

APPLICATION FORMAT

Total No. of Pages : 1 to

(Please go through the " Brochure ", available on our website or at our Divisional office carefully before filling this application form .)

APPLICATION FOR IOC KSK RETAIL OUTLET (PETROL PUMP) DEALERSHIP

Location _____ Block(or equivalent)_____

Tehsil(or equivalent)_____ Rev.Dist _____

Category _____ (OP/OP(W)/PH/PH(W)/SC/SC(W)/ST/ST(W))/PMP/PMP(W)/
DEF/DEF(W)/FF/FF(W)/ OSP/OSP(W):

Passport
Size
Photograph
with
specimen
signature
on the

(Please attach Copy of certificates as proof from the respective competent authorities other than "Open")

Advertised on _____ in _____ by INDIAN OIL CORPORATION LTD.
(date) (Name of Newspaper)

Status : Individual / Partnership / Regd. Co-operative Society) Organised body/----- (Please specify)

(Tick as applicable).

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

(a) Name (In Block Letters) : Mr / Ms. _____

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

(c) Address _____ :

_____ PIN:

Telephone : _____ E-Mail Address:

(d) Nationality : _____

(e) Date of Birth _____ Completed Age as on date of application :

_____ **(Proof to be attached)**

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

(g) Resident of _____ Village _____ Block _____ Tehsil _____ District

_____ State _____

(Copy of Residence certificate to be attached as per Appendix 'C')

(h) Gender : _____ (Male / Female)

(i) Marital Status : _____ (Unmarried/married/widow/widower/divorcee)

(j) ** In case of unmarried woman above 40 years of age :* Are your parents (Mother / Father) earning? **YES / NO**

If No , I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable) : **YES / NO**

(k) In case of widow, death certificate of your husband and also affidavit that you are not remarried is attached.: **YES / NO**

If Yes , I am interested / not interested in availing Corpus Fund Scheme facilities

(Please tick as applicable) : **YES / NO**

(l) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or as affidavit in support of the maiden name and name after marriage.

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

3. Non Individual Entity : Registered Co-op Society / Organised Body /Corporate House/ Fleet Operator/Charitable Trust etc : (to enclose Affidavit as per Affidavit as per Appendix ' A1').

- (a) Name of the Entity Applicant : _____
 (b) Name and designation of the authorised Person (Submit authority from the organization) : _____
 (c) Address : _____
 telephone No.: _____ PIN: _____
 E-mail id Address _____

(Please enclose affidavit as per **Appendix 'A1'**)

Note : (1) Copies of audited profit and loss account statement for the preceding 3 financial years from the date of application to be enclosed. (2) All Such entities can apply under open category only. However, Registered co-operative society can also apply for other categories provided each member of registered society individually belongs to same category and fulfils the eligibility criteria for such category for which the dealership has been advertised.

4. Are you or any of your following close relatives is dealer or LOI holder of any MS-HSD / SKO-LDO dealership or LPG distributorship of any oil company ?

(a) For individual (including partnership) :

- (i) In case of married applicant : (i) spouse (ii) unmarried son(s)/unmarried daughter(s) : **YES/NO**
 (ii) In case of unmarried applicant (i) father/mother (ii) unmarried brother(s)/unmarried sister(s) : **YES/NO**

(b) For non Individual entity : Are you meeting multiple dealership norm : **YES / NO** (Refer condition of advertisement and appendix A1.)

5. Gross Income during last financial year: _____ (attach Proof and Please refer comments under para 7 of advertisement)

6. Present Occupation: _____

7. In case you are an Income Tax Assese, Please furnish PAN No. _____

8. Do you have business / selling experience? If yes give full details : _____ (attach supporting documentary evidence)

9. Do you have experience of supervision of personnel? If yes, give full details: _____ (attach supporting documentary evidence)

10.. Are you physically/mentally Fit? YES/NO
 (If NO, applicant is not eligible) "If empanelled, the candidate will have to produce a medical certificate issued by a Govt. Doctor holding a Gazetted rank."

11. Please attach a separate sheet giving your detailed plans to run the dealership.

12. Land Details :

(a) Do you have a suitable site readily available at the location where the dealership has been advertised? **Yes/No**

If Yes, Village _____ Block _____ Tehsil _____ District _____
 State _____ Survey No. _____
 Hissa No. _____ Name of the Road _____
 MDR/ODR/Other Road _____ Nearest Km
 Stones: _____ Total Land area: (Acre/sq.m) _____ (Please attach site map giving dimensions in frontage and depth of the offered plot and also showing adjoining plots of the land)

(b) Near by land marks :

- (i) Distance from tube well if any ____ mtrs
- (ii) Distance from nearest Distribution Point / Transformer-----mtrs.
- (iii) Distance from nearest Kilometer Stone ____ mtrs on the road from ____ to (if any)
- (iv)) Is there any underground pipeline / canal / drainage / tunnel passing through the site Yes / No

(c) Ownership is by the applicant / multiple ownership (strike out whichever is not applicable) _____

(d) Where applicant is not the land owner – notarized affidavit by all owners or co-owners to be enclosed (Refer para 14 of brochure for details)

(e) The applicant should furnish at least one of the following document (in support of ownership) which should have been issued/ revalidated on or after date of advertisement:

- (i) Khasra / Khatuni or any equivalent revenue document or Certificate from revenue official confirming the status of ownership of the land, **Or**
- (ii) Registered sale deed / Registered lease deed or any other type of ownership transfer deed / document in favour of applicant.

(f) Are you willing to transfer the land/long lease to IOC ? YES/NO

If YES, at what rate/terms _____

Note :

(i) Land document will be sent to District Magistrate / District Collector for verification of title for ownership of land before considering land for evaluation.

(ii) In cases where offered land is allotted by Government / Semi-Government / Autonomous bodies like DDA, NOIDA, HUDA etc, copy of (a) the possession certificate along with (b) the lease agreement or allotment letter to be enclosed .

The land should not be on National/ State Highway.

The minimum plot size for development of KSK should be 20 mts (frontage) x 20 mts (depth) excluding PWD land as stipulated by the State Government.

SOs to check if State stipulates area higher than minimum plot size of 20m X20 m in line with KSK policy and insert the size in the brochure accordingly.

13. Give details of source of funds: (to be provided by all applicants)
 The details to cover free & unencumbered Bank accounts / Govt. Securities / Fixed Deposits, bankers / financial institution certificate for credit worthiness (in the enclosed **Appendix A2**) / loans, NSC, Bonds, Shares of Public Limited Companies (with valuation report) etc., details of other assets (with valuation report) like immovable property (land, building etc.) / movable properties like vehicles etc., any other sources of Income like from interest, rent, business etc. (please attach documentary proof in all cases) .The details under ‘ Finance ‘ may be provided in the following format .(Attach **separate sheet as required**)

| Type of Fund* | Details of A/c No. etc | Name of the holder | Relationship with applicant | Amount (Rs.) |
|---------------|------------------------|--------------------|-----------------------------|--------------|
| | | | | |

* Amount given in FDs, Bank Accounts/ and other financial documents as proof for financial capability should be valid as on date of application.

In cases where finance (savings, current, FD, NSC etc), income, assets are not exclusively owned by the applicant and are under joint account or ownership of the candidate with his relatives within the

definition of “family”, the same can be considered for evaluation subject to consent of the family member/s on notarized affidavit.

NOTE :

(i) For the purpose of awarding marks under the parameter “Capability to arrange land” and “Capability to arrange finance”, the ownership capability will include that of self, and members of family unit as defined in clause 2 (e) under multiple dealership norm (relationship clauses) subject to a consent letter on appropriate stamp paper or an affidavit from the concerned relative.

(ii) Candidates applying for locations reserved for SC and ST need not provide details under para 12 and 13.

14. Have you ever been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op Society, Co-op Society and all other Non Individual entities)
Please state Yes or No. _____

15. Demand Draft / Pay Order No. _____ dated _____ for Rs. _____ drawn on _____ (state Bank's name) in favour of Indian Oil Corporation Limited payable at _____ is enclosed.

NOTE: Affidavits to be enclosed in original. In respect of all other certificates / documents, duly self attested (duly signed by the applicant on each page) photocopy need be attached along with the application. However, originals of all these documents will have to be brought at the time of interview, if called for interview.

16. Any other information:

17. UNDERTAKING

I am fully aware that M/s. Indian Oil Corporation Ltd. under its policy will not appoint me as their dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to IOC before issuance of Letter of Appointment for the dealership. That, if selected, I undertake that I will be required to deposit an interest free security deposit as per the policy of IOC.

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

Place:

Signature:

Date:

(Name in block letters)

APPENDIX A

(to be submitted by individuals and partners of partnerships)
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE -
AS APPLICABLE IN XXXXXXX STATE)

AFFIDAVIT

I

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

1. That I am an Indian National
2. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO/LDO dealership or LPG distributorship of any Oil Company.

OR

That I am married. That neither I nor my spouse, unmarried son(s)/unmarried daughters(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

3. * That I am a unmarried women above 40 years of age without earning parents
4. * That I am a widow and not re-married
(* delete these if not applicable)
5. That I have never been convicted for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle of India)
6. I hereby, confirm that I was never a signatory to a dealership / distributorship agreement of any Oil company, which was terminated for proven adulteration / malpractices.
7. * That against item No. 13 of my application form details of various sources of funds required for setting up and operation of the dealership has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim / damage whatsoever against the Oil company.
8. That presently I am not having any contract with any oil marketing company as Service Provider / Job Contractor / Labour Contractor for any COCO RO.

OR

That, presently I am having a Contract with an oil marketing company as Service Provider / Job Contractor / Labour Contractor for one COCO RO (Name of COCO Location _____, Dist. _____, State _____, Oil Company name _____). I also know that, if I am selected as a dealer, I will have to terminate this contract before issuance of **Letter of Appointment**.

9. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information / declaration given by me in my application or in any document submitted by me in support of application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. 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 Indian Oil Corporation Limited for such withdrawal / termination.

Solemnly affirmed and declared before me

This _____ day of _____

Signature & Seal of
Magistrate/Judge/Notary Public

Signature of person making affidavit
(Name in Block letters)

APPENDIX 'A1'

(To be submitted by Non Individual Entities like Registered Co-operative Societies, Organized Bodies, Fleet Operators, Charitable Trusts and Corporate Houses)

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE AS APPLICABLE IN XXXXXXXX STATE)

(AFFIDAVIT)

In the matter of Kisan Seva Kendra(KSK) Dealership of M/s. Indian Oil Corporation Ltd., at _____ (Location) whereas _____ M/s. _____ (Name of the entity) _____ (Address) has applied for KSK dealership of M/s. Indian Oil Corporation Ltd., at _____ (Location).

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

1. That _____ through a resolution passed by M/s. _____, I have been authorized to apply for the said KSK dealership. A copy of the resolution / authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s. _____ is duly registered with a competent authority and a photocopy of the registration certificate is enclosed herewith-forming part and parcel of this affidavit.
3. That the said entity M/s. _____ is a profit making body during last 3 Financial years. (@)
4. That on behalf of _____, I undertake that I will observe all the relevant guidelines with regard to award / operation of the said KSK dealership issued by the Indian Oil Corporation Limited / Government of India or any other statutory body from time to time.
5. That M/s. _____ is a Registered Co-operative Society Registered under Societies Registration Act 1860 and that all its members belong to the reserved category for which the location has been advertised including for women category. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit (@) (Applicable for co-operative societies / consumer societies applying under reserved categories).
6. That M/s. _____ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@) / is a Company registered under Companies Act 1956 (@) / is a _____ (@) (specify the type of entity) registered under _____ (specify the authority) and that the same does not have any criminal records nor does it have any criminal charges framed against it by a court of law involving moral turpitude and/or economic offences. Moreover, none of the members of its Governing Body (@)/ Managing Body (@) / Any such other Body _____ (please specify) (@) / Directors (@) have been convicted and / or charges have been framed against them by a Court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle).

7. That M/s. _____ is a Registered Co-operative Society Registered under Societies Registration Act 1860 (@) / is a Company registered under Companies Act 1956 (@) / is a _____ (@) (Specify the type of entity) registered under _____ (specify the authority) and that neither this entity itself nor any of the members of its Governing Body (@) / Managing Body (@) / Any such other Body _____ (@) (Please specify) / Directors (@) was ever signatory to a dealership / distributorship of any oil company which was terminated for proven adulteration / malpractices.
8. That M/s. _____ is a Registered Co-operative Society Registered under Societies Registration Act 1860 (@) / is a Company registered under companies Act 1956 (@) / is a _____ (@) (specify the type of entity) registered under _____ (specify the authority) and that neither this entity itself nor any member of its Governing Body (@) / Managing Body (@) / Any such other Body _____ (please specify) (@) / Directors (@) or his/her family members (family unit as defined in the case of multiple dealership norms for individuals) is having Retail Outlet / SKO-LDO dealership / LPG distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership / LPG Distributorship of any Oil Company.
9. That M/s. _____ is a Company registered under Companies Act 1956 and that neither the holding company nor any of its Subsidiary company is having dealership / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company. In addition, no other Company or Firm is having dealerships/ distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company where shareholders (put together) of the applicant company do have controlling stake (i.e. 51% or more)
10. That presently the said entity M/s. _____ is not having any contract with any oil marketing company as Service Provider / Job Contractor / Labour Contractor for any COCO RO
OR
 That the said entity M/s. _____ is having a contract with an oil marketing company as Service Provider / Job Contractor / Labour Contractor for one COCO RO (Name of COCO Location _____, Dist. _____, State _____, Oil Company name _____). It is also know that, if the said entity M/s. _____ is selected as a dealer, It will have to terminate this contract before issuance of **Letter of Appointment.**
11. *That against item No. 13 of my application form details of various sources of funds required for setting up and operation of the dealership has been furnished, I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim / damage whatsoever against Indian Oil Corporation Ltd.
12. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information / declaration given by me in my application or in any document submitted by me in support of my application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd would be within its rights to withdraw the letter of intent / terminate the dealership

13. (if already appointed) and that I would have no claim, whatsoever, against Indian Oil Corporation Ltd. for such withdrawal / termination

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary Public

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

APPENDIX 'A2'

(Credit worthiness certificate from the Bankers, from a Schedule bank / Financial institution be obtained in their Letter Head in the following format and enclosed with the application)

To whomsoever it may concern

Sri / Ms / M/s. _____ is a customer of this bank for the last _____ years and he/she/they is / are enjoying the following facilities from our bank / institution:

- a.
- b.
- c.
- d.

During the above period, the dealings of Sri / Ms. / M/s. _____ with the bank and his / her / their conduct has been satisfactory. In case, a RO dealership is allotted to him / her / them, we will be willing to extend a loan of Rs. _____ (in words)

Signature
Name and Designation
Office Seal
Date :

APPENDIX – A3

(To be obtained from the prospective customers and to be submitted by the applicant along with the application).

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

**AS APPLICABLE IN XXXXXXXX STATE- (to be specific with advertisement)
AFFIDAVIT**

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

1. _____ (Name of applicant), son / daughter of _____, resident of _____ (address) has applied for KSK Retail Outlet dealership at _____ (location) of Indian Oil Corporation Ltd.
2. I am having approx. consumption of _____ kl per month of _____ (name of product) required for _____ (purpose)
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking my supplies through him to the extent of _____ kl per month subject to the commercial terms and conditions agreed mutually.
4. I hereby confirm that this type of commitment has not been given to any other candidate applied for the above location.

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary Public

Signature of person making affidavit
(Name in block letters)

APPENDIX – B

CERTIFICATE FOR PHYSICALLY HANDICAPPED CANDIDATE

Certified that I, Dr. _____ Registration No. _____ have, this _____ day of _____ examined the candidate whose particulars are given below:

1. Name :
2. Identification Marks :
3. Sex :
4. Father's/Husband's Name :
5. Approximate Age :
6. (A) Orthopedically Handicapped
 - (i) Nature of disability (tick the relevant from the following): Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
 - (ii) Extent of disability
 - (iii) Estimate percentages
 - (iv) Use of appliance (if any)
 - (v) Any operation done or indicated
- (B) Handicapped by way of "being blind"
- (C) Handicapped by way of "being dumb"
- (D) Handicapped by way of "being deaf"

7. Any other particulars to clarify: The nature and extent of disability that the surgeon might like to point out.

Place:

Signature of Orthopaedic Surgeon
/Eye Surgeon/ENT Surgeon

(Seal)
Counter – signed by Civil Surgeon /
Chief Medical Officer / Supt. Govt. Hospital

Designation
Date:

APPENDIX- 'C'

RESIDENCE CERTIFICATE

Ref No: _____

Date: _____.

This is to certify that Shri/Smt/Kum _____ son/wife/daughter of _____
_____ is a resident of _____ (village/town) in
District _____ State _____

(_____)

Signature of
Competent authority

(as specified in the
advertisement)

(seal of the office of the competent
authority)

APPENDIX – ‘D’ COVER NOTE OF APPLICATION

Name of Location / Block/Tehsil/District:

Name of Applicant:

CHECK LIST OF DOCUMENT TO BE SUBMITTED

| S.N. | Document Particulars | Page No. | | Submitted |
|------|---|----------|----|--------------|
| | | From | To | Yes / No/ NA |
| 1 | Complete Filled Application Format with signature and photograph (with signature on photograph) | | | |
| 2 | For locations under reserved category - Attested Copy of Category Certificate from competent authority as per advertisement | | | |
| 3 | Affidavit in Appendix 'A' of advertisement (for individuals) / Appendix 'A1' for Non individuals | | | |
| 4 | Attested copy of Certificate regarding Age | | | |
| 5 | Attested copy of Certificate regarding Educational Qualification | | | |
| 6 | Attested copy of Death Certificate of husband and affidavit stating no remarriage for widow applicant as per Appendix A | | | |
| 7 | Attested copy of PAN No. | | | |
| 8 | Attested copy of Proof / Certificate regarding Business / Selling Experience | | | |
| 9 | Attested copy of Proof / Certificate regarding Experience of Supervision of Personnel | | | |
| 10 | Detailed Business Plan for RO dealership | | | |
| 11 | (a) In case of Partnership firm - Proposed partnership deed | | | |
| | (b) In case of Partnership firm - Whether application of all partner(s) is attached together | ***** | | |
| 12 | (a) For Non-Individual entity - Authority letter / resolution specifying name of authorised person | | | |
| | (b) For Non-Individual entity -Attested copy of Registration certificate of the entity from competent authority | | | |
| | (c) For Non-Individual entity - Attested copies of audited profit and loss account statement for the preceding 3 financial years | | | |
| 13 | Affidavit regarding tapping sales from prospective customer as per Appendix A3 of advertisement. | | | |
| 14 | PH category certificate as per Appendix B of advertisement | | | |
| 15 | Application Fee demand draft in favour of "Indian Oil Corporation Ltd." payable at specified location | | | |
| 16 | Offered Land documents - Khasra / Khatauni or any equivalent document from revenue officials / Registered sale deed / Registered lease deed / ownership transfer deed issued/ revalidated on or after date of advertisement | | | |
| 17 | Where applicant is not the land owner - Notarized affidavit by all owners or co-owners to be enclosed – (Refer para 14 of brochure for details) | | | |
| 18 | Sketch of the land showing adjoining plot of land | | | |
| 19 | Attested document/ affidavit regarding capability to provide finance - | | | |
| | (a) Valuation report from Govt. approved valuer of owned property | | | |
| | (b) Fixed deposit/saving/etc | | | |
| | (c) Attested copy of Documentary Proof for Gross Income during last financial year. | | | |
| | (d) Credit worthiness Certificate - Appendix 'A2' of advertisement | | | |
| | (e) The finance owned by the family unit - applicant providing a consent letter from the concerned member from the 'family unit' on notarised affidavit | | | |
| 20 | Copy of marriage certificate or an affidavit in support of name change after marriage | | | |

| | | | | |
|----|--|--|--|--|
| 21 | Copy of Residence Certificate as per Appendix "C". | | | |
| 22 | Any other document | | | |
| | Total no. of pages attached | | | |

Date: _____

Signature of applicant
