

HPCL Selection Guidelines on appointment of POL Aggregator for exclusive marketing of Furnace Oil (FO), Light Diesel Oil (LDO), Industrial SKO and Mineral Turpentine Oil (MTO) for MSME segment.

## **1. INTRODUCTION**

- a. Hindustan Petroleum Corporation is the second largest Oil Refining & Marketing Company in the country. It already has a well-established network of dealers and distributors across the country for selling of all petroleum products in retail market. HPCL also has a vast distribution network including terminals and depots.
- b. HPCL sells petroleum products directly to numerous large Customers across the country & has a significant presence in direct consumer sales business in India.
- c. Hindustan Petroleum Corporation Ltd. (HPCL) now proposes to expand its presence amongst small and medium scale industries and for this purpose, it proposes to appoint Aggregators at various high potential locations across the country.
- d. The Aggregator so selected will be exclusively for marketing of POL products only to Micro, Small and medium enterprises customers (MSME Segment). The products include FO, LDO, Industrial SKO and MTO.
- e. Locations for setting up Aggregators are identified by HPCL from time to time based on commercial considerations.
- f. The setting up of exclusive Aggregator at the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits.

## **2. APPOINTMENT OF POL AGGREGATORS**

HPCL wishes to appoint Resellers in various geographies across the country for Free Trade products, which includes Furnace Oil, Mineral Turpentine Oil, and SKO & Light Diesel Oil.

For this HPCL is looking for Aggregators who should possess following skills and attributes:-

- Good entrepreneurial skills and Business acumen
- Suitable education qualification as required
- Sound financial capacity to invest as per business requirement
- Capability to provide infrastructure required as per business needs.
- Experience in sales and marketing to industries

- Capability to generate business with a clear road map to achieve the plan.
- Good manpower management skills
- Good communication skills and managerial abilities.

### 3. ADVERTISEMENT

- The applications for appointment of Aggregators are invited by the respective Direct Sales Regional Offices through a press advertisement in newspaper. The press advertisement is for intimation purpose only and full details of the same are available on the HPCL website <https://www.hindustanpetroleum.com/direct-sales-industrial-cutomers>.
- Advertisements will be inserted in two newspapers i.e. one **English daily**, and one **Regional Vernacular** language daily having significant presence in the state.
- All revisions, clarifications, corrigenda, addenda, time extensions etc. to the above advertisement will be hosted on the website <https://www.hindustanpetroleum.com/direct-sales-industrial-cutomers> Applicants should regularly visit the websites to keep themselves updated.
- For POL Aggregator standard application form can be downloaded from website <https://www.hindustanpetroleum.com/direct-sales-industrial-cutomers> and apply as per the downloaded format. Standard application form for POL Aggregator can also be obtained from the HPCL DS Regional Office mentioned in the advertisement.
- The candidate can submit the form at the DS Regional Office by hand or through Registered Post at the address mentioned in the advertisement.
- Each application is to be accompanied with the application processing fee of INR 1180/- (Indian Rupees one thousand one hundred eighty only) else the application is deemed to be rejected. The application-processing fee is non-refundable. The application-processing fee needs to be paid by Demand Draft in favor of M/s Hindustan Petroleum Corporation Limited. The application-processing fee paid through any other mode will not be considered.
- The application should be accompanied with all supporting documents, else the application is liable to be rejected.
- Each page of the application form and the supporting documents should be signed by the applicant.
- The locations advertised are identified by HPCL based on commercial considerations. The setting up of Aggregators for the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits

## **WHO CAN APPLY?**

<b>Applicant</b>	<b>Requirement</b>
<b><i>Individuals and Partners</i></b>	As per Eligibility criterion. For partnership /proposed partnership, firms all the partners individually should meet the above criteria excepting requirement of tank trucks and financial capability where all the partners put together should meet the tanks truck and financial capability criteria.
AGGREGATOR/RESELLERS/BUSINESS ASSOCIATES/ENITIES OF SIMILAR NATURE/INDIVIDUALS/FIRMS IN BUSINESS OF SELLING FO/LDO/SKO/MTO/HEXANE of any of the Pvt/Public Sector Oil Marketing Companies or holding the LOI from any PVT/PUBLIC OMC's for sales of any petroleum product as stated above (e.g. FO/LDO/SKO/MTO/HEXANE).	Such applicants would have to resign from the business of subject OMC ( as per annexure –G) , or surrender the LOI of subject OMC ,as the case may be , in case they are selected and opt for HPCL aggregator ship. Such individuals/firms/ companies will have to produce letter acceptance of resignation from the concerned OMC within 2 months of selection, before issuance of letter of intent by HPCL – Annexure G
Retail Outlets Dealers/ LPG Distributors of PVT/PUBLIC LIMITED OMCs	Subject to meeting eligibility criterion.
<b><u>(iv) Registered Co-operative Society applicants:</u></b>	Society must be registered under relevant Co-operative society act and submit copy of registration certificate.
<b><u>(v) Limited Company applicants:</u></b>	The Company must be registered in India under relevant Companies Act and submit copy of registration certificate. In addition copies of memorandum and article of association of the company should also be submitted

## **MINIMUM ELIGIBILITY CRITERIA**

The application submitted needs to meet the minimum eligibility criteria described below for becoming eligible for further scrutiny and evaluation. The minimum eligibility criteria is as follows:

a) **Nationality:** All Partners / Directors of Companies / Managing Committee Members of any other entity and all Proprietor/Individual applicants should be Indian National.

b) **Age:** - As on the date of advertisement (in completed years), not less than 21 years and not more than 60 years. Applicable to Individuals/ Proprietors/ All Partners.

c) **Education Qualification:** Minimum Matriculation Pass (10<sup>th</sup> Standard/SSC or recognized equivalent from a recognized Board) (**Documentary proof:** Attested copy of Mark sheet from any recognized Board).

d) **Income Tax Assessee :** Applicant should be Income Tax Assessee for the last three preceding years on the date of application : **Income tax returns** of the applicant of past last three preceding previous financial years from the date of application to be submitted along with application form.

#### **Limited Company applicants:**

- In case of applicants being Limited Company, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant).
- The Company must be registered in India under relevant Companies Act and submit copy of registration certificate. In addition, copies of memorandum and article of association of the company should also be submitted. The memorandum should include clauses which enables the company to carry out the business of Lube C&F Agency as per advertisement.
- Only Companies making net profit (profit after tax) of minimum Rs 50 Lakhs per year for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.
- The Company must pass appropriate resolution authorizing the person(s) (not less than at least one Director Level) filling the application form and appearing for interview to do so on behalf of the Company. Copy of the resolution must be submitted along with the application form.

In case of Limited company, the age and education qualification criteria will not be applicable

#### **Registered Co-operative Society applicants:**

In case of applicants belonging to Registered Co-operative society, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant):

- The Society must be registered under relevant Co-operative society act and submit copy of registration certificate.
- Only Co-operative Societies making a net profit (profit after tax) of minimum
- Rs 50 Lakhs per year for the Previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.
- The Co-operative Society must pass appropriate resolution (copy to be attached) authorizing the person (not less than Director Level) filling the application form and appearing for interview to do so on behalf of the Society.

In case of Co-operative society, the age and education qualification criteria will not be applicable.

### **INELIGIBILITY:**

- Applicants convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude / economic offence (other than freedom struggle)
- Mentally unsound and / or totally paralyzed persons (undertaking to be submitted along with the application and original certificate issued by a Registered Medical Practitioner to be produced at the time of Field Verification of Credentials)
- Applicants who are employed will have to resign from the service and produce proof of acceptance of resignation before issuance of Letter of Appointment for the Aggregator-ship.
- Persons convicted or against whom charges have been framed by a court of law for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for aggregator-ship and if such a person is allotted the aggregator-ship by suppression of facts/information, it will be cancelled even after appointment of Aggregator-ship. (Proof of Non conviction: As per Affidavit given along with Application as **Annexure - A**)

### **GUIDELINES FOR FILLING AND SUBMISSION OF APPLICATIONS**

- i. The applicant can submit the form at the DS Regional Office by hand or through Registered Post at the address mentioned in the advertisement .The application should be submitted on or before the due date & time as published in the advertisement.
- ii. Applicant having any query or clarification related to the advertisement applicant is advised to contact HPCL official on the phone numbers listed in the advertisement. Queries raised thru letters/e-mails/complaint in website will not be entertained.
- iii. Applications without accompanying a valid payment towards application processing fee will be out rightly rejected and the company in the matter whatsoever will entertain no correspondence.

- iv. Each location advertised represents combination of the product and geographical area. The details of the locations are given in the detailed advertisement posted on the website.
- v. While an Individual/ Firm/ Company/ any other entity can apply for one or more locations, the same should be done in separate application forms complete with all documents in respect of each location along with application processing fee in each case.
- vi. In case of candidate applying for multiple locations, each application should be complete in all respects (documents to be attached with each application) and documents attached with one application cannot be considered for other application(s) of same candidate.
- vii. If the same applicant is selected for 2 locations, the candidature of applicant will be considered only of one location and for that applicant would be given the choice of selecting the location.
- viii. In case multiple applications are submitted by the same applicant for the same location, the Company at its discretion may choose any one of the applications as deemed fit.
- ix. The applicant(s) should affix his / her / their latest photograph(s) in the space provided for in the application form. This is applicable for Individuals/ Proprietors/ All Partners. In case of Directors (of a Company), or Managing Committee members (of any other entity), please attach photographs for only those Directors/Managing Committee Members who are declared in the application as actively involved in the management of the Aggregator ship applied for.
- x. Application should be signed by Individuals/ Proprietors/ All Partners. In case of Company/ any other entity, application should be signed by such Director(s)/Managing Committee Member(s) who are declared in the application as actively involved in the management of the Aggregator ship applied for and supported with board resolution/ duly notarized POA of the respective Company/Managing committee (of a Company/ any other entity) which should be enclosed with the application and only then the application will be considered complete.
- xi. HPCL can seek any clarifications concerning the application submitted through post /hand delivered after the due date of submission
- xii. Copies of all the relevant certificates / documents attached with the application form should be self-attested and the original thereof to be produced at the time of interview.

- xiii. The advertisement would specify the last date & time on or before which the applications are to be submitted.
- xiv. The cut-off date would be minimum 30 days from the date of publication of the advertisement in the newspapers, i.e. it would be ensured that the applicants get a minimum of 30 days clear time for submission of completed application.
- xv. It would be ensured that the date specified in the advertisement is a working day for HPCL. The same principle applies for release of corrigendum if any
- xvi. In case of variation in matter written in application and supporting documents, matter written in supporting document would only be considered.
- xvii. Applications received after last date of submission of application for any reason including postal delays will not be considered and the Company in such cases will entertain no correspondence, whatsoever.
- xviii. If any statement made in the application form or in the documents enclosed therewith by the candidate at any stage is found to be incorrect or false and/or the applicant conceals any information which if declared would have made him/her ineligible for Aggregator ship, the application is liable to be rejected and in case the applicant has been appointed as a Aggregator, the Aggregator is liable to be terminated even if this is found at a later date. In such cases the candidate / Aggregator shall have no claim, whatsoever, against HPCL.

**xix. NO addition / deletion / alteration will be permitted in the application form after the due date for submission of applications. However no applicant would be made ineligible on the rectifiable grounds which are described as under :-**

- a) The opportunity will be provided with an objective to provide rectified or additional documents in support of eligibility parameters. However, documents in support of the basic eligibility criteria of Land, Finance, Educational qualification, Age and Residence certificate & Income Tax Returns will be accepted only if they are valid as on the date of the initial affidavit submitted along with the application.
- b) No alteration/addition/deletion in the application form will be permitted except for affixing of photograph and putting signature on the application form
- c) However, documents in support of the Land & Infrastructure, Finance, Experience will be accepted only if they were valid as on the date of the affidavit submitted along with the application form. These additional documents will be accepted only if they were existing & valid as on the date of initial affidavit and pertain to information provided in the application

form. The decision of HPCL as to which documents can be taken & accepted will be final in this regard

- d) Business Plan/Project reports, Affidavits & Undertakings as additional documents will not be accepted after the submission of application
- e) HPCL in its sole discretion may ask for clarification /rectification in case of any discrepancy in the documents submitted by the applicant. The applicant has to reply within 15 days from the date of receipt of the letter seeking clarification. The decision of HPCL in the matter will be final in all aspects

### **CAPABILITY TO PROVIDE INFRASTRUCTURE (maximum Marks -25)**

- a) The candidate being appointed as Aggregator is expected to set up or arrange for suitable infrastructure facility for storage and resale of the products handled at the time of starting his aggregator ship in order to effectively operate the same to the satisfaction of HPCL. The infrastructure facility required includes primarily Office space /block and Product storage and handling facility. The Product storage and handling facility includes storage capacity (bulk storage tank with associated facilities for loading and unloading and/ or ground space for storing barrels) for each product with appropriate license / approval as per PESO rules.
- b) It may be noted that every Aggregator is expected to arrange for the following infrastructure (owned/hired/leased) anywhere in the geographical area of the location.
  - Office space /block & Manpower : 150 sq ft office space with 2-3 salesman & 1-2 office staff.
  - Land Requirement: either owned or leased for min. area of 400 SQM for storage of products. Leased/owned documents shall be valid for minimum 5 years from the date of submission of the application. Storage capacity shall be min 16 Kl for each products.
  - In case the storage tanks are not ready ,the maximum period allowable to any LOI holder for arranging the Product Storage and Handling facility for each product will be a maximum 90 days from the date of issuance of LOI. **Extension of 45 Days shall be granted to the applicant by the Head Region in case the progress is satisfactory and there are justifiable reasons for delay with respect to installation of tanks /obtaining explosive License /owner ship & lease hire of Tank Truck . Basis merit of the case the time period to fulfill the LOI terms can be extended with the approval of CGM- I&C by another 30 days .**
  - POL bulk tank trucks: POL bulk tank trucks: Minimum of 1 Tank Truck (One) either owned or hired by applicant in his name or in the name of his family member (Family definition as defined in these guidelines). Documents of RC book duly attested should be enclosed. (Details of TT should be filled as per Annexure-B.



In case TT is owned: For individuals, the trucks should be in the name of the individual. For partnership firms the trucks should be in the name of the partnership firm or in the name of any of the partners. The minimum capacity of the trucks should be 16 KL. The trucks offered should not be blacklisted by oil PSUs. The vehicles should meet the local state /RTO rules and regulations. In case of the limited company / registered society, the ownership shall be in the name of the company or society.

If the TT is hired : Agreement copy to be provided between the individuals & 3<sup>rd</sup> party , for partnership firm, agreement to be provided between the partnership firm and 3<sup>rd</sup> party or between any partner & 3<sup>rd</sup> party. In case of limited company /registered society, agreement shall be between the company /society & 3<sup>rd</sup> party.

In case of Limited company the agreement shall be signed by the Power of Attorney holder.

**Note :**

**1. Applicants who wish to apply without having Tank Truck (owned/hired) can also apply with an affidavit undertaking that Tank trucks will be arranged within the 90 Days of the receipt of the LOI, failing which the LOI will be withdrawn.**

Note: For Limited Companies/Registered Co-operative Society the tank truck should be in the name if that firm (Limited Companies) /Co-operative society.

Marking scheme for Infrastructure – 25 Marks.

Infra requirement	Marks
Office Space - office space either own or rented minimum of 150 square feet (plinth area	Nil Marks. However, Applicants need to arrange office space either hired/owned of 150 sq ft area within 90 days post receipt of the LOI. Same will be verified thru field verification report by the scrutiny committee. In case Applicant is not able to arrange the office space, LOI will be withdrawn.
2-3 Sales man & 1-2 office staff	Nil Marks.
Land / storage Tanks ( 20 Marks Max)  1. Owned land documents with min 400 SQM area	(Ownership document such as registered deed /Property card/7/12 extract/copy of license approval from PESO ect to be produced. Ownership of land should be valid on

<p>Marks- 20</p> <p>II. Leased land with 400 Sqm-</p> <p>Lease agreement shall be valid for 5 years from the date of submission of the application.</p> <p>Marks- 16</p>	<p>or before the date of submission of application to HPCL .) – Marks- 20</p> <p>Submitted documents will be physically verified by the scrutiny committee within 90 days of issuance of LOI. During Physical verification if the documents/ land not found in line with the requirement, the LOI will be withdrawn.</p> <p><i>If leased/rented, the applicant shall have valid lease term of at least five years on the date of submission of application : attach certified copy of registered Lease Deed, which should be in the name of applicant/registered company/ Co-operative Society or Partnership firm.</i></p> <p>– Marks- 16</p>
<p>1. Required Class License (PESO) for each product to be submitted after LOI within 90 days from the date of LOI. <b>Extension of 45 Days shall be granted to the applicant by the Head Region in case of installation of tanks /obtaining explosive License /owner ship &amp; lease hire of Tank Truck . Basis merit of the case the time period to fulfill the LOI terms can be extended with the approval of CGM- I&amp;C by another 30 days .</b></p>	<p>- Nil Marks- Mandatory requirement.</p>
<p>3.Insurance of the tank/product /premises- Insurance for the tank ,terminal along with the product shall be taken by the Aggregator</p>	

before commissioning of the Aggregator ship – Nil Marks – Mandatory Requirement	
Tank Truck – 01 -16 Kl if owned or Chassis booked before the date of application submission	05 Marks-copy of RC Book / Insurance /copy of Booking slip from the authorized dealers.
Leased /hired – 01- 16 KL Tank Truck	- 02 Marks. (leased/hired contract copy with third party.)- copy of RC BOOK with copy of Insurance .
Applicant can apply with the <b>affidavit</b> that Tank truck (either owned or hired) will be arranged within 90 days from the date LOI.	- - Nil Marks.

***Note: submission of Land documents either owned or leased is a mandatory requirement of the aggregator application, applicants without Land documents will be rejected.***

#### **EXPERIENCE IN BUSINESS/ JOB EXPERIENCE (5 MARKS)**

- Experience in sales of Petroleum Products directly to small & medium scale Industrial units – 5 marks
- Experience in sales of consumables directly to small & medium scale Industrial units – 4 marks
- Experience in sales of any other product besides consumables directly to small & medium scale Industrial units – 3 marks

Applicants have to enclose self-certified copies of experience in case of business experience and experience certificate in case of Job Experience. **Please note that only transportation of petroleum products will not be considered as an experience in business.**

For partnership, firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

Applications without experience certificates are eligible for further processing will be given Nil Marks.

#### **FINANCIAL CAPACITY**

The candidate being appointed as Aggregator is expected to make an initial financial investment at the time of starting his Aggregator ship to effectively operate the same to the satisfaction of HPCL.

Applicants should provide proof of having **minimum** (Rs 50 Lakhs) towards financial capability as per the details mentioned below. Out of this Rupees Fifty Lakhs, Rupees Five Lakhs should be in liquid funds. For individuals, all the financial documents should be in the name of applicant. For partnership firms the financial documents should be in the name of the partnership firm or in the name of any of the partners.

**Minimum Funds required is Rs 50 Lakhs . Out of this minimum Rs 5 Lakhs must be in Liquid Funds. In addition, it should be noted that Liquid funds will have higher weightage in the evaluation of applicants. For details, please refer marking illustration section. Applications will be rejected, in case the liquid fund is less than 5 lakhs or total funds are less than 50 Lakhs.**

### **1. For Individual /partners**

<p><b>a. Liquid Funds :</b> Three months average of the highest monthly balance in the applicant's Saving Bank / Current Account as on the date of application made by the applicant. The month in which the application is made will be treated as current month. Month means calendar month, and "Three months" means past three months excluding current month. In case no entry is found for a particular month, previous month closing balance will be treated as highest balance for the instant month. Saving/Current account in joint name, the same has to be treated as Liquid funds subject to the following: "All the deposits should be in the name of applicant or in his/her spouse and unmarried Children for married applicants and including his/her Mother/Father for unmarried applicants"</p> <p><b>b. Other than liquid funds.</b> <b>b.i Bank offer letter :</b> An offer letter from scheduled bank indicating the amount of support likely to be extended in case applicant is awarded with HPCL Aggregatorhip (As per Annexure E</p>	<p><b>Documents Required :</b> (1) Saving/ Current Account Bank Balance – Bank Passbook/ Bank statement.  (ii) FD/RD- statement/passbooks  (iii) NSC/ Govt Securities /Matured PF. Photocopies of the relevant documents.-- Date of all deposits should be prior to the date of Advertisement. All the deposits should be in the name of applicant or family as defined and valid as on the date of interview. Insurance policies should not be considered for evaluation.</p> <p>Note: Cash/ Jewelry or instruments where ownership cannot be established, shall not be considered as liquid cash or assets.</p> <p><b>Marks. : 25 (Maximum) detailed working below.</b></p>
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<p>2). The date of Bank Letter should not be prior to the date of advertisement and should also indicate the relationship (type and period) bank is holding with the applicant. The offer letter should be duly signed by an appropriate authority of the concerned bank on the bank letter head. Declaration to be given by chartered accountant</p>	<p><b>Maximum Marks for Other than liquid funds : 15</b></p> <p><b>Documents required :</b></p> <p>Letter from scheduled Bank only - strictly as per annexure E-2 format with loan amount. In case amount is not mentioned on Bank letter, it will be considered for total amount</p> <p>Letter from other financial institution (cooperative Banks etc) are not acceptable.</p>
<p><b>b.ii Unencumbered Fixed Assets :</b></p> <p>Any property in the form of land or along with superstructure on which bank loan can be raised. A CA certificate / Bank certificate indicating that the same is unencumbered and amount of loan that can be raised on the property by pledging should be submitted. The property to be in the name of applicant or in the name of his spouse for married applicant and or in the name of his/her father/mother for unmarried applicant.. Declaration to be given by chartered accountant</p>	<p><b>Documents required :</b></p> <p>Valuation report duly certified by Govt. Approved Valuer in support of fixed and movable assets is necessary. All valuation certificates submitted should have been issued on or after the date of advertisement Declaration to be given by Chartered Accounted.</p> <p>Date of CA certificate should be not before the date of advertisement</p>
<p><b>b.iii Shares, Mutual Funds :</b></p> <p>The Shares and Mutual funds should be in the name of applicant or in the name of his spouse for married applicant and or in the name of his/her father/mother for unmarried applicant, and certificate from a</p>	<p><b>Documents required :</b> Bank statement / certificate from CA for shares /Mutual Funds.</p>

<p>CA indicating the market value of the instruments having any date not prior to the date of advertisement. The certificate should also provide the list of such Shares/Mutual funds. Applicant should indicate his intention of liquidating the same for raising working capital through a letter.</p>	
<p>b.iv Affidavit from family members intending to extend Financial Assistance</p> <p>In case of savings bank account/current account/Fixed Deposit / Recurring Deposit/ NSC/ any other liquid deposit/ fixed assets/ shares and mutual funds are in joint name along with family members or in the name of family members as defined below, then the same may also be considered subject to the following</p> <p>An affidavit, dated not before the date of advertisement, has to be obtained from the above specified family member having funds in his/her name and intending to extend financial assistance to the applicant indicating the amount of support likely to be extended (refer Annexure E1). The affidavit should be unconditional. The family member should provide necessary documentary proof in support of their financial capability, in line with Clause of Liquid and other than liquid funds.</p>	<p>Documents required Affidavit as per format under Annexures E-1.</p>

**2. For limited / Cooperative societies:**

**In case applicants being limited company/ cooperative societies, Only Companies making net profit (profit after tax) of minimum Rs 50 Lakhs per year for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed**

**FINANCIAL Marks Evaluation:**

	<b>Type of Funds</b>	<b>Marking Criteria</b>	
LIQUID FUNDS	<b>Liquid Funds</b> (Savings/Current Account/FD/NSC/Govt. Securities)	<b>25</b>	If $\geq$ 30 Lakhs, Marks = 25
			If $\geq$ Rs 20 lakhs and $<$ Rs 30 Lakhs, Marks = 15
			If $\geq$ Rs 5 lakhs and $<$ Rs 20 lakhs, Marks = 10
OTHER THAN LIQUID FUNDS	Un-encumbered Fixed Assets for raising Loans		<b>For Balance 15 marks, please refer section below</b>
	Loans from Family members with commitment letter & details		
	Commitment Letter from Bank/Financial Institution with Loan amount		
	Any other funds viz. shares/mutual funds with documentary evidence		
TOTAL FUNDS (LIQUID + OTHER THAN LIQUID)	Total Amount	15	Total Funds $\geq$ Rs 65 Lakhs, Marks = 15
			Total Funds $>$ Rs 60 Lakhs and $<$ Rs 65 Lakhs, Marks = 13
			Total Funds $>$ Rs 50 Lakhs and $<$ Rs 60 Lakhs, Marks = 10
	<b>Grand Total Marks</b>	<b>40</b>	

**\*Minimum Required Fund = Rs. 50 Lakhs. Total funds are sum of Liquid Funds and other than Liquid Funds.**

**Note:** For partnership firms, Funds/Assets/ability to arrange loan/Income as provided by Partners individually shall be added together and treated as being available to the Partnership firm as a whole for evaluation purpose.

**Sample working for calculating marks for finance:**

- Liquid funds will have higher weightage of 25 marks
- Balance 15 marks is determined by calculating total funds (both liquid and nonliquid) shown as percentage of funds required.

**Illustration 1:**

Liquid Funds = Rs 40 Lakhs, Non-Liquid Funds = Rs 35 Lakhs.  
Hence Total Funds = Rs 75 Lakhs

- Liquid Funds Marks = 25 (since it is > Rs 30 Lakhs)
- Balance Marks = 15 (since Total Funds shown is Rs 75 Lakhs which is > highest slab of Rs 65 Lakhs)

Hence total Marks: 40

**Illustration 2:**

Liquid Funds = Rs 20 Lakhs, Non-Liquid Funds = Rs 42 Lakhs.  
Hence Total Funds = Rs 62 Lakhs

- Liquid Funds Marks = 15 (since it is  $\geq$  Rs 20 Lakhs)
- Balance Marks = 13 (since Total Funds shown is Rs 62 Lakhs which is > middle slab of Rs 60 Lakhs)

Hence total Marks: 28

**Illustration 3:**

Liquid Funds = Rs 10 Lakhs, Non-Liquid Funds = Rs 40 Lakhs.  
Hence Total Funds = Rs 50 Lakhs

- Liquid Funds Marks = 10 (since it is  $\geq$  Rs 5 Lakhs)
- Balance Marks = 10 (since Total Funds shown is Rs 50 Lakhs which is = lowest slab of Rs 50 Lakhs)

Hence total Marks: 20



## **NORMS FOR EVALUATING THE CANDIDATES**

The POL Aggregator will be selected on the basis of evaluation of all eligible applicants on the following parameters.

<b>Sl. No.</b>	<b>Description</b>	<b>Basis</b>	<b>Individuals including Partnerships</b>
<b>a.</b>	Capability to Provide Finance	Documents	40 marks
<b>b.</b>	Capability to Provide Infrastructure & Tank Trucks	Documents	25 marks
<b>c.</b>	Experience in Business	Documents	5 marks
<b>d.</b>	Quality of Business Plan	Interview	15marks
<b>e.</b>	Personality and Business Acumen of the Applicant	Interview	15 marks
<b>F</b>	<b>Total Marks</b>		100 marks

The evaluation on the parameters 'a' to 'c' above will be done by Scrutiny Committee on the basis of information & documents submitted along with the application. The evaluation on the parameter 'd' and 'e' will be done by Selection Committee based on the Interview.

***Candidates who score 60 % and above as mentioned in Clause F above (total marks) only will qualify for making into the merit panel.***

### **RECEIPT/SCRUTINY OF APPLICATIONS:**

- i. On receipt of the applications, the same would be serially numbered and recorded in a Register.
- ii. The date of receipt of application would be stamped on the envelope containing the application.
- iii. In the case of application forms received late, proof of late receipt would also be retained.
- iv. The applications will be checked as per the 'Check List for Scrutiny of Applications' by members of Scrutiny Committee (**Check List: Annexure H**). Addition/deletion/ alteration in applications (including supporting documents) once submitted will not be permitted except as mentioned under the circumstances mentioned above.

- v. HPCL will prepare the following list :
- List of applicants whose applications were received late.
  - List of applicants who applied but were not found eligible.
  - List of applicants who applied and were found eligible.
- vi. Against the list of ineligible candidates, the reasons for their ineligibility would be clearly spelt out/recorded for each case & such candidate/s to be informed accordingly thru a registered letter with acknowledgement due.

**A. CHECK LIST :**

- i. The Scrutiny Committee would prepare the Check List with regard to scrutiny of applications for aggregator-ships as per **Annexure - H** & the same to be attached with each of the Application & kept in the respective location File in the DSRO.
- ii. The members of Scrutiny Committee will countersign the check-list clearly mentioning whether the applicant is eligible or ineligible.

**B. SCRUTINY OF DOCUMENTS BY SCRUTINY COMMITTEE & INTERVIEW BY SELECTION COMMITTEE:**

**The Selection Process will be done in two stages** – First stage evaluation thru **Scrutiny Committee** and Second stage evaluation thru **Selection Committee**.

First stage is Scrutiny of information & supporting documents which are attached along with the Application by Scrutiny Committee. The scrutiny team in its first meeting will ensure serial numbers are there on each page of the submitted application form and in case of requirement/ rectification of documents, the same will be advised to concerned applicant. The applicant will be given 15 days time to submit the required documents for clarification/rectification and the 15 days time limit will not be extended beyond 15 days under any circumstance.

The scrutiny committee after taking into cognizance the rectified/additional documents will give marks under the parameters as defined for the marking i.e. Finance / land/ Tank Truck/Experience as per clause Norms for evaluating applications sub clause a,b,c,d,e.

This three member Scrutiny Committee will be appointed by CGM- I & C and should be headed by at least Officer in “ D” grade and above and with 1 Finance Officer. In case in a Region there is no D grade Officer below the Rank

and position of Head – Region then as a special case a C grade Officer can head the scrutiny committee .

The final scrutiny of all the Applications by Scrutiny Committee would be completed **within 30 days** from the cut off date for receipt of Applications.

Scrutiny Committee shall do the evaluation only on the basis of all the information & relevant documents attached along with each Application.

The Scrutiny Committee will then award marks on the basis of information & documents submitted along with the Application & a list of the applicants shall be prepared in alphabetical order.

Mark List (As per applicable Formats **Annexure I**) prepared by Scrutiny Committee will be kept in a sealed envelope & the same would be handed over to the concerned Regional Manager.

All eligible candidates will be called for the Interview.

The appointment of Selection Committee members will be done by the Head SBU. The officers appointed as member(s) of Scrutiny Committee cannot be appointed as member(s) of Selection Committee i.e. none of the member(s) of Scrutiny Committee & Selection Committee would be common.

The eligible candidates will be interviewed by a three member Selection Committee, out of which 2 members should be in minimum “ E “ grade & 1 Finance/Commercial Officer not below the rank of “C” grade. **The selection committee comprising of any 3 members shall be appointed by CGM- I &C.**

The formal Interview letters mentioning the date and the venue of the Interview would be sent by DSRO thru registered post with A/D giving clear 15 days between the date of interview and date of dispatch of letter. The interview will be held at the DS Regional Office or any other suitable place as decided by the Regional Manager. Please note that the applicant should attend the interview at their own cost.

- I. Before the interview, the concerned Sales Officer shall verify the original documents brought by the candidates at the time of Interview with the attested copies submitted along with the Application. If any discrepancy is observed (during documents verification), then the original documents only will be considered for subject to candidate meeting the eligibility norms as per the requirements. However the decision of HPCL will be final and in case of the major discrepancy between original documents and the documents submitted along with the application form, the subject candidate will be declared as ineligible .The same will be informed to the Selection Committee

- II. The interview by Selection Committee will be conducted as per this Selection Guideline for evaluating candidates as per parameters mentioned in **Clause Norms of evaluation candidates sub clause d & e.**
- III. After the interview process is completed for the subject location, the RM will hand over the sealed envelope of Scrutiny Committee Mark Sheet to the Selection Committee. The Selection Committee will then add marks of each candidate i.e. details of **Annexure - I** as given by Scrutiny Committee to their marks as given in **Annexure - J** & then the final Mark Sheet - Merit Panel (As per the format: **Annexure - K**) would be prepared .However the name of the selected candidate only will be displayed in the notice Board on the same day.
- IV. In case of two or more applicants score same marks, then the applicant who has scored more marks based on documents, viz. Scrutiny Committee's marks shall be placed above the other person in the Merit Panel. In case two or more persons score same marks based on the documents & in Interview, then the applicant who has scored more marks in '**Ability to Provide Finance**' shall be placed above the other applicant in the Merit Panel. In case there is still a tie, the younger candidate would be placed above the other applicant in the Merit Panel.

#### **QUALITY OF BUSINESS PLAN (15 MARKS)**

The applicants has to submit detailed project report with respect to his/her plan for sales of selected petroleum products. Marks will be awarded basis the content of the report and Interview.

For partnership, firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

#### **PERSONALITY AND BUSINESS ACCUMEN OF THE APPLICANT (15 MARKS)**

Assessment would be made based on leading questions, communication skills, self – confidence, enthusiasm and attitude.

For partnership, firm marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

The selection committee shall prepare the merit list of all the candidates in the order of marks obtained. The name of the selected candidate (ist ranked candidate in the merit list ) shall be displayed on the Notice Board of the Interviewing Office.

Candidates not present for Interview would be marked as absent and no marks will be put against their name in the final mark list. Similarly, candidates disqualified during document verification before the interview, would be marked as disqualified and no marks awarded in the final mark list.

The minimum qualifying marks for inclusion in the merit list 60 % of the total marks.

If for a location none of the candidate are able to fulfill the above criteria, then result will be declared as “NO SUITABLE CANDIDATE FOUND SUITABLE”. The Corporation at its discretion may re-advertise.

### **ISSUANCE OF LOI:**

On the completion of interview, DS RO would send following documents to GM – I&C, HQO for obtaining approval for issuance of LOI to the first empaneled candidate (Selected Candidate):

- Covering Letter with details of location wise no. of application forms received, candidates eligible for interview / candidates rejected (along with reasons as per evaluation sheet) / date / place of interview / interview panel members / publishing of the Selected Candidate on the notice board.
- Location wise / Candidate wise Scrutiny sheet, Interview evaluation sheet & Final Mark sheet.

Basis above documents, GM – I&C will obtain approval of SBU – Head for issuing LOI to the first empaneled (selected)candidate.

### **FVC (FIELD VERIFICATION OF CREDENTIALS) AND LOA (LETTER OF APPOINTMENT)**

FVC of the candidate announced as “**SELECTED**” from the merit Panel will be carried out by the scrutiny committee.

The FVC will include the physical verification of the aggregator ship requirements with respect to

1. Land
2. Tank Truck.
3. Office Space
4. Financial Documents etc
5. Any other documents, which may be required for Verifications.

The candidate is required to complete the following requirements within 90 days.

1. Installation tanks
2. Obtaining ownership/ leased of Tank Truck
3. Obtaining Explosive license

The applicant may seek extension of 45 days from Head Region for ownership & lease hire of tank truck /installation of tanks/ obtaining explosive license only. In exceptional circumstances, CGM- Sales can extend basis the merit of the case, the time period to fulfil LOI terms by another 30 days.

The scrutiny committee will carry out filed verification within 90 days from the date of issuance of LOI. This FVC will also include verification of the documents submitted along with the application form with the original documents. In case the selected candidate is not able to meet the requirements during field physical verifications or if it is found that the submitted documents along with the application are incorrect, the LOI of such candidate will be withdrawn. DS-SBU at its sole discretion may opt for re-advertisement subsequently.

After successful completion of FVC, & receipt of security deposit the letter of appointment (LOA) will be issued to the applicant (selected candidate), by respective regional office after approval from competent authority. In case a candidate is rejected at the FVC stage, the process will come to a closure post approval from competent authority. DS-SBU at its discretion may opt for re-advertisement subsequently.

### **COMMISSIONING OF THE POL AGGREGATOR-SHIP:**

Applicant, who is finally selected for the Aggregator ship, and completes all the formalities within stipulated time, will be issued a letter of appointment on submission of security deposit of Rs 5.0 Lakhs ( without interest). The candidate is expected to fulfill all LOI terms like Infrastructure / Manpower / Financial / Statutory / Other requirements such as Resignation letter along with acceptance from the employer or principal Company within 90 days of the date of LOI.

In case LOI holder is unable to fulfil any of the LOI terms, within the stipulated period, the Regional Office would recommend for cancellation of the LOI for approval from SBU Head. In such cases, the security deposit of the candidate, for whom the LOI has been withdrawn, will be forfeited.

### **SECURITY DEPOSIT:**

The selected candidate is required to submit interest free refundable Security Deposit of **Rs. 5 Lakhs** to Hindustan Petroleum Corporation Ltd, as stated in the advertisement, before issuance of Letter of Appointment (LOA) upon completion of all formalities subsequent to issuance of LOI. HPCL also reserves its right to adjust any dues from this amount at the time of resignation/ termination. However, in case of termination of the Aggregatorship Agreement because of proven malpractice or due to non-performance to achieve sales target fixed by HPCL, the said Security Deposit will be forfeited.

### **TENURE OF AGGREGATOR-SHIP AGREEMENT:**

The Aggregatorship Agreement will be for an initial period of 5 Years (including initial 1 year, which will be on ad-hoc basis in order to assess the performance of the Aggregator, basis meeting performance standards as specified by HPCL from time to time). The agreement can be renewed for further period of 5 years, basis the Aggregator fulfilling performance standards set by HPCL from time

to time. In case the performance of the aggregator is not satisfactory as per the target/communication advised by HPCL, the agreement may be terminated in accordance with the various clauses of the agreement.

**EXPECTED SALES VOLUME:**

POL Aggregator shall be given 6 months for stabilization of business in the market. HPCL shall fix the sales target for POL Aggregator-ship. This target shall be reviewed and revised by HPCL at annually based on market conditions. HPCL at its discretion may consider termination of POL Aggregator-ship agreement, in case the performance of POL Aggregator-ship is not as per the targets fixed. This is applicable for location where the performance is not upto the mark.

**GREVIANCE REDRESSAL:**

Any complaint received against the selection process will be redressed in the following manner:

- a) Complaints received within **15 days** of declaration of Selected Candidate shall only be considered for further investigation.
- b) Anonymous complaints shall be closed and filed without investigation with the approval of Head SBU.
- c) The complaints received within 15 days of declaration of merit list shall be put up to the Head SBU for necessary investigations/ disposal as per the laid down Policy & Guidelines of HPCL.
- d) Head SBU, either in person or thru nominated representative, would investigate the matter.
- e) During the investigations, if the complaint is found to be false and/or without substance, HPCL reserves the right to take action against the complainant as provided under the law.
- f) In case of complaints not substantiated, the complaint will be filed without investigation and the complainant will be advised accordingly.
- g) In case of established complaint, the complainant will be advised accordingly and HPCL will take suitable corrective action.

## **GENERAL GUIDELINES FOR POL AGGREGATOR:**

All Aggregator shall be broadly guided by but not limited to the following:

- a) Shall be governed by the existing guidelines with respect to documentation, computerization, reconstitution and relevant government/statutory laws, rules etc. which shall be communicated to him from time to time.
- b) HPCL may expand/reduce the Area of operation of POL Aggregator-ship depending on potential in the area, capability of Aggregator in terms of having adequate resources, capability etc. to serve the customers in the expanded area.
- c) HPCL at its discretion can appoint additional Aggregator in the same Area of operation.
- d) **Visibility & Promotions:** The business requires sales promotion activities such as workshops/meetings etc. with prospective and existing customers. All such activities should be carried out by him either jointly with HPCL or independently.

## **GENERAL CONDITIONS:-**

- i. The company reserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason.
- ii. The details provided in this selection guideline are only for the information and HPCL reserves the right to amend, modify, delete or add any terms and conditions at its sole discretion.
- iii. The content given in this selection guideline should not be considered as policy document and cannot be legally quoted. HPCL shall be the final authority for giving any clarification or interpretation on the contents given in this selection guideline, if need be and at its own discretion. HPCL cannot be held responsible for any loss or damage or consequences from misunderstanding or misinterpretation of the contents in this selection guideline. HPCL may revise the contents of this selection guideline from time to time without giving any notice.
- iv. Application received after the cut-off date including postal delay, and those without accompanying valid documents including application fee or incomplete in any respect will not be considered and no correspondence will be entertained by HPCL in such cases whatsoever.



- v. All affidavits have to be submitted in original along with the application.
- vi. In respect of all documents /certificates; only attested copies are to be attached along with the application. Originals of such documents/certificates will have to be brought at the time of interview. Failure to present these documents in original at the time of interview will result in cancellation of selection due to submission of false/unsupported information in documents.
- vii. If any statement made in the application or in the document enclosed therewith or subsequently in pursuance of the application by the candidate at any stage is found to be incorrect or false, the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a Aggregator, the Aggregator-ship is liable to be terminated. In such cases, the Aggregator shall have no claim whatsoever against HPCL.
- viii. Applicant selected for the aggregator-ship will be a full time working aggregator.
- ix. The applicant should not be a family member of an employee of any Oil Marketing Companies as on date of application. In relation to an OMC employee, definition of family is :-
  - a. The wife or husband as the case may be of the employee, whether residing with him or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court.
  - b. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
  - c. Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.