

**Hindustan Petroleum Corporation Ltd.**  
**Petrochemical Marketing**



**Selection Guidelines for**  
**Appointment of**  
**Del Credere Agent cum Consignment Stockist**  
**(DCA-cum-CS)**

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### Important Dates

Registration start date—**13<sup>th</sup> September, 2022**

Last date for submission of duly filled physical forms and documents —**3<sup>rd</sup> October, 2022 @ 16:00 HRS**



## 1. Introduction:

HPCL intends to appoint Del Credere Agent cum Consignment Stockist (DCA-cum-CS) for marketing polymers in India. Following guidelines are applicable towards the appointment of DCA-cum-CS for selling HPCL polymer products.

## 2. Background:

Hindustan Petroleum Corporation Limited (HPCL), a Maharatna company, is one of the largest & integrated oil refining and marketing companies in India.

The Corporation operates two major refineries, which produce wide varieties of petroleum products-fuels & specialties. First refinery is in Mumbai (West Coast - Maharashtra), with a 9.5 MMTPA operating capacity and second in Visakhapatnam (East Coast - Andhra Pradesh), with a capacity of 8.33 MMTPA. Currently HPCL is engaged in marketing almost all petroleum products that are produced in the two refineries. It also markets white oils produced from a joint venture refinery, HMEI, in North India.

In line with the business expansion strategy, HPCL intends to enter into Indian petrochemical market. In partnership with Government of Rajasthan, HPCL is setting up a greenfield 9 MMTPA refinery cum petrochemical complex at Pachpadra in Barmer Dist. of Rajasthan (HRRL Refinery). In this complex, HPC aim to produce ~2.4 MMTPA petrochemical products. HPCL intends to commence petrochemical marketing with polymer products viz. HDPE, LLDPE and PP.

## 3. Basis of Engagement:

The engagement of DCA-cum-CS in terms of this agreement is on a **non-Exclusive basis**, i.e., nothing contained herein shall affect or constrain HPCL from engaging with other person(s) or employ other channels of distribution for similar services within the mentioned territory or outside.

Applicant who already has an agency like DCA/DCA-cum-CS/CS/Dealer of another Indian company which deals in PE/PP raw material or its intermediates, shall be eligible, only if they submit an undertaking on a non-judicial stamp paper of requisite value along with their application which undertakes that they will disengage from such an appointment on being selected as DCA-cum-CS by HPCL

Commitment for exclusive DCA-cum-CS for HPCL's products (PE/PP): On being appointed as the DCA-cum-CS for HPCL, the firm undertakes not to act as an authorized channel partner (like DCA, DCA-cum-CS, CS, Dealer.) of any other Indian manufacturing company for above-mentioned polymers.

The DCA-cum-CS shall ensure the confidentiality of all information and shall not misuse or divulge the proprietary information of HPCL, which broadly includes customer-database, pricing strategy, details regarding development and improvement of the product(s) etc., with any other entity.

The tenure for DCA-cum-CS shall be for an initial period of 1 year from date of DCA-cum-CS agreement and be renewed for the next 1 year based on performance evaluation of DCA-cum-CS at the discretion



of HPCL. However, the DCA-cum-CS agreement may be terminated by HPCL after issuing notice as per provisions of agreement, without assigning any reason, even before completion of tenure.

#### **List of proposed location**

State	Office Location	Warehouse Location	Territory (Area of Operation)	Proposed no. of DCA-cum-CS
Maharashtra	Mumbai	Bhiwandi/Mumbai	Maharashtra, Daman- Silvassa & Valsad District	1
Gujarat	Ahmedabad	Ahmedabad	Gujarat other than Valsad District	1

### **4. Indicative Roles & Responsibilities:**

Roles and responsibilities of Del Credere Agents cum Consignment Stockist (DCA-cum-CS) will be as follows, but not limited to:

- DCA-cum-CS will be responsible for sale of PP/PE in the assigned territory, for the supplies made by HPCL and sell the same at HPCL's listed/agreed prices.
- DCA-cum-CS is required to play active role in sales & promotion of HPCL PP/PE. They will be coordinating with customers and HPCL sales team on daily basis for pre-sale/post-sale documentation and to facilitate business transactions.
- DCA-cum-CS will maintain warehouse and will be responsible for order processing and payment collections from customers while complying with statutory norms on behalf of the organization.
- Del Credere Agents cum Consignment Stockist (DCA-cum-CS) are legal entities who are responsible for customer acquisition, sales, maintaining strong relationship with customers, service to the customers, facilitating product availability from the company.
- They will provide crucial input on market intelligence, market dynamics, customers' buying behavior, buying preferences, etc.

### **5. Bank Guarantee:**

The DCA-cum-CS shall act as a guarantor to HPCL for the full value of products sold to its customers as well as towards the value of HPCL stocks lying in their stock point. DCA-cum-CS will provide security to HPCL in the form of irrevocable and unconditional bank guarantee.

The security amount/extent of security as Bank Guarantee shall be reviewed from time to time by HPCL and the decision of HPCL shall be final and binding. A commitment letter from the bank (other than cooperative bank) will be required as proof of the same.

The applicant shall have adequate financial capability to furnish a Bank Guarantee (BG)/Security Deposit (SD) in line with HPCL business requirements. The BG/SD requirement will be based on the business volumes and may vary for various sales areas/territories. The applicant shall undertake to provide additional BG/SD as per demand and business requirements of HPCL.

## 6. Eligibility Criteria:

The applying firm will be considered as the applicant in the HPCL's appointment process. The applicant must nominate the designated person(s) who will be authorized to sign all requisite documents for application submission and attend the personal interview on behalf of the applicant. Maximum two persons can be authorized as designated persons. In case of a proprietary firm, only proprietor will be the designated person.

The following will be considered as designated person(s) for each type of applicant:

Applicant	Designated Person (s)
Proprietary Firm	Proprietor of the firm
Partnership Firm	Partner (s) chosen to represent the firm by authorization from all partners
Limited Liability Partnership	Partner (s) designated (having designated partner identification number (DPIN)) to represent the firm by authorization from all partners
Private Limited Company	Director (s) chosen to represent the firm by authorization from all the directors
Public Limited Company	Director (s) chosen as the representative by a board resolution

Applicant must meet the following eligibility criteria to participate in HPCL's DCA-cum-CS appointment process:

- i. The applicant should be a Proprietary Firm/Partnership Firm Limited Liability Partnership (LLP)/ Limited Company.
- ii. The Designated person(s) should be an **Indian national**.
- iii. Proprietary Firm/Partnership Firm /Limited Liability Partnership (LLP)/Limited Company should be registered in India and the major shareholder(s)/partner(s) should be **Indian national**.
- iv. The designated person (s) should not be less than **21 years of age** as on the date of advertisement.
- v. The education qualification of the Designated Person (s) should be minimum of **12th/HSC pass (12th Standard HSC** or equivalent recognized board).
- vi. The applicant should have minimum **2 years** of experience in the last **3 financial years** (preceding the date of advertisement) in distribution/sales/trading of at least one Polymer among PE/PP/PVC.
- vii. The applicant should have a minimum annual business turnover of **INR 20 Cr**, in at-least one of the last three financial years preceding the date of the advertisement. (Refer Note 1.1, 1.2 below)

- viii. The applicant should have a minimum net worth of **INR 50 lakhs** in the last financial year preceding the date of advertisement.

In case of Proprietary firms, all assets & liabilities (both personal & business) shall be considered for the purpose of Net Worth.

In case of a Partnership Firm/LLP/Private and Public Ltd. Co., the Net Worth of the applicant entity will be considered, and the personal net worth of the partners/directors will not be included.

- ix. The applicant should have a **"positive"** Net Profit (**Profit after Tax**) in the last financial year, preceding the date of advertisement.

Financial credentials (turnover, net worth, profit, working capital, etc.) will be considered only for the years for which the audited financial statements are available.

- x. The applicant should be able to raise the required Bank Guarantee as mentioned in point 5 (Bank Guarantee) above. A commitment letter from the bank will be required as a proof of the same.

Note 1.1: - In case an applicant is working as a DCA/DCA-cum-CS the average value of sales through DCA/DCA-cum-CS would be considered for fulfilment of eligibility criteria in **clause vii** above for turnover. A certificate from a Chartered Accountant (with membership no. and firm registration no.) to be submitted with respect to the value of sales undertaken in any financial year.

Note 1.2: - In case sales turnover is not attestable, a certificate has to be provided by CA for service charge/commissions received through DCA/DCA-cum-CS business, which will be considered to arrive at turnover by multiplying the service charge/commission with a factor of 300 (Considering service charge/commission as INR 350 per ton and the price of polymer INR 105,000 per ton).

- xi. Firms/companies convicted of any criminal offence involving moral turpitude/economic offences (other than freedom struggle)/mentally unsound and totally paralyzed persons shall not be eligible to apply.

Applicants who have been appointed as DCA/DCA-cum-CS/CS/Dealer for PE/PP by any Indian plastic raw material manufacturer, shall be eligible to apply only if they submit an undertaking along with their application to disengage themselves from such appointment on being selected as DCA-cum-CS by HPCL.



## 7. How to Apply:

- i. The applicant/s have to download the application form from the official website **[www.hindustanpetroleum.com/petrochemicals](http://www.hindustanpetroleum.com/petrochemicals)**. The applicant will have to fill up the application form offline and submit the hard copies along with the necessary documents and Annexures as required and a non-refundable application-processing fee of INR 5000 (Rupees Five Thousand only) through demand draft (DD Detail: In favor of **HINDUSTAN PETROLEUM CORPORATION LIMITED** payable at **MUMBAI**). The applicant must mention reference number of the demand draft in application form at specified location.
- ii. Applicants shall also submit an EMD of INR 2,00,000 (Rupees Two Lakhs only) demand draft (DD Detail: In favor of **HINDUSTAN PETROLEUM CORPORATION LIMITED** payable at **MUMBAI**). The applicant needs to mention the reference number of payments of EMD in the application form at the specified location.
- iii. An applicant may apply for two (2) locations, however **only one location** shall be awarded to the applicant for appointment as DCA/DCA-cum-CS. The applicant is required to submit preference for locations in the application form itself.
- iv. If the applicant is applying for more than one location, the application processing fee of INR 5000 (Rupees five Thousand Only) and EMD of INR 2,00,000 (Rupees Two Lakhs Only) need to be deposited for each location **separately**.
- v. For any clarification, applicants may contact below mentioned address, phone and/or email:  
Hindustan Petroleum Corporation Limited  
Petrochemicals Department  
10<sup>th</sup> Floor Marathon Futurex A- Wing  
N M Joshi Marg Lower Parel (E) Mumbai - 400013  
Ph.: 022-23030000  
Email: [dcaappointment@mail.hpcl.co.in](mailto:dcaappointment@mail.hpcl.co.in)
- vi. **Last date for submission of the Application Form is 3<sup>rd</sup> October, 2022 at 1600 Hrs.**
- vii. All physical documents need to be submitted at the below mentioned address:  
Hindustan Petroleum Corporation Limited  
Petrochemicals Department  
10<sup>th</sup> Floor Marathon Futurex A- Wing  
N M Joshi Marg Lower Parel (E) Mumbai – 400013  
Ph.: 022-23030000  
Email : [dcaappointment@mail.hpcl.co.in](mailto:dcaappointment@mail.hpcl.co.in)
- viii. Further details about filling the application form have been provided in this document under '**Instructions for filling the Application Form**' section (*refer point no 15 below*).

## 8. Selection Process:

The selection of DCA-cum-CS shall be done through following three stage processes:

- a) Stage-I (65 Marks) – Documents-Based evaluation covering financial capabilities and business experience. Location wise top ten shortlisted applicants (based on marks) shall move to stage-II of the process.
- b) Stage-II (10 Marks) – HPCL’s empaneled Committee shall visit to evaluate the infrastructure offered by the short-listed applicants at stage-I. All applicants fulfilling infrastructure criteria shall move to stage-III of the evaluation process.
- c) Stage-III (25 Marks) – Evaluation based on personal interview of all the applicants fulfilling the infrastructure requirements as per stage-II.

Total marks obtained by the applicants in stage I, stage II & stage III shall be tabulated, and applicants shall be ranked from high to low on the basis of total marks. The applicant with the highest total marks (stage-I + stage-II + stage-III) i.e., first ranked applicant, will be declared as provisionally successful and shall be recommended for final selection. HPCL will follow the internal procedure for necessary approvals and thereafter proceed with issuance of Letter of Intent (LOI)/Letter of Appointment (LOA).

## 9. Evaluation Criteria:

### a) Stage-I

The applicant is required to submit the duly filled application form in the prescribed format provided by HPCL along with all the required documents certified by a chartered accountant mentioning their registration number. This document-based evaluation will cover their financial strengths, business experience details, etc. The maximum marks for each attribute are mentioned below:

Criteria	Marks
Finance	35
Business Experience	30
<b>Total</b>	<b>65</b>

Evaluation will be done as per the above-mentioned score. Location wise top ten shortlisted applicants (based on marks), shall be eligible to move to stage-II of the process.

In cases where multiple applicants get the same score, ranking would be decided based on scores in parameters as per the following order of preference.



Preference Order	Description
1	Turnover
2	Net Worth
3	Working Capital
4	PBT

It is pertinent to mention here that the documents being submitted by the applicant must be genuine and authentic. In case it is found that the applicant has shared any fake/misleading documents or has hidden any important facts during the appointment process, HPCL reserves the right to summarily reject the application. HPCL can also terminate the appointment of such a candidate, if such information is gained even after the selection process is completed. The applicant will be debarred from any future appointment processes as per HPCL's policy.

**b) Stage-II**

HPCL's empaneled committee shall visit the warehouse of the shortlisted applicants from stage-I, and shall score the infrastructure facility based on various factors like general overview, location of the warehouse, approach road, etc. All applicants fulfilling infrastructure criteria shall move to stage -III of the evaluation process. Total marks allotted for stage-II will be 10.

Criteria	Marks
Infrastructure	10
<b>Total</b>	<b>10</b>

**c) Stage-III**

The stage-III evaluation is based on Personal Interview of all the applicants fulfilling the infrastructure requirements as per stage-II. Total marks allotted for stage-III will be 25. The evaluation parameters and scoring criteria allocated to each parameter are as below:

Criteria	Marks
Business Acumen	15
Overall Business Plan	10
<b>Total</b>	<b>25</b>

**Key points for Personal Interview of the Applicants:**

- i. In case of proprietary firm, only the proprietor will be the designated person and the proprietor will have to appear for the interview.
- ii. In case of partnership/LLP firm, only designated Partner (s) chosen to represent the firm by authorization from all the partners will have to appear for the interview.

- iii. In case of limited company, authorization of person nominated for appearing interview needs to be supported by the Board Resolution of the company duly issued by the Company/Articles of Association of the Company. Following applicable supporting documents compulsorily need to be submitted by the company (either notarized/registered):
  - a. Extract of Board Resolution of the company wherein the designated person (s) has been authorized for appearing interview.
  - b. Relevant Extract of Articles of Association of the company.
- iv. In case of two designated persons, both will have to appear for the interview to be eligible for selection.
- v. In case, any of the designated person(s) does not appear for the interview, such applicant shall be marked absent and it will make applicant ineligible for appointment.

## 10. Parameter-Wise Scoring

### 10.1 Stage-I: Document based evaluation:

#### 10.1(a) Finance (35 Marks):

Parameters	Slabs (All Values in INR)	Marks	Documents to be submitted by the applicant/s
<b>Turnover</b> (Average of total turnover from all the business of applicant in the last three financial years preceding the date of advertisement)	>50 Cr	10	CA certificate providing detailed working and supported by audited balance sheets, Audited P&L Statement, Cash Flow Statement and Income Tax returns of relevant financial years is to be submitted.
	>35 Cr & <=50 Cr	8	
	>=20 Cr & <=35 Cr	6	
<b>Net Worth</b> (In the last financial year preceding the date of advertisement)	>2 Cr	10	
	>1 Cr & <=2 Cr	8	
	>0.5 Cr & <=1 Cr	6	
<b>Working Capital</b> (Average of total working capital from all the business of applicant in the last three financial years preceding the date of advertisement)	>2 Cr	10	
	> 1.5 Cr to <=2 Cr	8	
	>1 Cr to <=1.5 Cr	6	
<b>Profit before tax (PBT)</b> (Average of total PBT from all the business of applicant in the last three financial years preceding the date of advertisement)	>15 Lakh	5	
	> 10 Lakh to <=15 Lakh	3	
	>5 Lakh to <=10 Lakh	1	
<b>Total</b>		<b>35</b>	

Note(s):

1. In case an applicant is working as a DCA/DCA-cum-CS, then the value of sales through DCA /DCA-cum-CS would be considered for fulfillment of eligibility criteria for turnover as stated above. A certificate from Chartered Accountant (with membership no. and firm registration no.) must be submitted to certify turnover and volume handled in any financial year as per **Annexures 3 and 5**.
2. The average of total turnover/working capital/PBT from all the businesses of applicant in the last three financial years preceding the date of advertisement will be considered for marking purposes.
3. For marking purposes, Net Worth will be considered as per the last financial year preceding the date of the advertisement.
4. CA certificate providing cash flow statement of relevant financial years is to be submitted.
5. In case of any discrepancy, all values of the Income Tax Return will be taken as final.

**10.1(b) Business Experience (30 Marks):**

Applicant should have minimum 2 (two) years of experience in the last 3 (three) financial years in distribution/sales/trading of at least one **Polymer among PE/PP/PVC**. applicant will be awarded marks basis on their length (number of years) of experience in the polymer business and breadth (number of polymers handled).

A Self-Declaration from Applicant is required with details about distribution/sales/trading to be provided as per **Annexures 6**.

**a) Length of experience**

(i) Marks will be awarded based on the length of experience (years of polymer distribution/sales/trading experience) in the past 10 years:

Experience	Marks
>=8	18
>=6 and <8 years	16
>= 4 and < 6 years	14
>= 2 and < 4 years	12

(ii) 1 additional mark will be awarded for each year of DCA/DCA-cum-CS experience. Maximum marks in this criterion, which can be scored shall be 4 only.

(iii) The maximum marks, which can be scored under "Length of experience", shall be 22 only.

(b) **Breadth of experience:**

Marks will be awarded based on experience across polymers like PE/PP/PVC as below:

Experience	Marks
In any one polymer	4
In any two polymers	6
In any three polymers	8

Illustrative examples for Business experience criteria are given below:

*Example 1:* An applicant was DCA/DCA-cum-CS for PE between 2010-2016 and DCA for PE & PP between 2016-2019. The applicant will be awarded scores as following:

- Length of experience score: 9 years -> **18 marks**
- DCA experience score: 9 years -> **4 marks**
- Breadth of experience score: PE, PP -> **6 marks**
- Total Score: **28 out of maximum marks 30 under Business experience.**

*Example 2:* An applicant was a trader for PVC between 2010-2019, and a DCA/DCA-cum-CS for PE and PP from 2016-2019. The applicant will be awarded scores as following:

- Length of experience score: 9 years -> **18 marks**
- DCA experience score: 3 years -> **3 marks**
- Breadth of experience score: PE, PP, PVC -> **8 marks**
- Total Score: **29 out of maximum marks 30 under Business experience.**

Documents to be submitted:

- Appointment/Agreement/Renewal letter from the Polymer Manufacturer (If Applicable)
- GST or equivalent certificate (as applicable)
- Self-declaration for polymer volume handled (by product PE, PP, PVC) certified by CA for the years active in polymer distribution/sales/trading
- Copy of documents as a proof in support of business experience (at least one sale invoice of each quarter, i.e., April-June, July-September, October-December, January-March, of all relevant financial years) as per **Annexure 7.**

## 10.2 Stage-II: HPCL's Committee's Site Visit

Top ten shortlisted applicants (as per marks scored) for each location will move to stage-II of the process. HPCL's empaneled Committee will visit to evaluate the infrastructure offered by the short-listed applicants of stage-I.

The location of the warehouse must fall within the revenue district(s)/taluka(s) mentioned under the head of warehouse location in the advertisement against the location advertised for. The warehouse to be considered for marking should be as follow:

Warehouse Location (District)	Minimum Size (sq. ft.)
Bhiwandi/Mumbai	20000
Ahmedabad	3000

### Infrastructure (10 Marks)

Criteria	Slabs	Marks	Remarks
Warehouse Ownership (Max 10 Marks)	Owned warehouse with registered sale deed <sup>1</sup>	10	Based on the visit of the HPCL empaneled committee for inspection of the offered warehouse and the documents given in the application (Registered Title deed/sales deed/Registered lease deed/commitment letter)
	Leased warehouse with registered lease <sup>2</sup>	7	
	Commitment to provide warehouse <sup>3</sup>	4	

#### Note:

#### 1. Owned Warehouse:

The applicant must have owned warehouse (as on the date of submission of the application) having clear registered title/registered sales deed and should submit self-attested copy of the clear registered title/registered sales deed. If the applicant submits a registered lease/rent deed for 99 years (or as stipulated by the State/Union Territory), the same shall be considered as an owned warehouse.

#### 2. Leased Warehouse:

The applicant must have warehouse available on lease/rent and should submit self -attested copy of the registered Lease Deed/registered Rent agreement/registered Leave and License agreement. It should be valid for minimum period of 12 months as on the date of submission of the application. In case it is due to expire, the same must have a clause for renewal.

#### 3. Committed Warehouse:

The applicant has to give a commitment in application itself, to provide the details of warehouse of required capacity (in preferred warehouse location as per advertisement) within the stipulated time mentioned in the LOI issued by HPCL, if the applicant is provisionally empaneled after stage III (Personal Interview) and accepts the LOI. If the applicant fails to provide the detail of the warehouse within the stipulated time mentioned in the LOI, or if the HPCLs' committee

finds different warehouse than communicated by the applicant, then the applicant will be disqualified.

The said committed warehouse (after LOI acceptance) should be either owned by the applicant or it should be a registered Lease Deed/registered Rent agreement/registered Leave and License agreement in the name of the applicant. In case of later, it should be valid for minimum period of 12 months as on the date of LOI validity.

In case of Owned and Leased warehouse, if the applicant is provisionally empaneled after stage III (Personal Interview) and accepts the LOI, then HPCL's Committee shall visit the same warehouse (offered in the application) again to verify the infrastructure facility.

Mandatory requirements for Warehouse (applicable for all 3 categories):

- Approach road for movement of 40 ft. containers
- Cemented/RCC Flooring
- Sufficient height of Leakage-proof ceiling to stock the polymers
- Mandatory segregated and dedicated space for use of HPCL with proper locking system
- Mandatory small office space consisting computer(s), internet connection and basic furniture (chairs/tables, etc.)

In the event of non-compliance with the above-mentioned mandatory requirements, the applicant shall be disqualified and shall not move to stage III.

### 10.3 Stage-III Interview

Applicants who are eligible to move to stage III, shall be intimated about the personal interview through communication to the email id provided in the application form. Assessment shall be done on the following parameters during the interview.

#### **Personal Interview: 25 Marks**

Parameter	Slabs	Marks	Documents to be submitted
Business Acumen (Max 15 Marks)	Quality of Experience, Business contacts (Customer Reach), Resource Management, Communication skills	5	Original education qualification certificates must be carried by the applicant
	Commitment to business	5	
	Enthusiasm towards business	5	
Overall Business Plan* (Max 10 Marks)	Covering Market Knowledge, Product Knowledge etc.	10	Business Plan submission during interview
<b>Total Marks</b>		<b>25</b>	

\*Applicants are advised to broadly cover the following topics in their business plan concerning the location applied for:

- Overall market size (KTPA) by polymer (PE/PP/PVC) and its sub-categories (Injection, Blow Molding, etc.)
- Overall approximate number of customers
- Salient characteristics of each polymer sub-category and corresponding customer expectations
- Overall trends in market and customer behavior
- Sales strategy to achieve volume projections for HPCL
- Product sales mix and key customers to be targeted for each polymer & sub-category
- Designated person(s) of the applicant need to carry their original educational qualification certificates and other documents, which they may wish to carry.

## 11 Declaration of Results

The total marks obtained by the applicants in Stage-I, Stage-II & Stage-III shall be tabulated, and applicants shall be ranked from high to low on the basis of total marks. The applicant with the highest total marks (Stage-I + Stage-II + Stage-III), i.e., first rank applicant will be declared successful on a provisional basis and shall be recommended for final selection.

Provisional Merit List of top 3 successful applicants will be published on the notice board of the HPCL office where interviews are conducted AND/OR on HPCL website.

In cases where multiple applicants get the same score after total marks of Stage-I + Stage-II + Stage-III, then ranking would be decided based on scores in parameters as per the following order of preference.

Preference Order	Description
1	Finance Evaluation
2	Business Experience
3	Personal Interview
4	Infrastructure

## 12 LOI issuance:

The applicant who is ranked as first on the basis of above-mentioned selection criteria for each proposed location will be offered a Letter of Intent (LOI) to their email address (as mentioned in application form). The applicant would be required to accept the LOI within 7 days from the date of HPCL sending the email and fulfil the LOI conditions within 30 days from the date of acceptance of the LOI, which may be extended by another 30 days at the discretion of Head-Petrochemicals.



A team from HPCL will conduct field verification which will also comprise compliance of statutory and non-statutory requirements pertaining to office and warehouse to ensure fulfilment of all the conditions of the LOI. Upon submission of a satisfactory field verification report by the team, successful applicant will be asked to submit Bank Guarantee. Thereafter, LOA would be issued. The EMD of applicant, who is ranked as first on the basis of above-mentioned selection criteria for each proposed location, will be retained until the agreement is signed. No interest shall be paid on such EMD to applicants.

In case applicant who is ranked as first on the basis of above-mentioned selection criteria for each proposed location is unable to fulfill the requirements within the stipulated time or does not accept the LOI or does not accept LOA due to any reason, then LOI will be handed over to the next ranked candidate in the merit list after withdrawing the LOI/LOA issued to the first ranked candidate and it shall be communicated through email.

In this case, the EMD of the first ranked candidate will be forfeited. This process shall continue till the third ranked candidate.

The EMD will be refunded to the unsuccessful applicants within 90 days from the date of the appointment of the selected applicants. No interest shall be paid on such EMD to applicants.

The EMD of the 2<sup>nd</sup> and 3<sup>rd</sup> ranked applicants will be refunded within 90 days from the date of the appointment of the selected applicants. No interest shall be paid on such EMD to applicants.

The applicant has to provide bank details in the prescribed format of HPCL as per **Annexure 8**. A mandate form for E-payment to be provided so that EMD can be refunded in the same account.

## 13 Other Terms and Conditions

1. HPCL reserves the right to amend, cancel or annul the process or part thereof, without assigning any reason whatsoever.
2. Mere submission of information does not entitle the applicant to meet an eligibility criterion unless supported by relevant documents.

### **Other Application Guidelines:**

Applicants should submit all relevant documents along with the application form. Application forms must be submitted on or before the due date. Forms received after the due date and time will be rejected. Similarly, incomplete application forms, forms submitted without relevant attachments will be rejected.



No additions/deletions/corrections will be permitted in the application form once it is submitted. In case HPCL needs any further clarification from the applicant during scrutiny of application form, requests by HPCL will be made to the applicant and the applicant must make a reply within 7 days of such communication.

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the applicant at any stage is found to be incorrect or false, his/her application is liable to be rejected without assigning any reason. In case applicant has already been appointed as a DCA/DCA-cum-CS, his/her agency is liable to be terminated if it is found that they are already appointed. In such cases, the applicant DCA/DCA-cum-CS shall have no claim whatsoever against HPCL.

HPCL reserves the right to cancel/withdraw/amend the advertisement and terms thereof or extend the due date at its sole discretion without assigning any reasons.

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. Decision of HPCL will be final and binding on all concerned with respect to selection of DCA-cum-CS.

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, 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.

## **14 Grievance Redressal:**

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

1. Complaints received from any applicant within 15 days of the declaration of the provisional merit list shall only be considered for further investigation. These complaints shall be put up to the GM - Petrochemicals for necessary investigations/disposal as per the laid down Policy & Guidelines of HPCL.
2. GM - Petrochemicals, either in person or through a nominated representative, shall investigate the matter.
3. 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.
4. In case of complaints not substantiated, the complaint will be filed and the complainant will be advised accordingly.
5. In case of established complaint, the complainant will be advised accordingly and HPCL will take suitable corrective action.
6. Anonymous complaints shall be closed and filed with the approval of GM - Petrochemicals.



## 15 Instructions for filling the Application Form:

The steps for the DCA-cum-CS Application Process are as detailed below:

1. The applicants have to download the application form from the website ([www.hindustanpetroleum.com/petrochemicals](http://www.hindustanpetroleum.com/petrochemicals))
2. The application form has to be dully filled and submitted along-with the hard copies of all supporting documents to

### **Hindustan Petroleum Corporation Limited**

Petrochemicals Department

10th Floor Marathon Futurex A- Wing

N M Joshi Marg Lower Parel (E) Mumbai - 400013

Ph.: 022-23030000

3. The Applicant is required to submit an Earnest Money Deposit (EMD) of INR 2,00,000 (Rupees Two Lakhs only) and a non-refundable application-processing fee of INR 5000 (Rupees Five Thousand only) for each application through Demand Draft (DD) (DD Detail: In favor of **HINDUSTAN PETROLEUM CORPORATION LIMITED**, payable at **MUMBAI**. Applications without the EMD and Application fee will not be accepted.
4. The Last date for submission of the off-line Application Form is **3<sup>rd</sup> October, 2022**, at **1600 Hrs**

### **Other Instructions for application process:**

1. Printout and hard copy of the filled application form is required to be submitted.
2. The application form is to be completed in all aspects. Incomplete or incorrect applications will be rejected, without any prior notice or intimation.
3. A recent photograph of the designated person is required to be submitted along-with the application form.
4. Location applied for is to be mentioned in the prescribed space in the application form.
5. Nature of applicant i.e., Proprietorship, Partnership Firm, LLP, Private Ltd. Company, Public Ltd. Company, need to be mentioned in the prescribed space in the application form.
6. Application should be submitted in the name of the Firm/Company under which the agency is proposed to be operated. No subsequent change of Firm/Company will be permitted.
7. In case an applicant is selected, any change in the constitution of the Applicant Firm/Company will not be permitted
8. The finance and business experience of the applicant shall be evaluated as per **"Parameter Wise Scoring"** details.
9. For further checks of documents/attachments/annexures etc., kindly refer to the **"Checklist of Documents"** before submitting the application form.

## 16 Checklist of Documents

Sr. No.	Details Required	Indicative Documents Required	Check Box (To be ticked)	Doc no.
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### EMD and Application fee details

1	EMD	Demand Draft of EMD INR 2 Lakh		C1
2	Application Fee	Demand Draft of Application Fee INR 5000		C2

### Details of applicant and designated person(s)

3	Firm Details	<b>In case of Limited Company:</b> Certificate of Incorporation, Memorandum of Association and Article of Association.		C3
		<b>In case of Partnership Firm:</b> Registered Partnership Deed.		
		<b>In case of LLP:</b> Copy of certificate of registration, copy of LLP Agreement and copy of solvency certificate		
4	Statutory Registration/Licenses	Copy of GST Certificate of the applicant		C4
		Copy of PAN details of the applicant		C5
5	Registered Address of the Applicant	Copy of registered address proof for applicant		C6
6	Correspondence Address of Applicant	Copy of correspondence address proof for applicant		C7
7	Detail of Directors /Partners	<b>In case of Limited Company:</b> Copy of details of Directors and DIN nos. along with the shareholding information duly certified, ROC details, Form 32 / DIR-12 as per Companies Act.		C8
		<b>In Case of partnership firm:</b> Copy of details of all partners shareholding%		
		<b>In case of LLP:</b> Copy of Designated Partner Identification Number (DPIN) of Partners.		
8	Representation of designated person(s) (Applicable for Limited company and Partnership firm)	Board Resolution / Resolution authorizing the 'designated Person (s)' to apply for DC-cum-CS on behalf of the limited company		C9
		Resolution authorizing the 'designated Person (s)' to apply for DC-cum-CS on behalf all partners		

### Basic Details of Designated Person(s) (As per applicable Annexure 1)

9	Designated Person (s)	Selection of Designated Person (s)		A1.a/ A1.b/ A1.c
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10	Nationality	Indian nationality affidavit for the designated person(s)		A2
11	Photograph	Photograph affixed duly signed across the photograph		C10
12	Date of Birth/Age & Gender	Designated person (s) Passport copy/ PAN Card/ Voter ID/ Aadhar card/ Birth certificate etc.		C11
13	Education	Post-graduation in Management, certificate/degree copy for Designated person (s) Diploma in Management from IIM, certificate/degree copy for Designated person (s) Graduation in Engineering, certificate/degree copy for Designated person (s) Graduation in Law, certificate/degree copy for Designated person (s) Chartered Accountant, certificate/degree copy for Designated person (s) Post-graduation in any other field (apart from management), certificate/degree copy for Designated person (s) Graduation in other field (apart from engineering, law), certificate/degree copy for Designated person (s) Cost Accountant, certificate/degree copy for Designated person (s) Company Secretary, certificate/degree copy for Designated person (s) Diploma in Engineering, certificate/degree copy for Designated person (s) Matriculation certificate for designated person (s)		C12
14	Correspondence address of the designated person (s)	Copy of correspondence address proof for all designated person (s)		C13

#### Financial Details

15	Turn Over, Net Worth, Working Capital and Profit	CA certificate(s) for last 3 completed financial years, as per Annexure 3.		A3
		Copy of audited Balance sheet, profit & loss accounts, Income Tax Returns of last 3 FY as supporting documents and cash flow statement.		C14

#### Business Experience

17	Polymer handling experience	Certificate from Chartered Accountant with respect to the Value and Volume of sales handled as per Annexure 5		A5
18	Business description as trader/ channel partner	Self-declaration letter as per Annexure 6		A6

19	Polymer business	Details of one sales invoice of each quarter to be fill in Annexure 7. (Invoices with applicant's name will be accepted)		A7
20	Experience Details	Copy of sales invoice <b>need</b> to be attach as per detail mentioned in Annexure 7		C15
21	Experience of authorized DCA/DCA-cum-CS/Dealer	Copy of the agreement/ appointment letter, if the applicant is/was an authorized channel partner of any polymer manufacturer		C16

#### Infrastructure

22	Type of W/H Ownership	Registered sale deed for warehouse		C17
		Registered Lease deed for warehouse		
		Commitment letter for warehouse		

#### Personal Interview

23	Business Plan	Copy of Business plan to be attached		C18
24	E-Mandate Form	E-mandate form for EMD refund and further financial transaction as per Annexure 8		A8

#### Before Submission of the application form, please make sure of the following

Application Form is dully filled.

Self-attestation on all pages of the documents submitted with the application form.

The document number (as per checklist) must be clearly mentioned on the top-right corner of each document proof submitted for the application process.

All relevant Annexures, Original CA certificates and relevant documents are submitted.

The above-mentioned checklist is indicative. Applicant should be guided by the selection guideline for submission of requisite documents.

Document No. C1, C2, C3 ... Cn, denotes documents that need to be submitted by applicant as a proof.

Document No. A1, A2, A3 ... denotes annexures given with application form and need to be submitted by applicant as a proof.

## 17 Glossary of Terms

Terms	Definitions
Del Credere Agent	The term indicates that the entity is working as a channel partner. A Del Credere Agent is an agent for a principal wherein the agent acts not only as a salesperson, or broker, for the principal, but also as a guarantor of credit extended to the buyer, here, end-use plastic customers
Consignment Stockist	Consignment Stockist is a channel partner who holds stock legally owned by another party, e.g. HPCL, meaning that the risk and rewards regarding to the said stock remains with the owner while the stockist is responsible for distribution or retail operations.
Trader	A trader is an individual or a firm who engages in the buying and selling of products, here polymers, on their own behalf
Dealer	Dealers is a buyer and seller of products, here polymers, authorized by manufacturer
Polymers	A polymer is a large molecule, or macromolecule, referring to a molecule whose structure is composed of multiple repeating subunits of monomers. For Example: HDPE, LLDPE, LDPE, PP, PVC, PS, EPS, ABS, ASA, PMMA, SAN, PA, PC, PET, PU etc. From an HPCL point of view, polymers relevant for DCA Appointment process are HDPE, LLDPE and PP
Net worth	Net worth means the aggregate value of the paid-up capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation
Turnover	Turnover means the aggregate value of the revenue from the sale, supply or distribution of goods or on account of services rendered, or both, by the applicant during a financial year.
Financial Year (FY)	Financial Year means FY 2021-22, 2020-21, 2019-20

## Annexures A1 to A8

**Only Relevant annexures need to be submitted by the applicant.**

**Annexures should be certified by concern authority (Notary, Chartered Accountant, Self-Declaration etc.) mentioned in the annexures itself.**



## Annexure 1.a (A1.a) – Designated Person (For Proprietary Firm)

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(Affidavit to be submitted by Designated Person (s) from Applicants side)

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
\_\_\_\_\_ age \_\_\_\_\_ years, residing at \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly that I am the sole proprietor of the firm M/s.  
\_\_\_\_\_ with registered office address at  
\_\_\_\_\_  
\_\_\_\_\_.

I appoint myself as the **Designated Person** for the Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited and am authorized to apply, sign, verify and submit documents on behalf of the firm.

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

Signature and seal of Magistrate/  
Judge/Notary Public

Signature of the person  
making affidavit

Location:

Name in block Letters

*(Applicant to ensure usage of valid stamp paper for notarization. Date of notarization should not be prior to the date of stamp paper purchase date)*



## Annexure 1.b (A1.b) – Designated Person (For Partnership Firm/ Limited Liability Partnership Firm)

(NOTORISED AFFIDAVIT)

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

(Affidavit to be submitted by Designated Person (s) from Applicants side)

We, partners of the firm M/s. \_\_\_\_\_

with registered office address at \_\_\_\_\_

\_\_\_\_\_

unanimously appoint \_\_\_\_\_ son/daughter/wife of

\_\_\_\_\_ age \_\_\_\_\_ years, residing at \_\_\_\_\_

\_\_\_\_\_

as **Designated Person 1** for the Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited.

\*And \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ age \_\_\_\_\_

years, residing at \_\_\_\_\_ as **Designated Person 2**

**(Optional)** for the Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited.

The Designated Person (s) shall be authorized to apply, sign, verify and submit documents on behalf of the firm in the selection process.

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

Signature and seal of Magistrate/  
Judge/Notary Public

Signature of all Partner (s)

Location:

Name (s) in block Letters

*(Applicant to ensure usage of valid stamp paper for notarization. Date of notarization should not be prior to the date of stamp paper purchase date)*

(\*Strike out whatever is not applicable)





## Annexure 1.c (A1.c) – Designated Person (For Private Limited Company/ Public Limited Company)

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(Affidavit to be submitted by Designated Person (s) from Applicants side)

We, directors of the firm M/s. \_\_\_\_\_  
with registered office address at \_\_\_\_\_

Unanimously appoint \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ age \_\_\_\_\_ years, residing at \_\_\_\_\_

as **Designated Person 1** for the Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited.

\*And \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ age \_\_\_\_\_  
years, residing at \_\_\_\_\_ as **Designated Person 2**  
**(Optional)** for the Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited.

The Designated Person (s) shall be authorized to apply, sign, verify and submit documents on behalf of the firm in the selection process.

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

Signature and seal of Magistrate/  
Judge/Notary Public

Signature of all Directors (s)

Location:

Name (s) in block Letters

*(Applicant to ensure usage of valid stamp paper for notarization. Date of notarization should not be prior to the date of stamp paper purchase date)*

(\*Strike out whatever is not applicable)



## Annexure 2 (A2) – Nationality of Designated Person

(NOTORISED AFFIDAVIT)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(Separate Affidavit to be submitted by each Designated Person (s) from Applicant's side)

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 major shareholders of our firm are Indian National.
3. That our proprietary firm/partnership firm/limited liability partnership (LLP) firm/private limited company/public limited company (Tick correct one)  
M/s \_\_\_\_\_ with registered address at \_\_\_\_\_ is  
registered in India and a photo copy of the registration certificate is enclosed herewith forming part and parcel of this affidavit
4. That my educational qualifications are at least 12<sup>th</sup> Pass
5. That neither the firm nor I have never been convicted nor charges have ever been framed against us by any court of law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).
6. That I am physically and mentally sound to carry out the duties of as Del Credere Agent-cum-Consignment Stockist, in case appointed by Hindustan Petroleum Corporation Limited
7. That my firm has neither been terminated nor has resigned in capacity of a channel partner for HPCL under any of its businesses
8. \*That my firm is currently serving as Del Credere Agent/Del Credere Agent-cum-Consignment Stockist/Consignment Stockist/Dealer/Distributor (Tick correct one) for at least one of the following products, PE/PP, appointed by M/s \_\_\_\_\_ with my firm's registered address \_\_\_\_\_.

I undertake to disengage myself from the above appointment on being selected as DCA/DCA-cum-CS by Hindustan Petroleum Corporation Limited **OR**



\*That my firm is not a Del Credere Agent/Del Credere Agent-cum-Consignment Stockist  
Consignment Stockist/Dealer/Distributor for PE/PP of any Company.

9. That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for appointment as Del Credere Agent-cum-Consignment Stockist or in this affidavit shall be found to be untrue or incorrect or false, then Hindustan Petroleum Corporation Limited would be within its rights to withdraw the Letter of Intent (LOI) (if already issued)/ terminate the DCA-cum-CS (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal/termination.

**(\*Strike out whatever is not applicable)**

I hereby verify what has been stated above is true to the best of my knowledge and correct and nothing material has been concealed therefrom. Solemnly affirmed and declared before me.

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

Signature and seal of Magistrate/  
Judge/Notary Public

Signature of Designated Person (s)

Location:

Name in block Letters

*(Applicant to ensure usage of valid stamp paper for notarization. Date of notarization should not be prior to the date of stamp paper purchase date)*



## Annexure 3 (A3) – Business Financial Details

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT - WITH MEMBERSHIP NO. and FIRM REGISTRATION NO. - ON THE LETTER HEAD)

To,

**Hindustan Petroleum Corporation Limited**

Petrochemicals Department

10th Floor Marathon Futurex A- Wing

N M Joshi Marg Lower Parel (E) Mumbai – 400013

Subject: Financial Credentials for M/s \_\_\_\_\_.

This is to certify that M/s. \_\_\_\_\_ is/ **was\***

dealing in polymers (PE/PP/PVC)\*. Below are the financial details required to fulfill eligibility criteria/**marking purpose** for Del Credere Agent/Del Credere Agent-cum-Consignment Stockist selection process for Hindustan Petroleum Corporation Limited.

Financials	FY 2021-22	FY 2020-21	FY 2019-20
Total Turnover from all the Business (INR Cr.)**			
Turnover from Polymer Business (INR Cr.)***			
Working Capital (INR Cr.)			
Profit <b>Before</b> Tax (PBT) (INR LAKH)			

\*Strike out whatever is not applicable.

\*\* For marking purpose, Total turnover from all the business will be considered.

\*\*\* For information purpose only (turnover from distribution/sales/trading of polymers)

Financials	As on 31.03.2022
Net worth (INR Cr.)	
Profit <b>After</b> Tax (PAT) (INR LAKH)	

This certificate is given based on copy of audited financial reports for profit/loss account and balance sheet.

(Chartered Accountant)

SEAL

Place:

Membership Number:

Date:



## Annexure 5 (A5) – Polymer Handling Experience

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT - WITH MEMBERSHIP NO. and FIRM REGISTRATION NO. - ON THE LETTER HEAD)

To

**Hindustan Petroleum Corporation Limited**

Petrochemicals Department

10th Floor Marathon Futurex A- Wing

N M Joshi Marg Lower Parel (E) Mumbai – 400013

Sub: Volume and value from marketing/trading/selling of polymers

Dear Sir,

This is to declare that our company has experience of minimum 2 years in the last 3-financial years (preceding the date of advertisement) in-distribution/sales/trading of at least one **Polymer (PE/PP/PVC)**.

Following are the volumes handled during last three Financial Years: (KTPA- Kilo Tonnes per annum)

Financial Year	Polyethylene (KTPA)	Polypropylene (KTPA)	PVC (KTPA)	Total (KTPA)
FY 2021-22				
FY 2020-21				
FY 2019-20				

Following are the values (In Crore) of the **polymer** volume handled during last three Financial Years:

Financial Year	Polyethylene (INR Cr.)	Polypropylene (INR Cr.)	PVC (INR Cr.)	Total (INR Cr.)
FY 2021-22				
FY 2020-21				
FY 2019-20				

(Chartered Accountant)

SEAL

Membership Number:

Place:

Date:



## Annexure 6 (A6) – Business Description

### (Self-Declaration of Business Description and Size of Operations)

To

**Hindustan Petroleum Corporation Limited**

Petrochemicals Department

10th Floor Marathon Futurex A- Wing

N M Joshi Marg Lower Parel (E) Mumbai – 400013

Sub: Business description and polymer volumes handled

Dear Sir,

This is to declare that our company has experience of minimum 2 years in the last 3 financial years (preceding the date of advertisement) in distribution/sales/trading of at least one **Polymer (PE/PP/PVC)**.

Please find below, more details of our undertaking:

Header	Details			Comments	
Business Role (Tick all applicable)	Distributor	Seller	Trader	<Geographic Presence>	
No. of Years of experience in polymer business in last 10 years					
Polymer Handled (Tick all applicable)	PE	PP	PVC	<No. of customers catered to cumulatively>	
DCA/DCA-cum-CS for Indian Manufacturer (Tick all applicable)	YES	NO	<No. of Years Associated>		
Size of Operations	FY 2021-22	FY 2019-20	FY 2018-19	FY 2017-18	FY 2016-17
Polymer Volumes Handled (KTPA)					
Polymer Value Handled (INR Cr.)					

Signature:

Name:

Designation:

Date:

Company Seal:

Place:

## Annexure 7 (A7) – Sales Invoice Format

Financial Year	Quarter	Invoice No.	Invoice Date	Name of Product Sold	Customer Name	Customer's District and State Name	Invoice Value (INR)
2021-22	1st						
	2nd						
	3rd						
	4th						
2020-21	1st						
	2nd						
	3rd						
	4th						
2019-20	1st						
	2nd						
	3rd						
	4th						
2018-19	1st						
	2nd						
	3rd						
	4th						
2017-18	1st						
	2nd						
	3rd						
	4th						
2016-17	1st						
	2nd						
	3rd						
	4th						

2015-16	1st						
	2nd						
	3rd						
	4th						
2014-15	1st						
	2nd						
	3rd						
	4th						





## Annexure 8 (A8) – Mandate form for E-payment

(Take print on Applicant's letterhead)

To,

### Hindustan Petroleum Corporation Limited

Petrochemicals Department

10th Floor Marathon Futurex A- Wing

N M Joshi Marg Lower Parel (E) Mumbai – 400013

Dear Sir.

The following is a confirmation/update of my bank account details and I hereby affirm my/our choice to opt for payment of amounts due to me under Lease Agreement through electronic mode. I understand that Hindustan Petroleum Corporation Ltd. also reserves the right to send the payments due to me by a cheque/Demand Draft/electronic mode or through a banker.

1	Name	
2	Address (include pin-code)	
3	PAN No.	
4	GST No.	
4	E-Mail	
5	Tel. No (Incl. Mobile No)	

### Particulars of Bank Account

1	Bank Name	
2	Branch Name/Branch Code	
3	Branch Address (Incl. Pin code)	
4	9 Digit MICR No. of Bank and Branch as a on the cheque	
5	Account Type (Savings/Cash Credit/Current)	
6	Account No. (as appearing on cheque book)	
7	IFSC Code of the branch (For RTGS)	
8	IFSC Code of the branch (For NEFT)	

I hereby confirm that the particulars given above are correct and complete and undertake to promptly advise any changes to the above details to HPCL. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Hindustan Petroleum Corporation Limited responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque/DD.

Name (in Capitals) of Authorized Signatory  
Official Rubber Stamp

Date:

Seal & Signature of Bank Official

Note: 1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers.

1. Please enclose cancelled / photocopy of a cheque