied in bulk tank lorries (owned / hired by the Corporation) arrangement will be made for taking delivery of products on ex-MI basis from the corporation to this effect as may be advised to you.
10	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by Chennai Petroleum Corporation in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.
11	<p>That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that the details mentioned in Clause No. 9 of the application form pertaining to Land:</p> <ol style="list-style-type: none"> <li>Are true and land documents in support of the claim would be submitted as and when advised by CPCL.</li> <li>That in case we are selected for RO dealership, we undertake to arrange the said plot as mentioned in the application form for setting up of retail outlet at location _____ in District _____ in State _____ for which we have made the application.</li> <li>We are aware that our claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in our application / candidature becoming invalid for further consideration by CPCL.</li> <li>We are also aware that in the event of our inability to make available the said land required for setting up the retail outlet as required by CPCL, within the period mentioned in the LOI, then the allotment can be withdrawn, and we will have no claim/damages whatsoever against CPCL.</li> <li>We are also aware that in case of our selection for this RO dealership, it will be binding on us to hand over the offered land including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murrum, layer wise compacted as per standard engineering practices to the satisfaction of CPCL and we will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by CPCL engineers.</li> <li>We are also aware that in the event of our inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by CPCL in the advertisement/LOI, the allotment can be withdrawn, and we will have no claim/damages whatsoever against the CPCL.</li> </ol>
12	I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by Chennai Petroleum Corporation Ltd. / Government of India or any other statutory body from time to time.
13	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of Chennai Petroleum Corporation Ltd. If selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.



## Chennai Petroleum Corporation Limited

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14	That, if selected, I undertake that we will be depositing an interest free Security deposit of Rs. _____ as per the policy of the Corporation.
15	That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Corporation
16	I am aware that in the event of any proceedings pending against the dealership/distributorship held by us or any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* or the members of their family unit (as per definition of family unit in Brochure) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., the allotment made will be conditional and subject to the outcome of such proceedings. I understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
17	I hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship
18	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of Chennai Petroleum Corporation Ltd. If selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
19	That If any information/declaration given in this application or in any document submitted in support of application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Chennai Petroleum Corporation Ltd. would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against Chennai Petroleum Corporation Ltd. for such withdrawal/termination.

**\*Strike out whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge 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 Deponent**

**(Name in block letters)**

Note: The stamp paper should be purchased in the name of the deponent