

**APPENDIX**

**TO BROCHURE FOR**

**SELECTION OF DEALERS FOR**

**REGULAR & RURAL RETAIL OUTLETS**



Rev. No	Date	Document Name	Prepared By	Checked By	Approved By
0.0	29/03/19	Appendix to Brochure for Selection of Dealers for Regular & Rural Retail Outlets	<u>Binoy Varghese</u>	<u>A Sivaram Krishnan</u> <u>D N Sorai</u>	<u>H C Sathyanarayana</u>

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## Appendix – IA

<b>Application Format For Individual Applicants</b>																	
(FORM TO BE FILLED UP IN CAPITAL LETTERS)																	
Application No. ----																	
Application date								D	D	-	M	M	-	Y	Y	Y	Y
<b>APPLICATION FOR RETAIL OUTLET DEALERSHIP</b>																	
<b>Particulars of application fee (Rs.)</b>						Latest Passport Size Photograph with specimen signature on the photograph											
Demand Draft No.																	
DD Date																	
Bank																	
Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.												
Regular	SC/ST	3000	Rural	SC/ST	2500												
	OBC	5000		OBC	4000												
	Open	10000		Open	8000												
Note : Same application fee is applicable for sub-categories under particular main category.																	

1	Sr. No of location in advertisement	
2	Name of the Location	
3	District	
4	State	
5	Category*	

\* Eligibility certificate for respective category in respect of reserved locations as mentioned below will be required- (Applicant has to declare that certificates as applicable are available with him /her and will be submitted as and when advised by MRPL)

Category	Eligibility Certificate format	Category	Eligibility Certificate format	Category	Eligibility Certificate format
SC/ST	Appendix VI	OBC	Appendix – VII-A & VII- B		
SC/ST CC1	Appendix VI, VIII or DGR certificate/ Discharge Order or Pension order as applicable	OBC CC1	Appendix – VII-A, VII-B, VIII or DGR certificate/ Discharge Order or Pension order as applicable	Open CC1	Appendix – VIII or DGR certificate/ Discharge Order or Pension order as applicable
				Open CC2	Appendix–Certificate applicable for OSP/FF
SC/ST PH	Appendix – VI, IX A / IX B / IX C	OBC PH	Appendix – VII-A, VII-B, IX A / IX B / IX C	Open PH	Appendix – IX A / IX B / IX C
Existing unviable SKO dealer		Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement.			

6	Advertised on (Date)		In	(Please write Newspaper name)		
7	Type of Site of Location	CODO/DODO/CFS		8	Type of RO	Regular/ Rural
9	Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.	Group 1, Group 2, Group 3 (Applicant without offer of land )				
10	Type of applicant	Proprietor / Partner		If "Partner" please use separate application form for each partner and club them together.		
11	<b>Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of Brochure on intimation by MRPL upon selection.</b>					
11.1	Name (Mr/Mrs/Kumari)	First name		Middle name	Surname	
11.2	Father's/Husband's Name (Mr)	First name		Middle name	Surname	
11.3	Address					
	District		State		Pin Code	
	Tel. No.				Mob. No.	
	Email id*				PAN No.	
11.4	Indian Citizen	Yes	No	Resident of India as per IT Rules	Yes	No
	If "No" applicant is not eligible				If "No" applicant is not eligible	
11.5	Gender (Tick mark whichever is applicable)	Male			Female	
11.6	Date of Birth				Age (Proof to be submitted as when asked by MRPL ) as on date of application	
		DD	MM	YYYY	Years	Months
11.7	Marital status (Tick mark whichever is applicable)	Single	Married	Widow / Widower	Divorcee	
11.8	Name of spouse (if married)	Mr. / Mrs.				
	Spouse employed (Tick mark whichever is applicable)	Yes			No	
12	<b>Educational Qualification (Proof of qualifying certificate as per Eligibility criteria would be required to be submitted as and when asked by MRPL)</b>					
	Qualification	Name of Board		Name of School	Year of Passing	
i)	10th Pass					
	Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below)					

13 **Copy of proof of ownership of land would be required to be submitted as & when advised by MRPL (Gr 1 & Gr 2) (Not required for applicants under Group 3): For Group 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Gr 1 and Gr 2 and Applicants under Gr 3 are considered, I/we shall arrange land as advised by MRPL, for consideration in further selection process.)**

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No / Khatouni / Gut No / Survey No	Dimensions of land*		
					Frontage in metre	Depth in metre	Area (Sq.m)

a) Are you willing to transfer the land on sale/long lease to MRPL? (only for CODO/CFS sites)

YES/NO

---

b) The above piece of plot owned by me / my family member (as defined under Clause 4(v) e of Brochure) either by way of ownership / long term lease would be made available for a period of minimum 19 years and 11 months as advertised by MRPL.

That as per the documents and report from advocate available with me/us, my/our offer qualifies for being considered under "GROUP 1" as defined in Clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.

OR

c) The said piece of plot belonging to \_\_\_\_\_ has been offered to me /us for putting up a retail outlet of the MRPL. The above is being given as "Firm Offer" and is for purchase / long term lease for a period of minimum \_ years as advertised by the MRPL.

That as per the documents and report from advocate, available with me/us, my/our offer qualifies for being considered under "GROUP 2" as defined in clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.

**(Tick Mark either b ( Gr 1 ) OR c ( Gr 2 ) as applicable)**

Note :

In case land belongs to member of 'Family ' / Others, notarized affidavit as per **Appendix – III A** should be available which is to be submitted as and when asked by MRPL. Each applicant should have a confirmatory letter from an advocate (**Appendix – III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.

d. The said piece of land, has been offered for purchase/ long lease/sub-lease to the MRPL for a period of minimum 19 years and 11 months as required by MRPL and as per their terms and conditions. (For location advertised under Company Owned Dealer Operated /CFS sites).	
<b>Site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by the applicant upon intimation by MRPL.</b>	
14	Requirement of Finance: I undertake that funds as mentioned in the advertisement will be made available by me/us as when required for setting up of RO and operation of RO (thereon depending upon category of RO site).  a ) Fund for development of infrastructure for RO (Rs. -----) ** b ) Working capital for operation of RO . (Rs. -----) **
15	Are you a Dealer/Distributor or a member of his/her “family unit” (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No (if yes, not eligible)
16	Are you a Dealer/Distributor or a member of his/her “family unit” (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No

## 15. UNDERTAKING BY THE APPLICANT

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by MRPL if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per MRPL’s standard layout, then the allotment of dealership made to me will be cancelled.
- d. I am also aware that in the event of my inability to arrange the funds required for development of requisite infrastructure and facilities as specified by MRPL in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL.
- e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by MRPL in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL.
- f. I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
- g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.
- h. I confirm that none of my family members (as per definition of family under multiple dealership norm) are employees of any Oil Marketing Companies.
- i. I am fully aware that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.

- j. I undertake to fulfill the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.
- k. That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. \_\_\_\_\_ as per the policy of the Company.
- l. That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of the Company (applicable for Dealer Owned sites). (For DODO sites)

OR

That, if selected, I undertake that I will pay the non-refundable Final Bid amount (applicable for Company owned sites except for Corpus fund ROs). (CODO Sites)

m. I am also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by me has been offered by other applicant(s) for this location then my candidature for RO dealership will be rejected / dealership terminated, if already appointed.

n. That I am of sound mental health and I am not totally paralysed.

o. That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).

p. That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any oil company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.

q. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “ Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.

r. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.

s. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the Oil Companies for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

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

Place : \_\_\_\_\_ Signature of applicant : \_\_\_\_\_  
 \*\* Date : \_\_\_\_\_ Name of applicant : \_\_\_\_\_

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

<b>Application Format For Non-Individual Applicants</b>																									
Application No. ----□																									
Application date							D	D	-	M	M	-	Y	Y	Y	Y									
<b>APPLICATION FOR RETAIL OUTLET DEALERSHIP</b>																									
Particulars of application fee (Rs.)							Latest Passport Size Photograph																		
Transaction No.																									
Transaction Date & Time																									
Payment Mode																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>Open</td> <td>10000</td> <td>Rural</td> <td>Open</td> <td>8000</td> </tr> </tbody> </table>														Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.	Regular	Open	10000	Rural	Open	8000
Type of RO	Category	Application fee in Rs.	Type of RO	Category	Application fee in Rs.																				
Regular	Open	10000	Rural	Open	8000																				

1	Sr. No of location in advertisement	
2	Name of the Location	
3	District	
4	State	
5	Category	
<p>Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co- operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013.</p>		

6	Advertised on (Date of advertisement)		In	(Please write Newspaper name)
7	Type of site	CODO / DODO		
8	Type of RO	Regular / Rural		
9	Group of applicant on the basis of Advocate's letter with applicant on land being offered	Group 1 / Group 2		
10	Type of applicant	Registered Society/Company/Charitable Trust/Govt. Organization (Please tick mark whichever is applicable)		
11	Applicant should submit Affidavit as per the format given in Appendix – XB as and when advised by MRPL			
11.1	Name of authorized person			
		First name	Middle name	Surname
11.2	Father's/Husband's Name (Mr)			
		First name	Middle name	Surname
11.3	Address			



	District		State		Pin Code		
	Tel. No.			Mob. No.			
	Email id			PAN No.			
12	Details of Registered Society/Company/Charitable Trust/Govt. Organization						
a)	Name						
b)	Address of Regd. Office						
	District		State		Pin Code		
	Tel. No.			Mob. No.			
	Email id			PAN No.			
Note : The entity should be registered in India.							
c)	Date of Registration/InCompany (DD/MM/YYYY) (Copy of certificate will be required to be produced as and when advised)						
d)	Profit/ loss made during the last 3 financial years as certified by C.A. (Copy of certificate will be required to be produced as and when advised)		Profit After tax (Rs)		Loss (Rs)		
i)							
ii)							
iii)							
Note : Only Registered Societies/Companies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply.							
13	Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below) Copy of proof of ownership of land would be required to be submitted as and when advised by MRPL.						
Name(s) of the owner of Land / Leaseholder		Date of registration of sale deed/gift deed / Regd lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No/Khatouni/ Gut No/Survey No	Dimensions of land*		
					Frontage in metre	Depth in metre	Area (Sq.m)

<p>a) Are you willing to transfer the land on sale/long lease to MRPL? YES/NO If yes, at what rate / terms.</p> <p>_____</p> <p>_____</p> <p>b) The above piece of plot owned by us either by way of ownership / long term lease, would be made available for a period of minimum 19 years 11 months as advertised by MRPL.</p> <p>That as per the documents and report from advocate available with us, our offer qualifies for being considered under <b>“GROUP 1”</b> as defined in clause 4 (v) of the brochure for retail outlet dealer selection by MRPL.</p> <p style="text-align: center;">OR</p> <p>c) The said piece of plot belonging to _____ has been offered to us for putting up a retail outlet of MRPL. The above is being given as “Firm Offer” and is for purchase / long term lease for a period of minimum ____ years as advertised by MRPL.</p> <p>That as per the documents and report from advocate attached along with the application form, our offer qualifies for being considered under <b>“GROUP 2”</b> as defined in clause 4 (v) of the brochure for retail outlet dealer selection by MRPL.</p> <p style="text-align: center;"><b>(Tick Mark either b OR c as applicable)</b></p> <p>Note :</p> <p>The same land cannot be offered by more than one applicant for a particular RO location. In case more than one application is received offering the same land all such applications would be rejected.</p> <p>In case land belongs to co-owners / Others, notarized affidavit as per <b>Appendix – III A</b> is to be submitted when asked by MRPL. Each applicant should have a confirmatory letter from an advocate (<b>Appendix III-B</b>) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.</p> <p>d) The said piece of land, has been offered for purchase/ long lease/sub-lease to MRPL for a period of minimum 19 years 11 months as required by MRPL and as per their terms and conditions (For location advertised under Company Owned Dealer Operated sites).</p>						
<p>Site map / layout sketch giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be submitted by us upon intimation by MRPL)</p>						
14	<p>Requirement of Finance : We undertake that funds as mentioned in the advertisement will be made available by us as when required for setting up of RO and operation of RO thereon (depending upon category of RO site).</p> <p>a ) Fund for development of infrastructure for RO (Rs. -----) **</p> <p>b ) Working capital for operation of RO . (Rs. -----) **</p>					
15	<p>Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO- LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement ?</p> <p>Yes / No (if Yes, not eligible)</p>					

16	Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No
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## 17. UNDERTAKING BY THE APPLICANT

- a. We are aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by MRPL if it is found that the information given by us is incorrect/ false/ misrepresented then our candidature will stand cancelled and we will be declared ineligible for the Retail Outlet Dealership.
- b. We also confirm that we are in possession of the supporting documents in original in respect of the information given by us in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
- c. We are fully aware that if we are unable to provide suitable site mentioned above for setting up of the Retail Outlet as per MRPL's standard layout, then the allotment of dealership made to us will be cancelled.
- d. We are also aware that in the event of our inability to arrange the funds required for development of requisite infrastructure and facilities of the RO as specified by MRPL in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL.
- e. We are also aware that in the event of our inability to arrange the funds required towards working capital for operation of the RO as specified by MRPL in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL.
- f. I also confirm on behalf of M/s. \_\_\_\_\_ that my Organization will manage the Retail Outlet dealership by itself and not on contract basis.
- g. That, if selected, we undertake that we will be depositing an interest free Security deposit as per the policy of the Company.
- h. That, if selected, we undertake that we will pay a non-refundable Fixed fee of Rs. \_\_\_\_\_ as per the policy of the Company (applicable for Dealer Owned sites).

OR

That, if selected, we undertake that we will pay a non-refundable final Bid amount as per the policy of MRPL.

- i. We are also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by us has been offered by other applicant(s) for this location then our candidature for RO dealership will be rejected and the dealership terminated (if already appointed).

- j. That we have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- k. That we hereby confirm that we were never a signatory to dealership/distributorship agreement of any Oil Companies, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- l. We do hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “ Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
- m. We confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by us or any member/s of our organization (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. We understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- n. We hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the Oil Companies for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO- LDO Dealership / LPG Distributorship.

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

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

**\*\*Date:** \_\_\_\_\_ **Name of applicant:** \_\_\_\_\_

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

**Appendix – II A**

**Format of Letter to be given by the Applicant for making Spouse as partner**

Place:

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

**Subject: Letter for induction of spouse as Co-owner / Partner for RO Dealership at Location ,District, State , under category Advertised on \_\_\_\_\_**

Dear Sir/Madam,

I write with reference to your letter ref. \_\_\_\_\_ dated \_\_\_\_\_ informing me the intent to award of RO Dealership at \_\_\_\_\_ District \_\_\_\_\_ under \_\_\_\_\_ category Advertised on \_\_\_\_\_ , and would like to submit as under:-

I am married and name of my spouse is \_\_\_\_\_. I am aware that as per Terms and Conditions of the Dealer Selection, my spouse will be co-owner i.e. 50% partner of RO dealership with me unless my spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per Appendix IIB affirming that he/she wishes to be made a partner before issuance of Letter of Award.

\*\* I shall complete all necessary documentation/formalities with respect to Partnership, etc. with my spouse before issuance of Letter of Award / signing of Agreement. I am also aware that the Agreement will be signed by both of us jointly.

OR

\*\* My spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per Appendix IIB affirming that he/she does not wish to be made a partner before issuance of Letter of Award.

\*\* Strike off whichever is not applicable.

Thanking you,

Yours faithfully

**Appendix II B**

**Notarized Affidavit from Spouse in case she / he wishes/does not wish to become a partner**

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

(To be submitted by Spouse of the individual LOI (Letter of Intent) holder before  
acceptance of Letter of Appointment/Signing of Dealership Agreement)

In the matter of RO dealership of MRPL at \_\_\_\_\_ (Location), District \_\_\_\_\_  
under category Adverised on

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

1. That my husband / wife Shri/Smt. \_\_\_\_\_, has applied for the above RO dealership and MRPL has issued Letter of Intent vide letter ref no \_\_\_\_\_ dated \_\_\_\_\_ in favour of my husband / wife.
2. That I am aware, that as per Terms and Conditions of the Dealer Selection, I have to be inducted as co- owner i.e. 50% partner of RO dealership allotted to my husband / wife Shri/Smt. \_\_\_\_\_.

\*I wish to become a partner/co-owner in the dealership allotted to my husband / wife Shri / Smt. \_\_\_\_\_. I also undertake that all necessary documentation and undertaking / affidavit as required for award of dealership will be completed by me prior to issuance of LOA.

OR

\*That I am currently gainfully employed as mentioned below:-

Details of employment with Employer's address.

Hence, I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt.

OR

\*That I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt. \_\_\_\_\_ for personal reasons.

\*Strike off whichever is not applicable.

Solemnly affirmed and declared before me

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

Signature and Seal of  
Magistrate/Judge/Notary Public

Signature  
Name of Deponent

## Appendix – III A

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

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

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

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

That I am a member of Family of (Shri/Smt/Kum) \_\_\_\_\_ (name), as per definition for Selection of Dealer for Regular and Rural Retail Outlets, who has applied for Retail Outlet dealership of MRPL at \_\_\_\_\_ (location) under '\_\_\_\_\_' category against the advertisement appeared in newspaper dated \_\_\_\_\_.

(\*Delete the above two paragraphs of Clause 1, if the land owner is not a family member)

That I, Shri/Smt/Kum \_\_\_\_\_, own a piece of land singly / jointly bearing Gut/Survey No. \_\_\_\_\_ at \_\_\_\_\_ (village/ town), \_\_\_\_\_ Taluka, \_\_\_\_\_ District in the State of \_\_\_\_\_ admeasuring \_\_\_\_\_ mt (frontage) X \_\_\_\_\_ mt (Dept), having area \_\_\_\_\_ Sq.mts as per the following details:

OR

That I, Shri/Smt \_\_\_\_\_, singly / jointly hold a piece of land on long term lease basis (\_\_\_\_ years w.e.f \_\_\_\_\_) bearing Survey No. \_\_\_\_\_ at \_\_\_\_\_ (Village/ Town), \_\_\_\_\_ Taluk, \_\_\_\_\_ District in the State of \_\_\_\_\_ admeasuring \_\_\_\_\_ mt (frontage) X \_\_\_\_\_ mt (Dept), having area \_\_\_\_\_ Sq.mts as per the following details:

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

\*Strike off whichever is not applicable.

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

2. That Shri/Smt/ Kum / M/s.(name of the Entity) \_\_\_\_\_ has applied for Retail Outlet dealership of MRPL at \_\_\_\_\_ (location) under '\_\_\_\_' category against the advertisement appeared in \_\_\_\_\_ newspaper dated \_\_\_\_\_.

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

That I have no objection if the above mentioned land is used for setting up of Retail Outlet facilities by Shri / Smt. / Kum / M/s.(name of the Entity)\_\_\_\_\_ at the above mentioned location, as per the site plan duly signed by me/all co-owners.

4. I hereby confirm that the said piece of land has not been offered by me to any other person for Retail Outlet dealership of this location against the above mentioned advertisement.

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

Solemnly affirmed and declared before me

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

Signature and Seal of  
Magistrate/Judge/Notary Public

Signature  
Name of Deponent and Relationship with  
applicant



**Appendix – III B**

Letter from Advocate w.r.t. land offered by the applicant confirming status of the land i.e whether the offered land falls in Group 1 OR Group 2.

(TO BE TYPED ON LETTER HEAD OF THE ADVOCATE AND TO BE ADDRESSED TO THE MRPL) (To be submitted by Applicants)

TO  
The Regional Manager  
MRPL (Bangalore / Mangalore)

Dear Sir,

Sub: Details of the land offered by my client

1. This is to inform you that I have perused the documents pertaining to the land at Survey No \_\_\_\_\_ (address of the plot), Khasra / Khatauni \_\_\_\_ at Village \_\_\_\_\_ offered by Shri/Smt/Kum/M/s. (name of the Entity) \_\_\_\_\_, who has applied for Retail Outlet dealership of MRPL for the location \_\_\_\_\_, Dist \_\_\_\_\_ and that this land falls in the advertised area / stretch.
2. I have perused and understood the definition for member of Family for selection of Dealer for Regular and Rural Retail Outlets, pertaining to land parameter under the clause 4 of ELIGIBILITY CRITERIA FOR APPLICANTS in the Brochure, which explains how a particular piece of land falls under Owned land category (Group 1) or Firm offer category (Group 2).

In my opinion and as per the requirement of MRPL, the piece of land offered by my client falls under:-

Group 1\* : Yes/No  
Group 2\* : Yes/No

\*Strike off whichever is not applicable.

3. I have also gone through the Lease agreement for the land at Survey No \_\_\_\_ (address of the plot), Khasra/ Khatauni \_\_\_\_\_ at Village \_\_\_\_ offered by Shri/Smt/Kum/M/s. (name of the Entity) \_\_\_\_\_, who has applied for Retail Outlet dealership of MRPL for the location \_\_\_\_\_, Dist \_\_\_\_\_ and confirm that the lease agreement has a provision to sub-lease the land to the MRPL.

(para 3 above is applicable only for locations advertised under Corpus Fund Scheme (CFS sites), Other Company Owned Sites (“CODO” sites) and where the offered land is taken on Long term lease).

**Place:**  
**Date:**

**Signature of Advocate:** \_\_\_\_\_  
**Name & Seal of Advocate**

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

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF  
REQUIRED VALUE) (To be submitted by individual LOI holder before  
acceptance of Letter of Appointment for dealership)

In the matter of RO dealership of MRPL at Location \_\_\_\_\_

1. That I, \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ Age \_\_\_\_ years  
resident of \_\_\_\_\_ do hereby solemnly declare as under:
2. That I, \_\_\_\_\_, have applied for RO dealership of MRPL  
at location \_\_\_\_\_ in District \_\_\_\_\_ in State \_\_\_\_\_ under  
category \_\_\_\_\_ and MRPL has issued Letter of Intent for the said Retail  
Outlet Dealership vide letter ref no \_\_\_\_\_ dated \_\_\_\_\_ .
3. I hereby declare that I am neither employed in private sector nor drawing  
any salary/perks/emoluments from State / Central Government.

OR

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

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

Solemnly affirmed and declared before me

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

**Signature and Seal of  
Magistrate/Judge/Notary Public**

**Signature  
Name of Deponent**

**Appendix – V**

**Sketch along with dimensions of the offered land**

## Appendix – VI

### Standard Format for SC/ST Category Certificate

**The form of the certificate to be produced by Scheduled Castes/ Scheduled Tribes candidates.**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ son / daughter\* of \_\_\_\_\_ of village / town \* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union / Territory\* of \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste / Tribes and his / her religion is \_\_\_\_\_ which is recognised as a Scheduled Castes / Scheduled Tribes under the Scheduled Castes / Scheduled Tribes lists (modification) order 1956\* read with the Bombay Re-organization Act, 1960 and the Punjab Reorganization Act 1956\*.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956\*

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956\*

The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962\*

The Constitution (Pondicherry) Scheduled Castes Order, 1964\*

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967\*

The Constitution (nagland) Scheduled Tribes Order, 1970\*

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

Signature: \_\_\_\_\_

Date:-----

Designation \_\_\_\_\_ (With Seal)

State/ Union Territory\*

\*Please delete the words, which are not applicable

Note : The terms “Ordinarily reside(s)” used here will have the same meaning as in Section-20 of the Representation of the People Act, 1950.

# Officers competent to issue Caste / Tribe certificates.

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector, 1st Class Stipendiary Magistrate / City Magistrate \*\*\* Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

\*\*\* (Not below the rank of 1st Class Stipendiary Magistrate)

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate, Presidency Magistrate

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-divisional officer of the Divisional where the candidate and / or his family normally resides. v. Administrative / Secretary to Administrator / Development Officer (Lakshadweep).

Note: A candidate who claims to belong to one of the Scheduled Castes / Scheduled Tribes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given above, issued at any time by a competent authority # notified by the Government of India, of the district in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the District in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

## APPENDIX – VII A

### STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

Note : A candidate who claims to belong to one of the Other Backward Classes should submit in support of his/ her claim, a certificate in original, with a copy there of in the form given below, issued by a competent authority notified by the Government of India/State Government.

The form of the certificate to be produced by “Other Backward Classes” candidates.

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_ Son / Daughter of Shri/ Smt. \_\_\_\_\_ of \_\_\_\_\_ Village/ Town \_\_\_\_\_ District/ Division \_\_\_\_\_ of the \_\_\_\_\_ State/ Union Territory, belongs to the \_\_\_\_\_ Community which is recognized as a backward class by Govt. of India (Central Govt.)/ State Govt. as under:

<b>Sr. No.</b>	<b>Resolution No./Notification No. issued by Govt. of India/State Govt.</b>	<b>Date of Gazette Notification issued by Govt. Of India/State Govt.</b>	<b>Concerned State / Union Territory</b>

Shri / Smt. / Kum. \_\_\_\_\_ and / or his/her family ordinarily reside(s) in the village/town\* \_\_\_\_\_ District/ Division of \_\_\_\_\_ State / Union Territory of \_\_\_\_\_.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide Govt. of India, Department of Personnel & Training OM No. 36033/1/2013 Estt (Res.) dated 27/05/2013 and any other subsequent amendments promulgated in this regard.

Place:

Date:

Signature:

Designation:

(with seal of Office)

NOTE:

a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificates for Other Backward Classes are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief residency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of "Tehsildar" and (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

c) The date of undertaking (Affidavit as per Appendix VII B) submitted along with the application form will be treated as date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC certificate in the prescribed format shown above or as issued by the competent authority containing relevant details as mentioned above.

## Appendix VII B

### Declaration/undertaking as a notarized affidavit - for OBC Candidates only

(To be typed on appropriate non-judicial stamp paper of required value)

I, \_\_\_\_\_ son / daughter of Shri \_\_\_\_\_ resident of village/town/city \_\_\_\_\_ in the district \_\_\_\_\_ State / Union Territory of \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 14.10.2008 and any other subsequent amendments issued in this regard.

Place: \_

Date: \_

Signature of the Candidate  
(Deponent)

Declaration / Undertaking not signed by the candidate will be rejected.

False declaration will render the applicant liable for rejection of application/candidature at any time.

**Standard Format for Paramilitary/Police/PSU/Government Personnel Category  
(CC1)**

(Certificate is to be given by Head of the Office or an Officer not below the rank of Under Secretary to the Government on Official Letter-Head of the Organization / Government Office issuing the Certificate)

NAME & ADDRESS OF THE GOVT ORGANIZATION /DEPARTMENT  
/AGENCY ISSUING THE CERTIFICATE

Reference No

Date

**Eligibility Certificate for Paramilitary/Police/Government Personnel Category**

1. @ This is to certify that Shri/Smt./Kum. \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date) \_\_\_\_\_ at (Place) \_\_\_\_\_. Shri/Smt./Kum. \_\_\_\_\_ has been awarded ( name of gallantry award) \_\_\_\_\_ in recognition of the supreme sacrifice made while \_\_\_\_\_, Shri/Smt./Kum. (name of applicant) \_\_\_\_\_ (relationship \_\_\_\_\_) was dependent on Shri/Smt./Kum. Shri/Smt./Kum. \_\_\_\_\_ as per our records.

**OR**

2. @This is to certify that Shri/Smt./Kum. \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date)\_\_\_\_\_ while in action at Place \_\_\_\_\_. Shri/ Smt/ Kum (Name of applicant) \_\_\_\_\_ (relationship \_\_\_\_\_) was dependent on Shri/ Smt/ Kum \_\_\_\_\_ as per our records.

**OR**

3. @This is to certify that Shri/Smt./Kum. (name of applicant) \_\_\_\_\_ was working in our organization \_\_\_\_\_ and has been disabled on (date) \_\_\_\_\_ while performing duties at (place) \_\_\_\_\_.

**OR**

4. @This is to certify that Shri/Smt./Kum. \_\_\_\_\_ who was working in this office as \_\_\_\_\_ had passed away on (date) \_\_\_\_\_ while on duty at (Place) \_\_\_\_\_. Shri/ Smt/ Kum. (name of the applicant) \_\_\_\_\_ (relationship \_\_\_\_\_) was dependent on Shri/ Smt/ Kum. \_\_\_\_\_ as per our records.

**OR**

5. @This is to certify that Shri/Smt./Kum. \_\_\_\_\_ was working in our organization \_\_\_\_\_ and has been disabled in peace on (date)\_\_\_\_\_ due to attributable causes.

@ Delete if not applicable.

Attested Signatures of applicant

Place:

Date

Signature

Name:

(Designation with Seal)



**Form II**  
**Disability Certificate**  
**(In case of amputation of permanent Paralysis of limbs and in cases of blindness)**  
**(See rule 4)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No. Date:  
 Recent PP size attested photograph  
 (Showing face only of the person with disability)

This is to certify that I have carefully examined Shri/Smt/Kum. \_\_\_\_\_ Son /wife /daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, Male /Female \_\_\_\_\_ (DD/MM/YYYY) Registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above, and am satisfied that:

(A) He/ She is a case of (Please tick as applicable)

- Loco-motor disability
- Blindness

(B) The diagnosis in his/her case is \_\_\_\_

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(A) She /He has \_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/ Blindness in relation to his/her \_\_\_\_\_(part of body) as per guidelines (to be specified)

(B) She /He is not totally paralyzed or mentally unsound or suffers from insanity or deprived of cognitive Faculties.

1. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb Impression of the  
 person in whose favor disability certificate is  
 issued.

**FORM – III**  
**Disability Certificate**  
**(In case of multiple disability)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested  
 photograph (showing  
 face only) of the person  
 with disability)

Certificate No. \_\_\_\_\_

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

This is to certify that I have carefully examined Shir/Smt/Kum. \_\_\_\_\_

Son/wife/daughter of Shri \_\_\_\_\_

Date of Birth \_\_\_\_\_

Age \_ years, Male/Female \_\_\_\_\_ ( DD/MM/YYYY) Registration No. \_\_\_\_

Permanent resident of House No. \_\_\_\_\_ Ward/Village/Street Post Office \_\_\_\_\_

District \_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above, and am satisfied that:

(A) He/ She is a case of **Multiple Disability**. His/ Her extent of permanent physical impairment/disability have been evaluated as per guidelines ( to be specified) for the disability ticked below, and shown against the relevant disability in the table below:

<b>Disability</b>	<b>Affected part of the body</b>	<b>Diagnosis</b>	<b>Permanent physical impairment mental disability ( in</b>
<b>Loco-motor disability</b>	@		
<b>Low Vision</b>	#		
<b>Blindness</b>	<b>Both eyes</b>		
<b>Hearing impairment</b>	\$		
<b>Mental retardation</b>	X		
<b>Mental illness</b>	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:

In figures \_\_\_\_\_% in words \_\_\_\_\_percent

(C) She/ He is not totally paralyzed or mentally unsound or suffers from insanity deprived of cognitive faculties

2. This condition is progressive/non progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary

OR

(ii) is recommended after \_\_\_\_ years \_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_

**(DD)(MM)(YY)**

**@ e.g. Left/Right/both arms/legs**

**# e.g. single eye/both eyes**

**\$ e.g. Left/Right/both ears.**

4 The applicant has submitted the following document as proof of residence:-

Name of Document	Date of Issue	Details of authority issuing certificate

5 Signature and seal of the medical Authority.

Name and seal of Member    Name and seal of Member    Name and seal of Member

Chairperson

Signature /Thumb  
impression of the person in  
whose favour disability  
certificate is issued

**Form IV**  
**Disability Certificate**

**(In case other than those mentioned in FORM II and III)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**  
**(See rule 4)**

Certificate No. Date:

Recent PP size attested photograph(Showing face only) of the person with disability)

This is to certify that I have carefully examined Shri/Smt/Kum.\_\_\_\_\_

Son/wife/daughter of Shri \_\_\_ Date of Birth \_\_\_\_\_

Age \_\_ years, Male/Female \_\_\_\_\_(DD/MM/YYYY) Registration No. \_\_\_\_\_

Permanent resident of House No.\_\_\_\_Ward/Village/Street \_\_\_\_\_Post Office \_\_\_\_\_

District \_\_\_\_\_State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/ She is a case of \_\_\_\_\_ disability. His/ Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Sr. No	Disability	Affected part of the body	Diagnosis	Permanent physical impairment mental disability ( in %)
1	Loco-motor disability	@		
2	Low Vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	E		
5	Mental retardation	X		
6	Mental illness	X		

(Please strike out the disabilities which are not applicable).

2. The above condition is progressive/non progressive/ likely to improve/ not likely to improve.

I Reassessment of disability is:

(1) not necessary

OR

(2) is recommended after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_

(DD) (MM)(YY)

3. She/ He is not totally paralyzed or mentally unsound or suffers from insanity or

deprived of cognitive faculties  
@ e.g. **Left/Right/both arms/legs**  
# e.g. **single eye/both eyes**  
\$ e.g. **Left/Right/both ears.**

4 The applicant has submitted the following document as proof of residence:-

<b>Name of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

(Authorized signatory of notified medical Authority)

(Name and Seal) Countersigned

(Counter signature and seal of the CMO/ Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a Medical authority who is not a Government servant (with seal))

Signature /Thumb impression of the person  
in whose favour disability certificate is  
issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by Chief Medical Officer of the District.

Note: The Principal rules were published in the Gazette of India vide notification number S.O.908 (E) dated the 31st December, 1996.

## Appendix – X A

### Notarized Affidavit

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

(To be submitted by individual applicants)

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Age \_\_\_\_ years residing at \_\_\_\_\_  
(Location) \_\_\_\_\_ (Dist.) \_\_\_\_\_ (State) I do hereby solemnly affirm and say as under :

1	That I am an Indian Citizen and resident of India (as per Income Tax Rules I)
2	That my date of birth d   d / m   m / y   Y   y   y
3	That I have passed the Matriculation / 10th Std. Examination conducted by Board in the year / Certificate issued by Armed Forces as equivalent to 10th Class pass in the year y   y   y   y
4	That I hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
5	That I hereby confirm that none of my family members (as defined under Clause “DISQUALIFICATION” of brochure) are employees of this Oil Marketing Company (IOC/BPC/HPC/MRPL/ONGC/GAIL).
6	That I am married and my name before my marriage was _____ and after my marriage to Shri _____ has been changed to Smt. _____.
7	That I am of sound mental health & I am not totally paralyzed.
8	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
9	I confirm that arrangement will be made for taking delivery of products on ex-MI basis from the Oil Company within 4 months of intimation thereof from MRPL to this effect.
10	That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Companies, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
11	a) In case I am selected for RO dealership, I undertake to arrange funds required for development of desired infrastructure and facilities at the Outlet allotted and the working capital for operation of the outlet as mentioned in the Advertisement for the location.  b) I am also aware that in the event of my inability to arrange the said funds, as mentioned in Para (a) above, the allotment shall be withdrawn and I will have no claim/damages whatsoever against MRPL.
12	That the details mentioned in Clause No. 9 of the application form, affidavit of Co-owner/s (if applicable) and confirmatory letter from Advocate pertaining to Land :-

	<p>a) Are true and land documents in support of the claim would be submitted as and when advised by MRPL.</p> <p>b) That in case I am selected for RO dealership, I undertake to arrange the said piece of plot as mentioned in the application form for setting up of retail outlet at the location for which I have made the application.</p> <p>c) I am aware that my claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in my application /candidature becoming invalid for further consideration by MRPL.</p> <p>d) I am also aware that in the event of my inability to make available the said land required for setting up the retail outlet as required by MRPL, within the period mentioned in the LOI, then the allotment can be withdrawn and I will have no claim/damages whatsoever against the MRPL.</p> <p>e) I am also aware that in case of my selection for this RO dealership it will be binding on me to hand over the offered land duly developed up to the road level with good earth/ murrum, layer wise compacted as per standard engineering practices to the satisfaction of MRPL and I will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by MRPL engineers.</p> <p>f) I am also aware that in case the same piece of land offered by me for setting up of retail outlet at location _____ in Dist _____ in State _____ is offered by any other applicant for the same purpose, my candidature for RO dealership will be rejected.</p>
13	<p>That I hereby confirm that I will neither take up any other employment nor will draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer. If I am already employed I will resign from the employment and produce proof of acceptance of resignation by my employer before the acceptance of Letter of Appointment to be issued by the MRPL.</p>
14	<p>I am married. I undertake to fulfill the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me. OR I am unmarried. I undertake to inform the company of my marriage and undertake to fulfill the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership within one year of my marriage if the dealership is awarded to me.</p>
15	<p>I undertake that I will observe all the relevant guidelines with regard to award/operation of the said dealership issued by MRPL / Government of India or any other statutory body from time to time.</p>

16	That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership or in this affidavit shall be found to be untrue or incorrect or false, MRPL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that I would have no claim, whatsoever, against the Company for such withdrawal / termination.
17	<p><b>Only for applicants applying under the category of SKO dealers* (*Strike off whatever is not applicable)</b></p> <p>a. That I am the sole proprietor of SKO dealership of _____ (Oil Company Name) in the Name and style of _____ at _____ (Location) operating below an average allocation of 75KL of SKO per month during the immediate preceding 12 month prior to the month of advertisement for the RO dealership.</p> <p>b. That I have not been penalized for violation of marketing Discipline Guidelines within last 5 years preceding the date of advertisement and / or there are no proceeding pending against my dealership under marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.</p> <p>c. That I am aware that if I am selected for the RO dealership, I will have to surrender my SKO dealership before being appointed as RO dealer by MRPL.</p>

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

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

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

**Signature of Deponent  
(Name in block letters)**

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

**Signature and Seal of  
Magistrate/Judge/Notary public**



## APPENDIX X-B

### Notarized Affidavit

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

(To be submitted by non-individual applicants)

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

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

1. That through a resolution passed by the Registered Society\* /Company\* /Charitable Trust\* I have been authorized to apply for the said dealership on behalf of the Registered Society\* /Company\* /Charitable Trust\*. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said Registered Society is duly registered under Societies Registration Act 1860 or 1912 or Societies Registration Act enacted by the State Government of \_\_\_\_\_\* /Company formed under the companies act 1956 or 2013\* /Charitable Trust\* is registered with Charity Commissioner of State Government of \_\_\_\_\_\* (name of the State) on \_\_\_\_\_(date of registration/ in Company) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3. That our Registered Society\* /Company\* had made net profit during the previous consecutive 3 financial Years as certified by Chartered Accountant (Not applicable for Charitable Trusts).
4. That on behalf of the Registered Society\* /Company\* /Charitable Trust\* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by MRPL/ Government of India or any other statutory body from time to time.
5. That on behalf of the Registered Society\* /Company\* /Charitable Trust\* I undertake that we will operate the dealership through our own entity.
6. That neither our Registered Society\* /Company\* /Charitable Trust\* nor any Member of the Governing Body/ Managing Body/ Any such other Body of this

Registered Society\*/ Charitable Trust\*/ Directors of company\* has been convicted by any court of law for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.

7. That neither this entity nor any of the Member of its Governing Body/ Managing Body/ Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* was never a signatory to dealership / distributorship agreement of any Oil Companies, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines.

(Clause 6 & 7 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

8. That we hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.

9. That on behalf of the Registered Society\*/Company\*/Charitable Trust\* I undertake that arrangement will be made for taking delivery of products on ex-MI basis from MRPL within 4 months of intimation thereof from MRPL to this effect.

10.

a) That on behalf of the Registered Society\*/ Company\*/ Charitable Trust\* I undertake that in case we are selected for RO dealership, we undertake to arrange funds required for development of desired infrastructure and facilities at the Outlet allotted and the working capital for operation of the outlet as mentioned in the Advertisement for the location.

b) We are also aware that in the event of our inability to arrange the said funds, as mentioned in Para (a) above, the allotment shall be withdrawn and we will have no claim/damages whatsoever against MRPL.

11. That on behalf of the Registered Society\*/ Company\*/ Charitable Trust\* I undertake that the details mentioned in Clause No. 9 of the application form and confirmatory letter from Advocate pertaining to Land:-

a) Are true and land documents in support of the claim would be submitted as and when advised by MRPL.

b) That in case we are selected for RO dealership, we undertake to arrange the said piece of plot as mentioned in the application form for setting up of retail outlet at location\_\_\_\_\_ in District \_\_\_\_\_ in State \_\_\_\_\_ for which we

have made the application.

c) We are aware that our claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in our application /candidature becoming invalid for further consideration by MRPL.

d) We are also aware that in the event of our inability to make available the said land required for setting up the retail outlet as required by MRPL, within the period mentioned in the LOI, then the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL.

e) We are also aware that in case of our selection for this RO dealership, it will be binding on us to hand over the offered land duly developed up to the road level with good earth/ murrum, layer wise compacted as per standard engineering practices to the satisfaction of MRPL and we will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by MRPL engineers.

f) We are also aware that in case the same piece of land offered by us for setting up of retail outlet at location \_\_\_\_\_ in Dist \_\_\_\_\_ in State \_\_\_\_\_ is offered by any other applicant for the same purpose, our candidature for RO dealership will be rejected.

12. That If any information/declaration given in this application or in any document submitted in support of application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, MRPL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against MRPL for such withdrawal/termination.

\*Strike out whichever is not applicable.

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

Solemnly affirmed and declared before me.

This \_\_\_\_\_day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

Signature of Deponent  
(Name in block letters)

## Appendix XI

### **FINANCIAL BID**

Application for Award of Dealership at Location \_\_\_\_\_ Dist. \_\_\_\_\_  
State \_\_\_\_\_ under \_\_\_\_\_ Category advertised on \_\_\_\_\_ (Date).

Name of the Applicant(s) / Entity :

Address of the applicant(s) / Entity :

I / We here by quote Rs ----- ( Rupees \_\_\_\_\_ Only) as Bid amount for allotment of Retail Outlet dealership at the above mentioned location.

**Signature of the Applicant(s) / Authorized signatory of the Entity**

Date :

Place :

Note

1. The Minimum bid amount is Rs. 10 lakhs for Rural RO and Rs. 30 lakhs for Regular RO.
2. In case of discrepancy in the amounts mentioned in Figures and Words, the amount mentioned in Words will prevail.
- 3. FINANCIAL BID SHOULD BE PUT IN A SEPARATE SEALED ENVELOPE AND SUPERSCRIBED "FINANCIAL BID".**
- 4. APPLICATIONS WITH OPEN FINANCIAL BIDS OR FINANCIAL BIDS NOT SUPERSCRIBED ON THE ENVELOPE WOULD BE REJECTED.**