



Selection Guidelines for Service Provider only for Retail Outlet(Petrol, Diesel & CNG Station & Other Amenities)



Guidelines for Selection of Service Provider

Guidelines for selection of Service Provider for Retail Outlet (Petrol, Diesel,CNG and other amenities)

‘Company’: Wherever mentioned will refer to Maharashtra Rajya Sahakari DudhMahasangh Maryadit,Mumbai (Mahanand Dairy) in this document.

1. Categories of Candidates for Selection

1.1 Through Advertisement:

An advertisement will be released in the newspaper inviting applications for appointment of service provider for Retail Outlet (Petrol, Diesel, CNG and other amenities). For this purpose, a capsule advertisement will be released in newspapers giving 14 days’ time to the applicants to submit their applications.

2. Eligibility Criteria:

| | |
|-------------------------------------|---|
| a. Age | Indian National with Minimum Age 21 yrs and Maximum Age 60 yrs. |
| b. Educational Qualification | Candidate should be Minimum 12 th Pass. |
| c. Finance | Assessment of Liquid assets for Rs.50 lacs. Also, the selected candidate will be required to furnish refundable security deposite of amount 1.00 cr |

- Applicant should meet all eligibility criteria as on the date of application.
- Proof of age should be supported by copy of 10th standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for Age / Voter Identity Card issued by Election Commission.

3. Disqualification: Following will not be eligible to apply:-

- 3.1. **Any Individual holding** (including “family unit” member as defined in the **Note** below) RO / SKO / LPG dealership/distributorship or LOI for RO / SKO / LPG dealership/distributorship of any Oil Company (PSU as well as private oil company).
- 3.2. COCO service provider of any Oil Company– PSU as well as private oil company - (by any name like Labour Contractor / Job Contractor etc.). However, existing Service Provider /Job Contractor / Labour Contractor will be eligible to apply for the contract of Service Provider for the COCO already under contract with him/her.
- 3.3. Person Convicted by a Court of Law for any criminal offence involving moral turpitude and / or economic offences.
- 3.4. Signatories of dealership / distributorship agreements of any Oil Company terminated on account of adulteration / malpractice.

Note: The definition of family unit:

In case of **married person/applicant** the “family unit” will consist of self, spouse and unmarried son(s) / unmarried daughter(s) and in case of **unmarried person/ applicant** the “family unit” will consist of self, father, mother, unmarried brother(s) and unmarried sister(s).

4. Nature of Contract:

Selection of service provider for retail outlet (petrol, diesel, cng station and any other future amenities) as guided by the company and handle its day-to-day operations.

5. Selection Criteria

5.1. The evaluation of applicants for Service Provider will be made on following parameters:

| Parameter | Weightage |
|--|------------|
| i. Entrepreneurial Capability | |
| a) Managerial experience (at least 36 months.) | 30 |
| b) Educational Qualification | 25 |
| ii. Financial capability | 25 |
| iii. Personal Interview | 20 |
| Total | 100 |

Minimum 50% marks will be required for eligibility and selection.

5.2. Guidelines for Evaluation:

5.2.1 Entrepreneurial Capability: Assessment of Managerial Experience– 30 marks:

| S. No. | Sector | Maximum marks |
|--------|--|---------------|
| (i) | Managerial Experience: Having Managerial experience of atleast 36 months. Full Marks | 30 |

➤ Documentary proof proving above experience (salary slips of entire duration or experience letter or any other document asked by the company) is compulsory to be shown as per satisfaction of the company.

- Note: In case candidate is part of a partnership firm, he/she

should also submit NOC from his/her partner for this application.

5.2.2 Entrepreneurial Capability: Educational Qualification

| S. No. | Sector | Maximum marks |
|--------|---|---------------|
| (ii) | Educational Qualification: <ul style="list-style-type: none">• For 12th pass & above – 25 marks | 25 |

5.2.3 Financial Capability:

| | Marks |
|-----------------------------|-----------|
| Financial Capability | 25 |

- The candidate should show a liquidity of at least 50 lakhs for attaining full marks (25).
- Evaluation under head “*Financial Capability*” will be based on **following assets:**

5.2.3.1 Liquid Assets:

The funds can be in the following forms:-

- Funds in savings accounts, Deposits with any Bank /Registered Companies / Postal Schemes: Copy of Passbook / account statement / deposit receipts to be provided.
- **National Savings Certificates:** Redemption value - Valuation certificates along with copy of certificates to be provided.

- **Bonds: Redemption value:** Valuation Certificates along with copy of bonds to be provided.
- **Shares of listed Companies in Demat form:** Valuation certificates along with copy of Demat statement to be provided.
- **Mutual Funds:** Valuation certificates along with copy of mutual fund certificates or Demat statements to be provided.

All valuation certificates should be for the assets held as on date of application. The valuation certificate is to be obtained either from a Chartered Accountant or Depository Participant, as applicable.

Only 60% of the certified value (for Shares, Mutual funds & Bonds) will be considered for the purpose of evaluation.

The above details are to be given in the application form by the applicant supported by copies of relevant documents.

5.2.2.1 Other Notes for evaluation under head “financial capability”

- The funds mentioned in the application form should be available with the applicant **as on the date of application** which should be mandatorily filled by all applicants.
- Balance in current account will not be considered.
- Cash, jewelry and any other assets where ownership cannot be established and traced will not be considered for award of marks.
- Note: In case candidate is part of a partnership firm, he/she should also submit NOC from his/her partner for this application.

5.2.4 Personal Interview:

| | Marks |
|--------------------|--------------|
| Personal Interview | 20 |

Evaluation under this head will be made based on leading questions during interview to assess the candidate’s knowledge/ skills on following parameters:

| No. | Parameter | Max Marks |
|-----|--|-----------|
| i. | Business environment (Labour Laws, ESIC, EPF, Shops & Establishment Act, Factories Act, Contract Labour (R&A) Act, Local Laws such as Trade / Municipal Laws, Safety and Environment and other statutory rules etc.) | 10 |
| ii. | Work experience, communication skill, present ability, level of education etc. | 5 |
| iii | On customer service | 5 |

6 Selection Procedure:

6.1 Thru advertisement:

A capsule advertisement will be released in newspapers inviting applications for appointment of Service Provider for running the petrol pump and CNG station together with any future amenities.

The details of Company's office where this information is available will also be a part of the detail advertisement and copy of the detailed advertisement will also be displayed at Company's concerned office.

7. Process of interview & declaration of result:

- (i) All eligible applicants will be called for interview. The candidates need to come with all original documents.
- (ii) A written communication (thru registered letter / speed post) will be sent to all the eligible candidates to report for interview for selection at a specified place on specified date and time giving 7 days' time from the date of the letter
- (iii) Interview will be held by a committee formed by the Company. The result of the selection after interview would be displayed on the notice board of the venue and at Company office along with detailed marks. The candidates shall be evaluated and awarded marks on the criteria given in this document. The candidates

securing the most marks in total (as per criteria mentioned in this document), will be selected as the service provider by the company.

7.1 Empanelment in case of tie:

- a) In case of tie, a candidate getting higher marks in following two parameters, put together, will get preference over other/s.

| S. No. | Parameter |
|---------------|-------------------------------|
| 1 | Capability to provide finance |
| 2 | Personal interview |

8. Cut-off date for receipt of Applications:

The advertisement would specify the last date and time on or before which the application should reach the designated office.

Applications received after the specified closing date and time for any reason including postal delay will not be considered and no correspondence shall be entertained in such cases whatsoever.

9. Submission of application:

Application should be made on plain paper preferably typed or neatly hand written as per the prescribed format – Appendix I.

Filled in application form should be submitted at company office in a sealed envelope with following heading superscripted on the envelope as under:

“Application for Contract of Service Provider for Retail Outlet at Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai site on Western Expressway, Mumbai “

The applicants are required to fill in Check list as per **Appendix -III** and attach the same on top of the application form.

Applicant should number all pages of the application including affidavits attached therewith and sign on each page. All affidavits have to be submitted in original along with the application.

Only those documents that are sought in the Application format should be submitted along with the application

No alteration / addition / deletion in the application form will be permitted except affixing of photograph and putting signature on the application form.

10. Letter of Intent:

LOI would be issued within 30 days of declaration of selection / results. In case selected candidate is unable to fulfill terms & conditions of LOI, then LOI will be withdrawn.

11. Letter of Appointment:

A candidate who has been given the ‘Letter of Intent’ (LOI) would be required to fulfill the terms and conditions as contained therein.

On compliance of LOI conditions, contract / agreement for Service Provider would be executed and Letter of Appointment (LOA) would be issued.

An indemnity bond / undertaking will also be required to be submitted by the Service Provider select.

12. Security Deposit :

The selected Service provider will have to deposit the security amount of Rs. 1.00 crore (Rs. One crore only) within 30 days. This security deposit will be refunded, without any interest, after the successful completion of the tenure of the contract.

13. False Information:

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to have been suppressed / misrepresented / incorrect or false, then the application is liable to be rejected without assigning any reason and in case the applicant has been appointed as a

Contractor, the contract for running the petrol pump and other amenities is liable to be terminated. In such cases, the candidate selected shall have no claim whatsoever against the company.

14. Affidavit:

The applicant should submit an affidavit in the standard format confirming facts as per **Appendix – II** along with application.

Note:

- All affidavits should be submitted in original on stamp paper of appropriate value as applicable in the concerned State.
- All Stamp papers should be purchased in the name of the candidate.
- All affidavits should be made after the date of advertisement.

15. Tender fee/EMD and BOQ

- Tender form fees Rs. 20,000/- + 18% GST Rs. 3600/-, total Rs. 23600/- should be paid by cash / demand draft in favor of MRSDMM before the last date. Tender form fees is non refundable.
- The Earnest Money Deposit of Rs. 2,00,000/- should be paid by demand draft in favor of MRSDMM before the last date. EMD is refundable without interest after the successful completion of the tender process, on demand of the tenderer. The EMD and tender form fees will not be waived off for any reason whatsoever and the tenders without EMD and tender form fees will be rejected summarily.

The offer should include the contact information, profile, financial position (ITRs, balance sheets, profit and loss accounts etc.) in envelope marked as "Offer for Tender for service provider of Fuel station", tenderer's name, address and contact no., and contact email ID.

One applicant can submit only one application. In case more than one application is received from an applicant, all such applications will be clubbed and only one eligible application would finally be considered. The non-refundable Application fee submitted by the applicant along with all other applications will be forfeited.

However in any circumstances if the commission per litre of fuel paid by BPCL is reduced, in such case MRSDMM will be at the liberty to reduce the service charges of the service provider proportionately.

16. Clarification:

Anyone seeking any clarification on guidelines given in this document may contact the company's office.

17. Agreement:

The selected candidate will have to execute a standard agreement with the company and will be required to abide by the terms and conditions thereof.

- The agreement with the selected candidate will be for a period of 11 years .

18. General Terms and Conditions For Operation Of fuel station by service provider:

- The service provider will ensure observance of all given instructions by Bharat Petroleum Corporation Ltd (BPCL) and Mahanand Dairy from time to time with regard to Quantity and Quality Control, day to day operations, safety etc.
- The selected candidate and he/she will also be will beresponsible for proper and safe upkeep, cleanliness and house-keeping of the outlet.
- The service provider shall give an **undertaking** to the effect that no claim on the dealership will be made in future, in view of having awarded this contract for service provider of the retail outlet. This arrangement shall not confer the service provider any right to claim permanent dealership or permanentService Provider for the aforesaid retail outlet at any time nor for any other rights in respect of any other

job contract.

- The service provider shall execute an **Agreement** as stipulated by the Company. He shall abide by, observe and fulfill all the obligations as imposed under the service provider's agreement.
- The service provider will be granted a mere leave and permission to enter upon the site only for the purpose of supporting the business at the retail outlet in the name of the Company and BPCL.
- The premises of the retail outlet shall be deemed to be in the possession of the Mahanand Dairy and BPCL and one or more representatives of the Company shall always have the right to enter the premises of the outlet.
- Mahanand Dairy is the final authority on any aspect of selection of candidates for service provider for petrol pump/cng station or any future amenities. The decision of the company shall be final and binding on all the candidates.
- That, initially service provider will have to sign Agreement / Contract for the period of 11 years from the date of appointment. Thereafter, the Contract may be renewed for further period of 5 years, solely at the desecration of the Company. The service contract generally shall not be transferable. However, in the event of death of the service provider his/her family member who complies with the terms and conditions mentioned herein may be allowed to continue the service contract for the balance period of contract or may be eligible for extension of contract. It is categorically made clear that, transfer of contract to the legal heirs of the service provider shall be at the desecration of the Company.
- In the event if the service provider commits any default in providing the above mentioned services, the Company shall be at liberty to terminate the appointment of service provider by giving 1 month notice. Without prejudice to this, Company and the service provider shall be at liberty to terminate the contract by giving 1 month notice in writing to the other side.
- In the event for whatsoever reasons, if BPCL terminate the distributorship of the Company in respect of petrol pump at Goregaon, the contract with the service provider shall automatically come to an end.
- It is made very clear that, this contract is limited to the extent of providing man power and other services related with the petrol pump at Goregaon under no circumstances, the service provider shall claim any right, title and interest in the matter of petrol pump.

- That, the stamp duty and registration charges in the matter of Agreement / contract with the service provider shall be borne by the service provider.
- The offers received will be shortlisted on the basis of experience, financial capability and statutory documents, as mentioned further.
- The commercial offer shall not be the only criteria for the selection of the Service Provider. MRSDMM reserves the right to safeguard the interest of its own and may negotiate with any party and may select the Service provider of its own choice.
- MRSDMM reserves the right to select or reject any candidate without giving any reason thereof.
- Any grievance of a Bidder pertaining to the procurement process shall be referred to the Appellate Authority.
Appellate Authority will be Managing Director , Maharashtra Rajya Sahkari Dudh Mahasangh Maryadit, Mumbai and his decision will be final and binding on both the parties.
- The selected Service provider shall extend the required help to BPCL in obtaining the permissions and licenses for the fuel station and also setting up the fuel pump.
- The selected Service provider shall extend the required help to MRSDMM in entering into agreements with BPCL.
- The Service provider shall be responsible for the operation of the fuel station as required by MRSDMM, BPCL and all other statutory authorities.
- The expected quantity of the sale of the fuel is as follows :
We are expecting sales of 400 KL MS and 350 KL HSD and 200 MT of CNG per month.
- The Service provider shall take over the pump, installed by BPCL at site after checking and inspecting all the civil and machinery required for the pump.
- The Service provider shall report any error or shortcoming in the installation of the pump in any manner, to MRSDMM and BPCL in writing and get it rectified to the satisfaction of his own and MRSDMM and BPCL.

- We are providing 7 MPDs of MS & HSD and 2 MPDs of CNG for dispensing MS, HSD and CNG. Request you to plan at least sufficient manpower for the operation of these MPDs for smooth running of RO.
- Manpower includes Driveway Sales Men, Women, Forecourt Supervisors, Team leaders, Cashiers and Manager, air boys, Housekeeper etc.)
- The Service provider shall raise the indent of fuels to BPCL as per the procedure well in advance to keep the minimum stock.
- The Service provider shall deposit the amount equal to the purchase price of the fuels to the MRSDMM and transfer this amount to BPCL as per the procedure.
- The Service provider shall arrange for the transportation of fuels if any from BPCL to MRSDMM on his cost and risk.
- The Service provider shall make all the arrangements for loading / unloading the fuel at each and every place.
- The Service provider shall be responsible for all the losses like evaporation loss, handling loss, theft, damages etc. and shall make good in time.
- All the transactions and communication with BPCL shall be made in the name of MRSDMM. The detailed procedure and system for this shall be framed by the operator.
- The revenue from sale of fuel shall be deposited in the accounts of MRSDMM daily, or as decided from time to time.
- The fuel station is not being outsourced, so all operations shall be carried out under the supervision of MRSDMM. The Service provider shall follow the instructions given by MRSDMM from time to time.
- The employees of the pump Service provider cannot claim the permanent recruitment on the payroll of MRSDMM. In case of the disputes, the Service provider shall take care of the cases on their own cost and keep MRSDMM indemnified from all such cases.
- The Service provider or his employees cannot claim any parcel of land, agency or activities of MRSDMM.
- The Service Provider shall raise the bills for his scope of work, monthly to the MRSDMM as per the prevailing law.
- Any policy change by Ministry of Petroleum and natural Gas, BPCL will be binding to Service Provider.
- The terms and conditions which are not specifically mentioned over here will be framed as and when required. Also, the scope of work may be altered as per the situation.

19. Scope of Services :-

1. The service provider at his cost employ /engage sufficient number of employees on managing services at the Goregaon Petrol Pump. However, the minimum number of employees including supervisory staff and managerial staff shall not be less than requirement of the Company. The Company shall inform the service provider from time to time about the requirement of the employees/ workers/ others. The requirement shall be provided 15 days before at the end of 16th day, the service provider shall be under obligation to provide requirement services of the employee/staff. The service provider shall have to insure that, all services related to the petrol pump and its operations shall be as per the instructions given by the Company and/or by the inspecting staff of Bharat Petroleum Corporation. Under any circumstances, lapses in providing services, operating day to day activities of the petrol pump, services to the consumer shall not be tolerated, in the event of such lapses. Contract with the services provider may be cancelled by 1 month notice.
2. Salary, wages paid to the employees and staff engaged by the service provider shall always be in accordance with State Minimum Wages Act. The service provider shall also follow all provision under the various Labour Laws such as Employees Provident Fund Act, Gratuity Act, Payment of Wages Act etc. All the Employees engaged by the Service provider shall be at the entire cost and risk of the service provider. The service provider shall indemnify the Company against any financial losses due to non observance of any Act and Rule there under applicable to the service provider.
3. In the event service provider fails to provide satisfactory services at the petrol pump situated at Goregaon (East), the Company shall at the cost of the service provider make alternate arrangement for compensating lapses on the part of service provider shall be made by the Company. Any additional expenses incurred by the Company shall be recovered from the service provider from the security deposit or by using any other legal mode.
4. All employees will have to wear uniforms and identity cards, safety equipments as per the specification / designs made available by the Company from time to time. That, after every 30 days, the service provider shall give list of all the employees engaged by the him at the petrol pump, the list should disclose name, age, address and nature of work specifically allotted. All the employees engaged by service provider



should have police verified record.

5. The service provider shall have to maintain absolutely correct account in the matter of salary / wages paid to the employees. Details of petroleum products and other allied products supplied by BPCL or its subsidiaries, detail record pertaining to the sale of petroleum and other products sold from the Goregaon Petrol Pump. That, under any circumstances, no other products which are not approved and/or supplied by the BPCL or by the Company shall be sold at the petrol pump.
6. Timing of the Petrol Pump shall be informed by the Company from time to time. However, no staff / employee shall be permitted work beyond the prescribed limits of the relevant Laws.
7. The service provider shall have to maintain absolute cleanliness at the petrol pump and toilet blocks etc.
8. The service provider shall have to at his / her own cost give adequate and necessary training to its employees and staff.
9. The service provider shall have to make available all the records maintain by him/her to the various inspecting authorities including BPCL representatives, Company, Police and/or other Government Authorities.
10. The service provider shall make proper security arrangements so as to ensure safety at the petrol pump and provide CCTV cameras and its operations and maintenance without any interruption. CCTV footage should be made available to the Company and/or any other competent authority as and when demanded. The service provider shall have to maintain all fire fighting equipment in operative conditions. All fire fighting norms described by the concerned authorities including BPCL and Company should be scrupulously followed by the service provider.
11. That, it shall be the prime responsibility of the service provider to ensure that, no adulteration or wastage takes place in the matter of various petroleum products and/or other products sold at the petrol pump.

This agreement is subject to any directions /orders passed/issued by the government authorities as well as company. Except petrol pump related activity no other activity shall be allowed.

APPLICATION FORM
APPLICATION FOR ENGAGEMENT OF SERVICE
PROVIDER FOR PETROL PUMP, CNG STATION AND ANY
FUTURE AMENITIES

Passport Size
Photograph
with specimen
signature on
the photograph

Advertised on _____(Date) in _____ (Name of Newspaper) by
Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai

1. Applicant Details:

1.1 Name (in Block Letters): Mr./Mrs./Ms. _____

1.2 Address: _____

_____ PIN: _____ Telephone No.: _____ E-Mail Address:
_____ Mobile No: _____

2. Standard affidavit: Enclose affidavit as per Appendix - II

2.1 Date of Birth: _____(Proof to be attached)

2.2 Father's / Husband's Name: _____

2.3 Nationality: _____

2.4 Educational Qualifications: _____(Proof to be attached)

2.5 PAN No.: _____ (Proof to be attached)

2.6 It is confirmed that I am eligible to apply for service provider and meet

norms laid down by Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai as per its guidelines.

2.7 Entrepreneurial capability -

a) Managerial Experience:

No. of years: _____(Proof /supporting documents to be attached).

3. Finance Details:

3.1 Details of liquid Assets: Give details of source of funds:

| | | | | | | |
|---|--|----------------------------|------------------------|---|---------------------------------|--|
| Finance (Please read Clause no. 5.2.3 of Brochure before providing the information below) (Please attach copies of relevant supporting documents / certificates as applicable) | | | | | | |
| a. AMOUNT IN SAVINGS BANK ACCOUNT IN BANK/ POST OFFICE as on the date of application in the name of applicant. | | | | | | |
| S. N. | Name of Bank | S.B. A/c. No | Name of Account Holder | Amount in Rs. as on date of application | | |
| | | | | | | |
| | | | | | | |
| TOTAL AMOUNT (in Rs.) | | | | | | |
| TOTAL AMOUNT IN WORDS (in Rs.) | | | | | | |
| b. Free and un-encumbered Fixed Deposits in Banks, Post Office, Listed Companies / Government Organisation / Public Sector Undertaking of State and Central Government, Kisan Vikas Patra, NSC (Redemption value of the instruments as certified by Chartered Accountant will be considered. Certificate from Chartered Accountant to be attached.) | | | | | | |
| S. N. | Type of Financial instrument - FD / NSC /KVP, etc. | Reference Number with date | Name (s)of the holder | Initial investment Amount | Redemption Value(Amount in Rs.) | |
| | | | | | | |
| | | | | | | |
| TOTAL AMOUNT (in Rs.) | | | | | | |
| TOTAL AMOUNT IN WORDS (in Rs.) | | | | | | |

c. Free and un-encumbered Bonds, Shares of Listed Companies in demat form and Listed Mutual Funds (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered). For these Funds only 60% of the value as certified by the chartered accountant / Depository Participant to be given.

| S. N. | Type of Financial instrument - Bonds / Shares / MF | Reference Number with date | Name(s) of the holder | Initial investment Amount | Certified Value (Amount in Rs.) | 60% of the certified value |
|--------------------------------|--|----------------------------|-----------------------|---------------------------|---------------------------------|----------------------------|
| | | | | | | |
| TOTAL AMOUNT (in Rs.) | | | | | | |
| TOTAL AMOUNT IN WORDS (in Rs.) | | | | | | |

| | |
|--|--|
| TOTAL AMOUNT (in Rs.) (a+b+c) | |
| TOTAL AMOUNT IN WORDS (in Rs.) (a+b+c) | |

Note: The funds mentioned above should be available with the applicant as on the date of application.

3.2 The selected Service Provider will have to register himself with EPF and ESIC within a specified period before commencement of contract.

4 Application Fee:

A) Tender Fee

DEMAND DRAFT / PAY ORDER NO. _____ dated __/__/__ for Rs.23600/- drawn on _____ (state Bank's name) in favor of Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit payable at Mumbai is enclosed.

B) EMD

DEMAND DRAFT / PAY ORDER NO. _____ dated __/__/__ for Rs.2,00,000/- drawn on _____ (state Bank's name) in favor of Maharashtra RajyaSahakari Dudh Mahasangh Maryadit payable at Mumbai is enclosed.

5 Undertaking:

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

That, if selected, I undertake that I will furnish a security deposit of Rs.1.00 Crore as mentioned I understand that the subject contract is for providing services during the period of contract. As per terms of contract I will have no claim whatsoever on getting dealership for the subject location.

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 service provider.

Place: _____

Signature

Date: _____

(Name in block letters)

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

Encl : Total of ____no. of documents with this application.

Encl : Checklist for supporting documents /affidavits etc. as per **Appendix - III** is to be filled in and attached on top of application form.

Appendix - II

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

I, _____ on / 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 RO dealerships / SKO-LDO dealerships / LPG distributorships or hold Letter of Intent for RO dealerships / SKO-LDO dealerships / LPG distributorships of any Oil Company.

OR

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

3. That I am not a COCO Service provider of any Oil Company – PSU as well as private oil company – (by any name like Labour Contractor / Job Contractor etc.) However, existing Service Provider / Job Contractor / Labour Contractor will be eligible to apply for the contract of Service Provider for the COCO already under contract with him/her.
4. I have never been convicted by a Court of law for any criminal offence involving moral turpitude / economic offences.
5. That against item no. 3 of my application form details of various sources of funds required for providing service for the retail outlet been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of service provider ship, at any stage, can be withdrawn and that I will have no claim / damages whatsoever against MaharashtraRajya Sahakari Dudh Mahasangh Maryadit, Mumbai
6. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. If

any information/declaration given by me in my application or in any document submitted by me in support of application for the engagement of contract for service provider or in this affidavit shall be found to be untrue or incorrect or false, Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai would be within its rights to withdraw the offer letter / terminate the contract for service provider (if already appointed) and that I would have no claim, whatsoever, against Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai for such withdrawal / termination.

Signature of person making
affidavit(Name in block letters)

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate / Judge / Notary public

Appendix – III

COVER NOTE OF APPLICATION: CHECK LIST OF DOCUMENTS SUBMITTED

Name of Applicant: _____

| S.N. | Document Particulars | Page No. | | Submitted Yes / No / NA |
|------|---|----------|----|----------------------------|
| | | From | To | |
| 1. | Attested copy of Certificate regarding Age | | | |
| 2. | Attested copy of education qualification | | | |
| 3. | Complete Filled Application Format with signature and photograph (with signature on photograph) as per Appendix- I | | | |
| 4. | Affidavit as per Appendix-II | | | |
| 5. | Attested copy of PAN Card | | | |
| 6. | Attested document / affidavit regarding financial capability (liquid Assets) - | | | |
| | a. Fixed deposit/saving/etc | | | |
| | b. The finance / asset owned by the family unit - applicant providing a consent from the concerned member from the 'family unit' on notarised affidavit (Appendix-I) along with supporting documents to establish the capability. | | | |
| | c. Valuation certificates from chartered Accountant / Depository participant etc. | | | |
| 7. | Attested copy of Proof / Certificate regarding managerial experience (Salary slip, experience letter) | | | |
| 8. | Application Fee - Demand draft in favor of " Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit " payable at Mumbai | | | |
| 9. | Any other document | | | |
| | Total no. of pages attached | | | |

Date: _____

Signature of applicant

