

APPLICATION FOR ENGAGEMENT OF A SERVICE PROVIDER FOR PROVIDING SERVICES OF LABOUR FOR CORPORATION OWNED CORPORATION OPERATED RETAIL OUTLETS AT

Passport Size
Photograph
with specimen
signature on
the photograph

Location at _____ Rev. Dist. _____ State _____

Advertised on _____ in _____ by **HINDUSTAN PETROLEUM CORPORATION LTD.**
(Date) (Name of Newspaper)

**Status: Individual/ Partnership/Regd. Co-operative Society/Organised body/Corporate House/Fleet Operator/Charitable Trust.
(Tick as applicable)**

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

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

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

(c) Address : _____

_____ PIN: _____

Telephone No. : _____ E-Mail Address: _____

(d) Nationality: _____

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

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

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

(h) Gender : _____ (Male / Female)

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

(j) In case of married applicant please give:

Full Name of Spouse: _____

Full Name of unmarried Children:

1. _____

2. _____

3. _____

(k) In case of unmarried applicant please give :

1. Full name of Father: _____

2. Full name of Mother: _____

3. Full name(s) of unmarried brother(s) /unmarried sister(s) _____

2. Are you or any of your following close relatives is dealer or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship or Service Provider (Labour Contractor) for COCO retail outlet of any Oil Company ?

In case of married applicant: (i) Spouse (ii) Unmarried sons/unmarried daughters: YES/ NO

In case of unmarried applicant (i) Parent (ii) unmarried brothers/unmarried sisters: YES/NO

If yes, please furnish details: _____

3. Gross Income during last financial year ended (state year) _____ Gross Income in Rs _____ Attach Certificate

4. Present occupation :

5. In case you are an income Tax Assesse, please furnish PAN NO:

6. Do you have experience of deploying manpower/providing services? Please attach documentary evidence in support of experience in deploying manpower / providing services

7. Do you have experience of providing desired services for a particular sector, in line with the guidelines for selection of Service Provider? Please attach documentary evidence in support of the same.

8. In case of partnership, please give name of each of the partners and **attach Proposed Partnership Deed**. Application of all the partner(s) should be attached together while submission:

9. Were you a signatory to a retail outlet / SKO-LDO dealership / LPG distributorship of any Oil Company terminated for proven adulteration / malpractice? If yes, give details. Otherwise submit an affidavit as per Appendix 'A'.

10. **Registered Co-op. Society/ Organised body:**

(a) Name of the Society/organized body :

(b) Address:

_____ PIN: _____

Telephone No.: _____ E-Mail Address: _____

(Enclose affidavit as per Appendix 'A1')

Copies of audited Profit & Loss account statement for the previous 3 financial years to be enclosed

11. Registered with E.P.F and E.S.I.C: YES/NO (Attach copy of Regn. Certificates)

12. Give details of source of funds: **(to be provided by all applicants)**

The details to cover free & unencumbered Bank accounts/ Govt. Securities/ fixed deposits, bankers/financial institution certificate for credit worthiness loans, UTI,NSC, Bonds, Shares of public limited companies etc., details of other assets like immovable property (land, building etc.)/ Movable properties like vehicle etc., any other sources of income like from interest, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format: **(Attach Separate sheet as required)**

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

13. Have you ever been convicted by a court of law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op. society, Co-op. society as an entity and also organized body as an entity)

Please state **YES or NO** _____

14. Any other information:

15. UNDERTAKING:-

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

That, if selected, I undertake that I will be required to furnish a Bank Guarantee of required value as per the policy of HPCL.

I, _____
hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the contractorship.

Place:

Signature

Date:

(Name in block letters)

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

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

Encl: Checklist for supporting documents/affidavits

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

AFFIDAVIT FOR INDIVIDUALS & PARTNERS

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

1. That I am an Indian National.
2. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or Service Provider (Labour Contractor) for COCO retail outlet of any Oil Company
OR
That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship or Service Provider (Labour Contractor) for COCO retail outlet of any Oil Company.
3. I have never been convicted and / or no charges have been framed by a Court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).
4. I hereby confirm that I was never a signatory to a dealership/distributorship agreement of any Oil Company, which was terminated for proven adulteration/malpractices.
5. That against item no.12 of my application form details of various sources of funds required for providing labour and for the contracted operation of the outlets been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of contractorship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
6. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. If any information/declaration given by me in my /our application or in any document submitted by me/us in support of application for the engagement of contractor for labour services or in this affidavit shall be found to be untrue or incorrect or false, Hindustan Petroleum Corporation Ltd would be within **its rights to withdraw the offer letter / terminate the contractorship (if already appointed)** and that we would have no claim, whatsoever, against Hindustan Petroleum Corporation Ltd for such withdrawal/termination.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

(To be submitted by Registered Co-operative Societies, Organised bodies, Fleet Operators, Charitable Trusts and Corporate Houses)

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

AFFIDAVIT

In the matter of _____
service provider of Hindustan Petroleum Corporation Ltd, at _____ (Location)
Whereas _____ (Name of the Co-operative Society*/organised body*)
_____ (Location) has applied for RO service providership of, Hindustan Petroleum Corporation Ltd at _____.

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

1. That through a resolution passed by the Co-operative society*/organised body* I have been authorised to apply for the said contractorship. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society*/organised body* is duly registered and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said Co-operative Society / organised body is a profit making body during last 3 consecutive financial years. (Delete if not applicable).A copy of certificate from chartered accountant is enclosed herewith forming part and parcel of this affidavit.
4. That on behalf of the Co-operative Society*/organised body*, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said contractorship issued by the , Hindustan Petroleum Corporation Ltd /Government of India or any other statutory body from time to time.
5. That none of the members have been convicted and / or no charges have been framed by a Court of law against them for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle). Moreover, none of the members was ever signatory to a dealership/distributorship of any oil company, which was terminated for proven adulteration/malpractices.
6. That the Co-operative Society*/organised body* does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences.
7. That the Co-operative Society*/organised body* was never a signatory to a dealership/ distributorship agreement of any oil company, which was terminated for proven adulteration / malpractices.

8. @ That against item no.12 of my application form details of various sources of funds required for the contracted operation of the outlets has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of service provider, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the , Hindustan Petroleum Corporation Ltd.
9. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of the contractorship or in this affidavit shall be found to be untrue or incorrect or false, Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the letter of offer / terminate the contractorship (if already appointed) and that I would have no claim, whatsoever, against , Hindustan Petroleum Corporation Ltd for such withdrawal/termination.

*strike out whatever is not applicable.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

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