



अवंतिका गैस लिमिटेड  
**AAVANTIKA GAS LIMITED**  
A Joint Venture Company of **GAIL & HPCL**

**POLICY FOR CNG OUTLETS  
& LNG STATIONS**

## 1. INTRODUCTION

- 1.1** AAVANTIKA GAS LIMITED (AGL) , A city gas distribution company incorporated in 7th June 2006, is authorized by Petroleum and Natural Gas Regulatory Board (PNGRB) of India, is currently executing City Gas Distribution Project by establishing PNG networks and CNG Retail Outlets in Indore, Ujjain, Pithampur and Gwalior Cities and is also setting up new CNG/LNG stations in its GAs for the development of its CNG & LNG business.
- 1.2** Over the years Natural Gas (NG) has emerged as a 'fuel of choice' across the world. Natural Gas has replaced traditional fossil fuels due to its environmentally friendly and economical characteristics. While Natural Gas is widely used as fuel for city energy needs worldwide, in India use of Natural Gas has hitherto been mainly restricted to power and fertilizer sectors on account of limited availability of Gas and lack of clarity on regulatory issues with regard to local distribution companies .
- 1.3** Considering the requirement of CNG infrastructure expansion and in order to achieve the assigned targets, Aavantika Gas Limited setting up CNG Stations on various models. For business expansion, huge CNG station infrastructure is being rolled out in different Geographical Areas (GAs) of Aavantika Gas Limited. Further, several developments are taking place in LNG/LCNG based Transportation Sector wherein CGD companies are developing LNG/LCNG stations in non-pipeline areas.
- 1.4** In view of the above, there is a need to re-align the existing policy to enable mechanism through which CNG/LCNG/LNG can be merchandised at a much faster pace in a fair & efficient manner to penetrate the market in minimum amount of time.

## 2. OPERATING METHODOLOGY:

- 2.1** This Policy envisages following CNG station models:

### 2.1.1 COMPANY OWNED- COMPANY OPERATED (COCO)

### 2.1.2 CNG OUTLET AT BULK CONSUMER'S PREMISES

#### 2.1.2.1 EXCLUSIVE USAGE MODEL

#### 2.1.2.2 SHARING MODEL

### 2.1.3 CNG OUTLET AT OMC's RETAIL OUTLET

### 2.1.4 COMPANY OWNED- DEALER OPERATED (CODO)

### 2.1.5 DEALER OWNED – DEALER OPERATED (DODO)

#### 2.1.5.1 CATEGORY-A

#### 2.1.5.2 CATEGORY-B

### 2.1.6 FULL DEALER OWNED – DEALER OPERATED (FULL DODO)

- 2.2** Detailed Scope Matrix for each of the model is at **Annex-I**.

- 2.3 Generic Guidelines for Preferred Model of CNG Station:** The policy outlines all the above stated models, however, mix of CNG stations in a particular GA at a particular time will be decided based upon the prevailing business requirement. In a new GA, CNG stations at OMC Retail Outlets may be preferred for market seeding, reaching the core customers, developing strategic presence, initial impetus and other models to be opted based upon the business requirements on time to time basis. However, efforts should be made for having maximum number of COCO, CODO, DODO & Full DODO so as to reduce dependency on OMC's ROs. Annual plan with the approval of Competent Authority for next Financial Year shall be developed by December month, detailing the number/types of CNG stations in each GA. The same will be based upon the

Master plan for development of CNG stations as per the approved detailed feasibility reports. Review of the Annual plan shall be done from time to time based upon the Master Plan, backlog from previous years and additional requirement from various statutory authorities, if any. Newer concepts like Mobile Re-fueling Units, Wet Lease, Service Contracts, Built-Own-Operate-Transfer Models may also be explored by the company based on business prudence basis.

**3. COMPANY OWNED- COMPANY OPERATED (COCO):**

- 3.1 Company to acquire the land on purchase / long term lease basis in accordance with “*Policy for Purchase/Acquisition/ Hiring / Leasing of Land, Commercial / Office spaces and Residential Property*” with lease period not less than 15 years in any case, however, efforts should be made for longer period.
- 3.2 Company to set up CNG station infrastructure in all respect.
- 3.3 Company to operate and maintain the CNG Station either through own manpower or outsourcing through suitable contracts.

**4. CNG OUTLET AT BULK CONSUMER’S PREMISES:**

- 4.1 Company to set up CNG station at the premises of Bulk Consumers (e.g. *State Road Transport Corporations / Plants or Townships having significant numbers of potential CNG consumers / Commercial Vehicle fleet operators etc.*) after land identification and agreement with such consumers on business prudence basis.
- 4.2 Land for setting up the CNG station to be provided by the Bulk consumer with or without lease considerations as per mutually agreed commercial terms and conditions.
- 4.3 CNG station infrastructure, including supply & installation of all equipment and daily operations to be done by Company.
- 4.4 CNG station to be set up and operated in any of the following model:

4.	<b>Exclusive Usage Model</b>	<ul style="list-style-type: none"> <li>a. Exclusive Usage of CNG facilities by Bulk Consumer.</li> <li>b. Commercial Terms &amp; Conditions including discount in Retail Selling Price etc. to be negotiated and decided through Committee.</li> </ul>
4.	<b>Sharing Model</b>	<ul style="list-style-type: none"> <li>a. CNG facilities for general public with dedicated filling facility for Bulk Consumer.</li> <li>b. Commercial Terms &amp; Conditions including discount, lease rent, purchase of proportionate land for general public use etc. to be negotiated and decided through Committee.</li> </ul>

**5. CNG OUTLET AT OMC’s RETAIL OUTLET:**

- 5.1 Company to set up CNG station at strategic locations where Government/Private OMCs (*such as IOCL, BPCL, HPCL, RIL, Nayara Energy, Shell, NRL, MRPL, Petronas etc.*) have their Retail Outlets.
- 5.2 CNG Agreement to be executed between Company and OMC on mutually agreed terms and conditions.
- 5.3 Trade Margin payable to OMCs in lieu of the provision of land and other investment would be as per the mutually agreed rates in line with the prevailing Industry practice.
- 5.4 Broad scope of work to be followed is at **Annex-I** and specific scope is provided in Industry prevalent CNG agreements. Any change in scope of work to be discussed mutually with respective OMC and same to be

incorporated in CNG agreements after approval from Competent Authority.

- 5.5** Number of CNG stations on this model shall be finalized based upon the Master Plan and Annual Plan developed and accordingly OMC Retail Outlets will be identified. Start of project work by Company in the selected Retail Outlet to be guided by the availability of Initial PESO approval, submission of soil test report and start of civil construction work by OMC within 6 months from the date of signing of CNG agreement for the selected outlet, failing which the selected Retail Outlet may not be considered by Company in that respective Financial Year.
- 5.6** Various audits including safety audits and technical audits will be conducted by the Company.
- 6. COMPANY OWNED - DEALER OPERATED (CODO):**
- 6.1** Company to acquire the land on purchase / long term lease basis in accordance with “*Policy for Purchase/Acquisition/ Hiring / Leasing of Land, Commercial / Office spaces and Residential Property*” with lease period not less than 15 years in any case, however, efforts should be made for longer period. Further, efforts to be made for developing CNG Station on COCO model in case land is purchased.
- 6.2** Company to set up CNG station infrastructure in all respect and appoint Land Owner as Dealer for Operation and Forecourt management of the CNG Station considering business prudence. Such dealer will be paid sum of:
- 6.2.1** Fixed Lease Rent of 50% negotiated lease rent as per lease agreement.
- 6.2.2** Variable Lease Rent of balance 50% negotiated lease rent on pro-rata basis linked to achievement of agreed sales target. An incentive for higher sales may also be considered by the company (e.g. 125% of Variable Lease Rent for >125% agreed sales target).
- 6.2.3** A fixed sum per month towards Station Management Charges (SMC) to be paid to the dealer. The SMC to be revised in line with WPI (Wholesale Price Index) every year on 1<sup>st</sup> April by Company.
- 6.3** Separate Dealership Agreement will be executed between Company and appointed dealer after submission of Payment Security deposit of Rs. 25.00 Lacs. The tenure of dealership will be for a period of minimum 15 years. Provisions related to Selection of CODO, Security Deposit, Adjustment of any dues, Security of Equipment, Termination of dealership for CODO model shall be dealt in the similar modus operandi as that of DODO model provided in **Annex-II**.
- 6.4** In case the land owner does not agree for lease of minimum 15 years, the committee may review the period for lease based on offer from the land owner as well as business prudence in that particular area/time horizon with the approval of CA.
- 6.5** Scope of activities is as per **Annex-I**. Various audits including safety audits and technical audits will be conducted by the Company.
- 7. DEALER OWNED – DEALER OPERATED (DODO):**
- 7.1** Land for setting up CNG station is arranged by the Dealer, either through own land or land taken on long term lease from third party for period of not less than 15 years.
- 7.2** The total investment for land, day to day operations and forecourt management to be done by the dealer except for CNG equipment which will be installed by Company.

- 7.3** Scope of activities is as per **Annex-I**. Various audits including safety audits and technical audits will be conducted by the Company.
- 7.4** Dealer will be selected as per the “Guidelines and Procedures for Selection of CNG Retail Outlet Dealership” (**Annex-II**).
- 7.5** A Dealer Agreement in this regard to be executed between Company and Dealer. In this regard, the Standard DODO Agreement is enclosed at **Annex-VIII**, however changes in the Standard Agreement may be done, if required, with the approval of Competent Authority as per AGL DOP.
- 7.6** Dealer Owned Dealer Operated (DODO) model has following variants –

**7.6.1 Category-A:**

- 7.6.1.1 Applicable only to the applicants offering land in their own name or held jointly with the family members, submitting No Objection Certificate /Power of Attorney from such joint land owners.
- 7.6.1.2 Land to be taken by the Company on registered lease for a minimum period of 15 years and the Company to pay a Fixed Nominal Lease Rent (Rs. 11,000/- per annum) from the date of registration of agreement, to facilitate lease agreement, however dealer’s expenses towards land is be deemed to have been covered in the Fixed Monthly Charges. Cost of registration of lease agreement to be borne equally by Company and Dealer.
- 7.6.1.3 Dealer to be paid Fixed Monthly Charges (FMC) in addition to payment of Dealership Commission (DC) on Rs./Kg basis for CNG sold from the station.
- 7.6.1.4 FMC to be paid to Dealer under DODO (Category-A) model, irrespective of the actual sale subject to default by dealer towards its obligations. In such scenario of default by Dealer, payment of FMC to be stopped from the ensuing month and actions will be initiated for termination of CNG dealership agreement after serving due notice.
- 7.6.1.5 Online Station under Category A DODO model may be considered by the Company in case the required length of steel pipeline (from the main pipeline network till the proposed retail outlet site) is approx. up to 1 KM to 1.5 KM and laying of such pipeline is found feasible.

**Category-B:**

- 7.6.1.6 Applicable for the applicants offering own land or land arranged on long term lease basis from third party landowner(s) for a minimum period of 15 years.
- 7.6.1.7 Applicant to offer land on Lease / Sub-Lease to the Company and in such case, suitable Legal Agreement will be signed among all the applicable parties with period of Lease / Sub- Lease equal to or less than the lease period. Company to pay a Fixed Nominal Lease / Sub-Lease Rent (Rs. 11,000/- per annum) to the Dealer. Cost of registration of lease agreement to be borne equally by Company and Dealer. No Objection Certificate shall be required from land owner for utilization of the land for setting up CNG facilities. If the land being offered is on Lease agreement with 3<sup>rd</sup> party, the lease agreement should have provision of sub-lease.
- 7.6.1.8 Dealer to be offered Dealership Commission on Rs./Kg basis for CNG sold from the station.
- 7.7** GA wise FMC & DC applicable in this model to be notified by Company on time to time basis as per Clause 11 of this policy and also at the time of inviting applications or seeking Expression of Interest for dealership.
- 7.8** Applicant has to select the model at the time of submission of application for dealership. Any request for

change of model not to be normally entertained subsequently. However, one time change of model may be considered with the approval of Competent Authority on case to case basis including that of existing Dealers of the Company on DODO model.

## **8. FULL DEALER OWNED – DEALER OPERATED (FULL DODO) CNG STATION:**

- 8.1 Dealer to provide land, construction, complete facilities incl. CNG Equipment such as Compressor, Dispensers, Cascades, SS Tubing and to perform their erection/installation, operation and associated services like Electrical and Mechanical works including maintenance etc. as per design and specifications given by Company/ applicable PESO/PNGRB/OISD guide lines and standards. All the equipment and their maintenance will have to be preferably procured from Company approved vendors.
- 8.2 Fixed facilities such as Sales Building, Driveway, Canopy Structures, Land and Boundary wall, amenities etc. as well as manpower for operation and Housekeeping of the outlet also to be provided by the Dealer. Station design, Canopy, Signage to be as per the specification of the Company.
- 8.3 In case of Daughter Booster Station (DBS), the transportation of compressed gas from Mother Station to the DBS will also be in the scope of the dealer including arrangement of Transportation & related equipment. Online Station may be considered by the Company in case the required length of steel pipeline (from the main pipeline network till the proposed retail outlet site) is up to 1 KM to 1.5 KM and laying of such pipeline is found feasible.
- 8.4 Company to provide natural gas through CGD network (in case of Online Station) or in the form of CNG (In the case of DBS/DS) for supplying CNG to company's end-consumers i.e. End Consumer Vehicles only for which the Dealer shall be entitled for Service Charges for the necessary services including but not limited to Compression/O&M Charges/Forecourt Operations.
- 8.5 Any operational gas loss beyond reasonable Industry norms and as being historically noted by Company in the subject GA to be borne by the Dealer.
- 8.6 Various audits including safety audits and technical audits will be conducted by the Company.
- 8.7 Dealer will be selected as per the "Guidelines and Procedures for Selection of CNG Retail Outlet Dealership" (**Annex-II**).
- 8.8 A Dealer Agreement in this regard to be executed between Company and Dealer.

## **9. LOCATION & LAND RELATED METHODOLOGY**

### **9.1 IDENTIFICATION & FEASIBILITY OF LOCATIONS FOR CNG STATIONS:**

- 9.1.1 Annual Plan (GA wise/Stretch wise/tentative location wise/CNG Station category wise) to set up CNG stations to be developed/revised with approval from Competent Authority at least three Months prior to beginning of new Financial Year (FY).
- 9.1.2 Necessary field survey to identify the locations/ area for setting up new CNG station to be carried out by Company officials from Marketing & Project Departments of Site/Corporate Office.
- 9.1.3 The field visit also to identify stretches/locations on which land plot is required for stations on DODO/Full DODO Model in next FY.

9.1.4 CO Marketing department shall be responsible for execution of the annual plan till the agreement stage after which project execution will be done by respective Site in overall coordination with CO Project department.

**9.2 PREFERRED LAND AREA NORMS:** The preferred land area norms for all types of CNG Stations are as under:

9.2.1 CNG Online Station / DBS (outside municipal limits): 35m (frontage) x 35m (depth) i.e. 1225 sqm.

9.2.2 CNG Online Station / DBS (within municipal limits): **20m x 20m** i.e. **400sqm**.

9.2.3 Plot on National Highway should be as per IRC norms 35m (front) x 35m (depth) on un-divided carriageway and 35m (front) x 45m (depth) on divided carriageway or as per the latest applicable guidelines notified by MoRTH and NHAI.

9.2.4 In case plot of smaller dimension meets the statutory norms and the design requirement, the same can also be considered on case to case basis.

9.2.5 Higher size plots shall be beneficial for company in view of setting up of Mega station/ maintenance base/ stores/ office/ other allied activities, etc. Hence, priority to be given to normal minimum or higher size land plots.

9.2.6 Smaller size plot (*subject to meeting the statutory norms and the design requirement*) may be considered based on the locational advantages and only when proper size land plots are not available.

**9.2.7 At OMC RO & Bulk Consumer's Premise:** Technical and commercial suitability of the land space provided to be assessed jointly by the Company and OMCs/Bulk Consumer considering the applicable PESO & Other Statutory guidelines. To provide better visibility and branding, preferably front side or adjacent space to existing dispenser island in OMC RO (back side to be avoided as far as possible) should be preferred.

## **10. SETTING UP OF LNG/LCNG STATIONS:**

**10.1** Preferred models for setting LNG/LCNG station will be COCO, CODO and Bulk Consumer Premise models explained above for CNG station in view of the large space requirement in terms of Static and Mobile Pressure Vehicles (Unfired) Rules, 2016 as well as the higher investment required. Newer concept of LNG/LCNG station through Full DODO model explained above for CNG station are also emerging in the Industry.

**10.2** This policy aims to set up LNG/LCNG station on similar models explained above for CNG stations except for OMC Retail Outlet model. Selection process of dealership shall be similar to the process for CNG station except for the amount of Dealership Commission, Fixed Monthly Charges (FMC) and Dealer Service Charges which will be determined separately.

**10.3** In order to have faster revenue realization, the company may also consider setting up of LNG/LCNG station on various options viz. Built-Own-Operate-Transfer basis, Wet Lease basis, Service Contracts etc.

## **11. FIXATION OF CNG/LCNG/LNG PRICE, TRADE MARGIN, COMMISSION CHARGES, FIXED MONTHLY CHARGES & DEALER SERVICE CHARGES:**

**11.1** Fixation of selling prices for CNG/LCNG/LNG for any CNG/LCNG/LNG station in any Geographical Area to be done in accordance with the Pricing Committee of the company.

**11.2** OMC Trade Margin is generally decided based upon the mutually agreed terms and conditions as per the

Industry practice as it has pan-India effect. The same methodology of trade margin fixation to be continued and any revision in this Margin to be done with the approval of Competent Authority based upon the recommendations made by Committee of HODs of Marketing & Finance.

- 11.3** Dealership Commission (DC), Fixed Monthly Charges (FMC) and Dealer Service Charges to be paid to Dealers on different CNG station models i.e. DODO (Category-A & B) and Full DODO model to be fixed for a block period of at least two financial years w.e.f. 1st of April (for the 1st time, the same will be fixed immediately after approval of this policy). These Commission and Charges to be fixed & revised with the approval of Competent Authority based upon the recommendations made by Pricing Committee after analysis and considering prevailing Industry practices.
- 11.4** For DODO (Category-B) CNG station model, applicable Dealership Commission (DC) to be indexed to the current Dealership Commission of Rs. 3.0/Kg (Fixed up to 31.03.2022) with annual escalation of 5% w.e.f. 1st April 2022 and succeeding year. [Illustration: During FY 2020-21, applicable Dealership Commission for DODO (Category-B) model is Rs. 3.0/Kg and the same will be revised to Rs.  $3.0 \times 1.05$ /Kg w.e.f. 01.04.2022].
- 11.5** For DODO (Category-A) CNG station model, Dealer will be offered sum of Fixed Monthly Charges (FMC) and Dealership Commission (DC) in the ratio of 35% and 65% respectively of applicable Dealership Commission for DODO (Category-B) model and based upon threshold volume of 3500 Kg/day CNG sale for Online Station and 1000 Kg/day sale for DB/DBS [e.g. if applicable Dealership Commission for DODO (Category-B) model is Rs. 3.0/Kg then under DODO (Category-A) model, Dealer will be offered sum of FMC (For e.g. calculated as Rs.  $3.0/\text{Kg} \times 3500 \times 35\% \times \text{No. of days in Month}$  for Online CNG station and Rs.  $3.0/\text{Kg} \times 1000 \times 35\% \times \text{No. of days in Month}$  for DB/DS) and DC (calculated as Rs.  $3.0/\text{Kg} \times 65\%$ )].
- 11.6** For CNG Stations on Bulk Consumer's Premise model and CODO model, Lease charges (if applicable), discount on CNG price (if any) and Station Management Charges (for CODO) to be proposed by Pricing Committee based on the complete business proposal for approval of Competent Authority.
- 11.7** Amount of Dealership Commission, Fixed Monthly Charges (FMC) and Dealer Service Charges w.r.t. LCNNG/LNG station will be determined separately but in the similar manner as prescribed above for different models of CNG stations. Reference for benchmarking such commissions and charges to be taken from prevailing Industry Practices.
- 11.8** Services Charges towards Compression & Associated Services being provided by AGL to any other entity from its Mother COCO Station to be done with the approval of Competent Authority on case to case basis.
- 12.0** The service charge cum commission to be offered to the Dealer under Full DODO Policy are as follows:

Type of Market	Slab (Average Sale per Day)	Services Charges (Rs. Per KG)
(Indore, Ujjain, Pithampur and Gwalior cities)	Till 6000 Kg / Day	6.55
	>6000 & upto 8000 Kg / Day	5.24
	> 8000 Kg / Day	4.18

**Note#1:** There will be a fixed service charge upto 6000 KG/ Day as mentioned for various markets. For incremental volumes as per the afore mentioned slabs of >6000 KG/ Day & upto 8000 KG/ Day and > 8000 KG/Day, above mentioned service charge for the slab volumes will be provided on incremental volumes.



**Note#2:** The above charges are indicative and CGD entity may firm-up the charges based on techno-commercial consideration.

**Example:**

Type of Market	Average Sale per Day	Service Charge cum Commission Calculation (Rs.)
(Indore, Ujjain, Pithampur and Gwalior cities)	8500 Kg / Day	$6.55 * 6000 + 5.24 * 2000 + 4.18 * 500$ = Rs 51,870/-

Average sale per day shall be calculated on monthly basis as per calendar month. Number of days in a particular calendar month will be considered to work out average sale per day for the purpose of payment of service charge.

**13. Dealer's scope of work for Full DODO Category:**

**A. For Setting up of Facilities at the cost of the Dealer**

- i. Arrangement of a suitable land.
- ii. All statutory permissions and approvals for setting CNG Station including Change of Land Use (CLU).
- iii. All permissions/ licenses and statutory approvals will be in the name of AGL. However, the applicant will facilitate in obtaining the permissions/ licenses and statutory approvals.
- iv. Procurement, installation/erection and maintenance of Equipment such as Compressor, Dispensers, Cascades, SS Tubings and associated services such as Mechanical and Electrical works as specified by AGL.
- v. Construction of Sales Building, Driveway, Canopy Structures, Land and Boundary wall, restrooms, basic amenities etc. as per the design provided by AGL.
- vi. Supply, installation/erection, operations and maintenance of electrical systems including meter, UPS, Panels, Back-up generator etc. and transformer (if required) as specified by AGL.
- vii. Firefighting and safety equipment as specified by AGL.
- viii. Arrangement of Transportation & related equipments, in case of DBS.

**For Operation of Facilities at the cost of the Dealer**

- ix. O&M (Operation & Maintenance) of CNG stations and forecourt management as per the procedures specified by AGL.
- x. Manpower, housekeeping & Safety as specified by AGL.
- xi. Provision of utilities such as electricity, water etc for operation of the CNG Station.
- xii. Any other equipment/ expense/ service related to sale of CNG
- xiii. Insurance policies covering risks associated with storage, transportation & dispensation of gas along with coverage of equipments and public liabilities.:
- xiv. Logistics and O&M cost of Transportation, in case of DBS.
- xv. The entire responsibility towards operations, safety, delivery (towards weights and measurements), requirements of statutory authorities including PNGRB Compliances, permissions, approvals and other business-related requirements.
- xvi. Sale of CNG as per RSP (Retail Selling Price) specified by the AGL from time to time.
- xvii. AGL shall periodically review Safety and Operation/Maintenance standards and reserve the right to conduct various audits including safety. SOPs prescribed by the AGL shall be diligently followed by the dealer.

**14. AGL scope of work for Full DODO Category:**

**A. For Setting up of Facilities**

- i. Design & specifications for setting up CNG Station
- ii. List of approved vendors for procuring CNG Equipments for CNG Stations
- iii. Documents required for obtaining statutory approvals

- iv. Online Station may be considered by the AGL in case the required length of steel pipeline (from the main pipeline network till the retail outlet) is upto 1 KM and lying of such pipeline is found feasible.
  - v. Check Meter in case of Online Station.
- B. For Operation of Facilities:**
- vi. To provide natural gas through CGD network (in case of Online Station) or in the form of CNG (In the case of DBS/DS).
  - vii. Fixation of RSP of CNG for the Geographical Area.
  - viii. Payment of Dealer Commission on sale of CNG based upon the prevailing policies of AGL (Dealer Commission shall include CAPEX, OPES and Trade Margin of Dealer).
  - ix. Payment of applicable VAT & Excise duty towards sale of CNG to the statutory authorities.

**15. Other Terms & Conditions for Full DODO Category:**

- i. Viability of the CNG Station business is to be assessed by the applicant and will not be the responsibility of the AGL. AGL will only suggest probable model of CNG station (DBS or Online) on the basis of land offered by the respective applicant.
- ii. The Dealer shall ensure that the gas provided by AGL is exclusively sold for the Transport Segment only and same shall be reconciled on fortnightly basis through suitable metering system.
- iii. Ownership of the gas shall always remain with AGL.

**16. The details of Identified Stretches for CNG Station Outlet :**

Indore Stretch :			
Sr.	Stretch	Location	Stretch Detail
1	Indore Stretch - 1	Bada Ganapati upto Gandhi Nagar via Airport Road (Kalani Nagar) through RAPTC	From Bada Ganapati upto Gandhinagar Via Geetanjali Hospital , Airport Road Post office.
2	Indore Stretch - 2	Radisson Square upto Musakhadi.	From Radisson Square upto Musakhadi Via Khajarana Square , Bengali Square.
3	Indore Stretch - 3	Bypass Road MR 10 Joining road upto Super Corridor	From AB Bypass road upto Super Corridor via Radisson Square , Vijay Nagar Square , Bapat Square , Chandra Gupta Chauraha , Lav Kush Chauraha, Arvindo Medical College
4	Indore Stretch - 4	Marimata Square upto Kalani Nagar	From Marimata Sq. upto Kalani Nagar via 15 th Batallian , AHQ Post Office , APTC Gaerden , Kalani Square.
5	Indore Stretch - 5	Bapat Square upto Dewas Naka	From Bapat Sq. upto Dewas Naka via Brilliant Convention, Khalsa Square , Niranjani Pur Square.
6	Indore Stretch - 6	Bengali Square upto Bypass.	From Bengali Square. upto Bypass via , Garpipliya Road , Kanadia Main Road.
7	Indore Stretch - 7	Mhow Naka upto Rajendra Nagar	From Mhow Naka upto Rajendra Nagar via Sukhniwas Road , Foothi Kothi Road , Lakshman Singh Gour Marg, Gopur Square , Manikchandra Vajpeyee Marg , LIC.

8	Indore Stretch - 8	Dewas Naka upto Mangliya	From Dewas Naka upto Mangliya Depot.
9	Indore Stretch - 9	Piplyahna Square upto M.Y. Square.	From Piplyahna Square upto M.Y. Square via Sai Baba temple , Bapna Statue.
10	Indore Stretch - 10	Bhanwarkuon Square upto Mhow	From Bhanwarkuon Square upto Mhow via IPS College , AB Road.
11	Indore Stretch - 11	Marimata Square upto Sri Aurvindo Medical College	From Marimata Sq. upto Sri Aurvindo Medical College via Banganga , Indore - Ujjain Road.
12	Indore Stretch - 12	Khajarana Sq. upto Bypass	From Khajarana Sq. upto Bypass via Khajrna Mandir , Khijarabad Square.
13	Indore Stretch - 13	Bombay Hospital Sqaure upto Mangliya.	From Bombay Hospital Square upto Lasudia mori via eastern Ring Road, Talawali Chanda upto Mangliya.
14	Indore Stretch - 14	Bhanwarkuon Square upto Khandwa Naka	From Bhanwarkuon Square via Tejaji nagar upto Khandawa Naka.
15	Indore Stretch - 15	Pithampur	Pithampur Industrial Area Sector 1 up to Sector 5.

**Ujjain Stretch :**

S.No.	Stretch	Location	Stretch Detail
1	Ujjain Stretch - 1	Indore Ujjain Road	From Anjushree-Lal Gate- CHL- Shanti Palace-Mahakal Bridge
2	Ujjain Stretch - 2	Fire Brigade upto RD Gardi Medical College	From Fire Brigade -Koyla Fatak-Mohan Nagar-Indira Nagar- RD Gardi Medical College
3	Ujjain Stretch - 3	Ujjain City Area and Freeeganj	
4	Ujjain Stretch - 4	Maxi Agar Road Bypass	From St. Paul School -Bafna Park-Laxmi Vihar-Tirupati Avenue-Kailash Empire-Pandyakhedi

**Gwalior Stretch :**

S.No.	Stretch	Location	Stretch Detail
1	Gwalior Stretch - 1	6 No. Morar Square upto Jalalpura Square	from 6 No. Morar Square upto Jalalpura Square( via Gole ka Mandir, IIITM)
2	Gwalior Stretch - 2	Laxmi Ganj Galla Mandi upto Motijheel Railway Station	From Laxmi Ganj Galla Mandi upto Motijheel Railway Station (via Bhodapur Square, Transport Nagar)

3	Gwalior Stretch - 3	AG Office upto Sithauli via Jhansi Road	From AG Office ( Via Chetak Puri Square, Jay Bharat Petrol Pump, Police Station, Jhansi Road ) upto Sithauli
4	Gwalior Stretch - 4	Phool Bagh Square upto Airport Square	From Phool Bagh Square upto Airport Square, Bhind Road (via Gole ka mandir & Pinto Park)
5	Gwalior Stretch - 5	Padaav Square upto Morar Baradari Square	From Padaav Square upto Morar Baradari Square (via Thatipur, Shaheed Gate)
6	Gwalior Stretch - 6	Hazira upto Padav	From Hazira ( Via Tansen Nagar, Loko, Railway Station) upto Padav
7	Gwalior Stretch - 7	Chetakpuri upto Beti bachao Square	From Chetakpuri upto Beti bachao Square via Kampoo

**Highway & State Highway Stretch:**

S.No.	Stretch	Location	Stretch Detail
1	Indore Ujjain Stretch -1	Indore upto Ujjain State highway	Indore upto Ujjain State highway via Sanwer
2	Ujjain Dewas Stretch -2	Ujjain upto Dewas State highway	Ujjain upto Dewas State highway via Narwar ( Excluding Dewas City )
3	Indore Dewas Stretch -3	Indore upto Dewas State highway	Indore Rau NH-52 upto Dewas via Kshipra ( Excluding Dewas City )

**However AGL may also consider other potential locations for setting up CNG Station under this policy based on Techno-commercial feasibility.**

**ANNEXURES TO**  
**POLICY FOR CNG OUTLETS & LNG STATIONS**

**DETAILED SCOPE MATRIX FOR EACH MODEL OF CNG STATION**

S/N	Activities	CNG Station Model	In the Scope of
1	Land & Land related permissions and all civil works	COCO	AGL
		CODO	Dealer in name of AGL
		DODO & Full DODO	Dealer
		OMC RO	OMC
		Bulk Consumer Premise	<ul style="list-style-type: none"> <li>• Land: Bulk Consumer</li> <li>• Rest: As per agreement</li> </ul>
2	Procurement of CNG Equipment and all associated facilities (including electrical items) to run CNG equipment for CNG dispensation	COCO, CODO, DODO, OMC RO & Bulk Consumer Premise	AGL
		Full DODO	Dealer
3	All Statutory Permissions related to Construction of CNG station, CNG Equipment & Dispensation	COCO	AGL
		CODO	Dealer in name of AGL
		DODO, OMC RO & Full DODO	Dealer
4	Day-to-day operations of CNG Station i.e. Forecourt Management, Collection of Sale proceeds, Deposit of Sale proceeds in to AGL account	COCO & Bulk Consumer Premise	AGL
		CODO, DODO, Full-DODO & OMC	Dealer/OMC
5	O&M of CNG Equipment and all associated facilities	COCO, CODO, OMC RO, DODO & Bulk Consumer Premise	AGL
		Full DODO	Dealer
6	Transportation through LCV Cascades to DBS	Full DODO	Dealer
		Rest All Models	AGL
7	Electrical System e.g. taking Electrical Connection, Electrical Cabling & Earthing, UPS, Power Backup system, Arrangement of Transformers, installation of Electric Meters, Lighting Poles etc.	COCO & CODO	AGL
		DODO/Full DODO/O MC	Dealer/OMC (as per agreement)
		Bulk Consumer Premise	AGL or as per Agreement
8	Electricity Charges towards Equipment till final	DODO & Full	Dealer

	Dispensation	DODO	
		Rest All Models	AGL (except for OMC ROs where Electricity Charges for outside equipment area shall be borne by OMC)
9	Arrangement of Canopy, Station lighting, Flooring, General Upkeep of Station including Dispenser Area etc. for better visibility of AGL CNG branding	COCO, CODO & Bulk Consumer Premise	AGL
		Rest All Models	Dealer/OMC
10	Supply & Maintenance of Fire Fighting Equipment	COCO & Bulk Consumer Premise	AGL
		Rest All Models	Dealer/OMC
11	Fixation of Retail Selling Price of CNG	All Models	AGL
12	Tax/Duties related registration/payments/obligations	All Models	As per prevailing Statutory obligation
13	Promotional Activities for Increasing CNG sale	All Models	AGL or as per agreement

**GUIDELINES AND PROCEDURES FOR SELECTION OF CNG RETAIL OUTLET DEALERSHIP****1. SELECTION PROCEDURE:****1.1. For selection of Dealer for CNG station on DODO and Full DODO models:**

1.1.1. GA specific advertisement (with priority District/ Charge Area/ Stretch details specifying locations within the GA) for appointment of dealers for CNG stations along with all the modalities, will be published in newspaper. Through the said advertisement, applicants will be informed to visit website of the AGL for further detail and application procedure. A brochure about the company, its CNG business/plans in the respective GA and brief selection criteria/process shall be also made available to the prospective applicants through website. The company may also consider publicity through GA specific road-show/workshops/conferences to invite more and more applications.

1.1.2. The requirement in the form of EOI shall be webhosted and advertised in at least two newspapers, one national English and one national Hindi newspaper, having wide circulation in the area where location falls. The EOI shall indicate stretches/localities on which applications are invited and number of CNG Stations intended to be set up.

1.1.3. Eligibility for prospective applicants shall be as per Eligibility Criteria in **Annex-III**.

1.1.4. Criteria for disqualification of application shall be as per **Annex-IV**

1.1.5. The Dealer shall be engaged on Dealership Commission/Fixed Monthly Charges/Dealer Service Charges basis to be decided by AGL and displayed in its website along with the advertisement.

1.1.6. Non-refundable Application fee of Rs. **3000/-** plus applicable taxes or as approved by competent authority shall be required from the applicant and should be duly mentioned in the advertisement.

1.1.7. Application form and the list of documents to be submitted by the applicant at the time of application is as per **Annex-V**. Offline mode of application submission may be done by the company.

1.1.8. Applicants, meeting the eligibility criteria, can apply and the selection will be made from amongst eligible applicants after the due process of assessment of capability, technical evaluation of documents, interview and post selection scrutiny.

1.1.9. If any statement made in the application or in the document submitted by the applicant at any stage is found to be incorrect or false and/ or the applicant conceals any information, which if declared, would have made him/her ineligible for dealership, the application is liable to be rejected and in case the applicant has been appointed as a dealer, the dealership is liable to be terminated. In such cases the dealer shall have no claim whatsoever against AGL Ltd.

1.1.10. Government Agencies / PSUs/ State Road Transportation Associations can be considered for award of dealership directly without advertisement on the mutually agreed Dealership Commission charges.

**1.1.11. Specific Procedure for DODO model:**

i. A Working Level Committee (WLC) consisting of one member each from Marketing, Project, HR and Finance department shall scrutinize the applications received, short-list the land/plots offered for finalization based on the technical and commercial suitability. In the process of scrutiny of applications, if some queries are required to be raised to the applicant, the WLC may identify such queries and ask the applicant, not more than once, to submit the replies to such Technical Queries (TQ) within specified duration.



Based on the evaluation of applications, the Working Level Committee shall finalize the applicants qualified for field visit / site inspection of the offered land and submit its recommendation to Competent Authority for approval.

Working Level Committee shall evaluate the offered plot and allocate marks as per format at **Annex-VI**. Further, during the site visit WLC shall physically verify documents submitted by the applicant along with application with the original documents.

Based on its evaluation, the Working Level Committee shall submit its final recommendation of applicants considered suitable for further processing by Selection Committee (comprising of heads of Marketing, Finance, HR and Project). Marketing Member in Selection Committee shall be Coordinator for the committee. WLC's recommendations shall be submitted to Selection Committee within 30 days of last date of submission of applications. In case of any Senior Committee member being on leave / tour, next level officer from that department may be included in the Selection Committee in case of exigencies.

- ii. The applicants will be required to appear for Interview before Selection Committee so that over all suitability towards its financial capability, the business generation and marketing ability, experience etc. could be assessed. Allocation of marks to each applicant during the Interview process shall be done by Selection Committee as per format at **Annex-VII**.
- iii. After completion of the interview for a Stretch/location, the Selection Committee will submit the recommendations for award of dealership along with a Merit Panel list, taking into cognizance of the Site Evaluation report of the WLC in addition to the Interview marks as above to Competent Authority within 7 days of date of interview. A maximum of 5 applications for each Stretch/location starting with S. No. 1 in the list shall be included in the "Merit Panel" for award of dealership.
- iv. Result along with the detailed marks scored i.e. sum of the marks for Site evaluation and the marks obtained in the interview will be displayed in the website of AGL within 15 days of date of Interview. This list will contain the names of all the candidates who appeared for the interview in descending order of marks scored as a percentage of "applicable marks" along with the details of marks scored by each candidate. Results will also upfront mention the number of maximum Dealers; the company intends to award in that specific stretch/location
- v. The minimum qualifying marks for any applicant to be eligible for consideration for award of operatorship / dealership would be 60% of the applicable marks. This requirement can be relaxed in specific cases with reasons to be recorded in writing and acceptance of the Competent Authority based on the recommendations of the Selection Committee. If none of the candidates scored the minimum qualifying marks as above, the Stretch/location will be declared as "No candidate found suitable".
- vi. Complaints, if any against the dealer selection, received after 7 days of publication of results of the interview shall not be considered / entertained under any circumstances. *This information of complaint handling shall be made available to the general public through company website.*
- vii. The dealership will be offered to as many numbers of applicants out of the merit panel, as recommended by Selection Committee based on business requirements and as approved by Competent Authority. The merit panel will be valid for a period of one year from the date of commissioning of the dealership. If within this period, the dealership offered to a candidate is to be withdrawn for any reason whatsoever or the dealership is terminated for any reason or AGL decides to open more CNG Stations at that location, AGL will have the option of awarding dealership to the next candidate in the merit panel if he / she meets the eligibility criteria at that point of time and after necessary Site verification.

- viii. Letter of Intent (Lol) will be issued only after 15 days from the date of publication of merit panel or till disposal of complaints, if any, received with regard to the selection for that Stretch/location.
- ix. CNG Dealership agreement will be signed between AGL and the selected applicant subsequent to acceptance of Lol and submission of an interest free refundable Security deposit of Rs. 5.0 Lacs by the applicant. The tenure of dealership will be for an initial period of 15 years and renewable for every 5 years thereafter, subject to the examination of the performance of the dealership by AGL and on the terms and conditions mutually agreed upon. Termination of dealership can be done by either Company or Dealer after service of notice of three months.
- x. Consequent upon signing of Agreement, schedule of different activities for dealership for speedy commissioning of the CNG station shall be jointly agreed and signed between AGL representative as authorized by respective Site OIC and Dealer. The same shall be regularly monitored by respective Site OIC, AGL.
- xi. Prior to the commercial operation of CNG station, Dealer shall provide a Payment Security deposit of Rs. 20 Lacs for Online CNG Station and Rs. 5.0 lacs for DB/DS, in the form of DD from a Nationalized Bank / Bank Guarantee valid for Five years against the security for payment collected by the dealer for sale of CNG which is to be deposited by him in the designated bank account of AGL on next working day. Amount of Security Deposit may be suitably reviewed by Pricing Committee on biennial basis based upon the average 7 days sale amount for the respective Site GA during last available 3 months sale data.
- xii. AGL reserves its rights to adjust any dues to it from this amount at the time of termination. However, in case of termination of the dealership on account of non-payment / malpractice, the said security deposit will be forfeited.
- xiii. The security of the CNG equipment installed by AGL in DODO model shall rest with the Dealer. However, the equipment shall be suitably covered under AGL insurance policy for theft and damage. At the time of signing of agreements or handing over of the CNG Stations / Equipment, a list of all such equipment shall be prepared and signed by AGL as well as by the Dealer. At the time of termination/ cancellation / removal etc. of the agreement or dealer as the case may be, dealer shall be required to hand over back all the equipment as per list in sound conditions barring the normal wear and tear during the operation. If any equipment is found missing or damaged, the cost of the same shall be borne by the Operator/ dealer.
- xiv. Competent Authority may accord approval for reducing the amount of Security Deposit in case of CNG stations on DODO model for new geographical areas where the company is finding difficult to set up new CNG stations on account of less awareness about CNG.
- xv. Increase in number of DODO/OMC RO/Full DODO based CNG stations may be reviewed by Head Marketing on biennial basis considering that overall average CNG sale per station before increase in stations does not fall below 2000 Kg/day and the same shall be appraised to AGL Corporate Office Marketing group for taking suitable course of action (*Generic provision for the referred models*)
- xvi. Planning for any new DODO/OMC RO/Full DODO stations should be preferably avoided within 1 Km range of existing/planned COCO/CODO station of the company and any such deviation shall require approval from Competent Authority. (*Generic provision for the referred models*)
- xvii. Activities enabling possible increase of CNG sales from the DODO station (without affecting normal CNG station functioning) may be permitted with the approval of Competent Authority and suitable actions to be taken accordingly.

xviii. While no request for any change in dimensions of the offered land/plot will be generally entertained by the company, permission for deviation on bonafide grounds may be accorded by the Competent Authority under exceptional circumstances subject to meeting other requirements of this policy.

**1.1.12. Specific Procedure for Full DODO model:**

- i. A GA specific advertisement (with priority District/ Charge Area/ Stretch details specifying locations within the GA) for appointment of dealers for CNG Full DODO stations along with all the modalities, will be published in newspaper. Through the said advertisement, applicants will be informed to visit website of the AGL for further detail and application procedure. Also, although priority locations will be provided at the time of advertisement, other locations also may be given a chance from case to case basis.
- ii. A Selection Committee consisting of HODs of Marketing, Project, HR and Finance department will scrutinize all the documents submitted by the candidate. After successful scrutiny towards application meeting minimum eligibility criteria (apart from land) and submission of security deposit, 'Letter of Intent' (LOI) will be issued to the selected applicant. Necessary verification of land and financial capability shall be carried out by the Committee after issuance of LOI. In case there is any change in land after LOI, the same will be considered subject to approval from the Competent Authority on case to case basis. The Selection Committee may Co-opt Pricing Committee, if required.
- iii. If the applicant is meeting eligibility criteria, Letter of Intent will be issued to the applicant on submission of security deposit. The selected applicant shall have to deposit an interest free security deposit (SD) of Rs 5 lakh at the time of issuance of LOI in the form of NEFT/ RTGS or other online modes as per the bank account particulars of AGL Limited mentioned in the advertisement. AGL shall reserve the right to adjust any dues to it from this amount at the time of resignation/ termination. However, in case of termination of the dealership on account of proven adulteration/malpractice, the said security deposit shall be forfeited. SD would also be forfeited in the following cases: -
  - Where the applicant/LOI holder withdraws candidature for any reason.
  - Where LOI is cancelled for non-compliance of LOI conditions and cancellation of selection for any reason attributable to the applicant selected.
  - Where the dealer resigns from the operations of the CNG Station.
- iv. The LOI holder, after receipt of LOI, is required to arrange for necessary funds/ financial closure within 6 months and submit requisite documents to the company. An applicant who has been given the LOI would be required to fulfil the terms and conditions as contained therein, so as to commission the dealership and obtain all the licenses and approvals from the statutory authorities.
- v. After successful completion of financial closure and title verification of land, Letter of Acceptance (LOA) will be issued to LOI holder based on which the applicant shall obtain all the statutory permissions and approvals for setting up CNG Station, make the offered land available in developed condition as per design and specifications specified by the Company along with the installation of all the equipment from the approved vendors as per list provided by the Company and will take final approvals/ permissions from the statutory authorities. After intimation of the above compliance to the Company by the applicant, the Committee will then verify the entire setup as per specifications and designs provided earlier. In case of proper compliance, Dealership Agreement will be signed before commissioning.

- vi. The tenure of the dealership shall be for a minimum initial period of 15 years and thereafter renewable for every 5 years, subject to satisfactory performance of the standalone Dealership on mutual consent or as advertised by AGL. At the time of signing of dealership agreement, the LOI holder shall submit a payment security in the form of Bank Guarantee for an amount equivalent to average seven days sales of the CNG Station initially, calculated at the rate of 2000 KG per day which will be reviewed periodically.
- vii. The applicant shall be given a time of 6 months from the date of issue of LOI for arrangement of necessary funds/Financial Closure failing which LOI shall stand cancelled and 10% amount towards security deposit shall be forfeited. Also, the applicant shall be given a timeline of 24 months from the date of issue of LOI to commission the CNG Station, failing which the LOI shall stand cancelled and the security deposit shall be forfeited. An extension may however be sought by the applicant from the Company, and the Company may accept/ reject the extension request on case to case basis.
- viii. The dealer shall ensure that the gas provided by AGL is exclusively sold for the Transport Segment only and the same shall be reconciled on fortnightly basis through suitable metering system. Ownership of the gas shall always remain with AGL and Invoicing to the end-consumers shall be done in the name of AGL only. The dealer shall take necessary Insurance policies covering risks associated with storage, transportation & dispensation of gas. The Insurance policies should cover not only product insurance but also loss to equipment and accessories and also public liabilities.
- ix. Viability of the business of the Full DODO model will not be the responsibility of AGL. Viability of the CNG station is to be assessed by applicant. Company will only suggest probable model of CNG station (DBS or Online) on the basis of land offered by the respective applicant. The entire responsibility towards operations, safety, delivery (towards weights and measurements), requirements of statutory authorities including PNGRB Compliances, permissions, approvals and other business-related requirements will be in the scope of the applicant and an indemnity bond shall be submitted by the Applicant in this regard along with the Dealership Agreement.

## **2. Grievance / Complaint Redressal System:**

- 2.1. An aggrieved person may send his/her complaint related to Dealer Selection in DODO and Full DODO models to nominated Nodal Officer in AGL Ltd along with a fee of Rs. 5000/- through Demand Draft/Online mode. Any complaint/grievance without the fee shall not be entertained. No complaints against dealer selection will be entertained after 7 days from the date of publication of the result under any circumstances. Pending disposal of complaints received within 7 days, Issuance of LOI shall be kept in abeyance. Disposal of complaints shall be as per established complaint redressal system as specified herein below.
  - 2.1.1. Anonymous /pseudonymous complaints will not be investigated.
  - 2.1.2. On receipt of a complaint, a letter will be sent by AGL to the complainant through Registered Post & Email asking the complainant to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 7 days. The complainant will be clearly advised that AGL will examine the complaint and if it is established that the complaint does not have any substance, he/ she will be liable for legal action. AGL will examine response of the complainant and if it is found that the complaint does not have specific and verifiable allegations, the same will be filed.
- 2.2. When a decision is taken to investigate the complaint, the investigation will be done by one Senior Officer of AGL and will pass a speaking order after giving due opportunity to the complainant.

Efforts will be made to ensure that the complaints are disposed of within 1 month from the date of receipt of the complaint. Copy of the speaking order will be given to all concerned. Thereafter, decision on the complaint will be taken as under:

2.2.1. Complaints not substantiated: The complaint will be filed and the complainant will be advised accordingly.

2.2.2. Established complaint: Action will be taken as under:

- i. In case the selection process for a stretch/location was found to be not in accordance with the laid down guidelines resulting in wrong selection of successful applicant, the merit panel will be cancelled and application of all the eligible applicants will be processed again based on documents available on records.
- ii. In case the dealer selection was done as per laid down guidelines and complaint against the successful applicant is established, action will be taken to cancel the selection of the successful applicant and to issue LOI to the next applicant in merit panel. Similar action will be taken in case of established complaint against next applicant, if so.
- iii. If complaint is established against all the successful applicants, the stretch/location will be re- advertised, if it is viable.

**(A) ELIGIBILITY CRITERIA FOR INDIVIDUAL APPLICANTS – PROPRIETORSHIP / PARTNERSHIP****Common Eligibility Criteria applying as Individual is as under:**

- a) Citizenship: Indian Citizen.
- b) Residential status: Resident of India (as per Income tax rules).
- c) Age: Not less than 21 years.

Proof of age should be supported by copy of 10<sup>th</sup> Standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for age / Identity card issued by Election Commission.

- d) Educational qualification: Passed Minimum 10<sup>th</sup> (examination conducted by a Board/School).

Certificate issued by Armed Forces as equivalent to 10<sup>th</sup> Class pass in accordance with Ministry of Personnel, Public Grievances and Pensions (Dept. of Personnel and Training) notification No. 15012/8/82-Estt (D) dated 12.02.1986 will also be considered.

For educational qualification from overseas universities / boards, equivalent certificate issued by competent authority / State Government / Government of India should be submitted by the applicants.

- e) Financial Strength: Applicant having Minimum Net-worth of Rs. 1 Crore as on 31<sup>st</sup> March of previous Financial Year (as per the statement in the form of affidavit and duly certified by Chartered Accountant) will be eligible. **Net-worth computation for this purpose shall include the following ONLY:**

<b>Component</b>	<b>Items to be considered</b>	<b>Margin to be considered</b>
<b>Liquid</b>	Cash & Bank Balances and Fixed Deposits in Scheduled Banks <i>(in the name of applicant only)</i>	100%
<b>Non-Liquid</b>	Land and building component of the fixed assets <i>(full details of such assets to be furnished)</i> at Market Value as assessed by Government approved Valuer.  <i>(Assets as per proportionate share in the name of applicant only)</i>	50%

- f) Land:

- a. It would be the responsibility of the applicant to ensure that the land meets all statutory norms of the concerned authorities.
- b. The land should either be owned by the applicant or should be leased in the name of the applicant as on the date of application and should have minimum lease of 15 years (or as advertised by the company) from the date of application. Registered Agreement to Sale, Registered Lease Agreement and Registered Power of Attorney shall be also accepted subject to the condition that the applicant will get the clear ownership of the land in his name through Purchase/Lease/Transfer after issuance of LOI and before signing of Dealership Agreement. Applicant shall be required to provide notarized affidavit in this regard.
- c. It should be the responsibility of the applicant to ensure that as on date of application: -

- i. Offered land is having clear and marketable title as well as without any encumbrance.
- ii. Offered land is of required dimension and abutting the Road boundary, after leaving Right of Way (ROW) line of the road.
- iii. The offered land is also not notified for acquisition by any competent authority.

**Note:** With regard to submission of documents by selected candidates:

1. All certificates/documents required for meeting Eligibility criteria should be in possession of the applicant and valid as on date of application.

**Partnership Firms:**

The conditions spelt out above for individuals would be applicable to each partner of the partnership firm individually.

**In addition to the required eligibility criteria mentioned under this policy, additional eligibility criteria, if any, included in any specific advertisement shall also have to be met by eligible applicants.**

**(B) ELIGIBILITY CRITERIA FOR NON-INDIVIDUAL APPLICANTS (ENTITY)**

Non-individual entity 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.

**Common Eligibility Criteria applying as Non-Individual is as under:-**

- (i) Residential status: The entity should be registered in India.
- (ii) Land: With regard to land, all conditions covered for individuals would apply.
- (iii) Financial Strength: Applicant having Minimum Net-worth of Rs. 1 Crore as on 31<sup>st</sup> March of previous Financial Year (in the form of affidavit and duly certified by Chartered Accountant) will be eligible. Net- worth computation will be done as per the provisions of the Companies Act.

Note:

a. Registered Societies / Charitable Trusts/ Companies will have to furnish appropriate resolution to show that the person making the application on its behalf is empowered to make the same. Authorized signatory on behalf of the entity will also have to furnish an undertaking that it will observe the relevant guidelines.

**In addition to the required eligibility criteria mentioned under this policy, additional eligibility criteria, if any, included in any specific advertisement shall also have to be met by eligible applicants.**

**DISQUALIFICATION CRITERIA****A. Proprietorship/ Partnership Applicants:**

The persons while meeting the above mentioned eligibility criteria, if, do not satisfy any of the following requirements, will be considered as ineligible for applying for the dealership:-

- (i) Not have been convicted for any criminal offence involving moral turpitude/ economic offences (other than freedom struggle).
- (ii) Not be mentally unsound / totally paralyzed. The applicant has to submit an undertaking to this effect.

The applicant has to submit an undertaking to this effect.

The conditions spelt out above for individuals would be applicable to each partner of the partnership firm individually.

**B. Non-Individual applicants (Entity)**

The entity while meeting the eligibility criteria, if, do not satisfy any of the following requirements, will be considered as ineligible for applying for the dealership:-

- (i) None of the members of the Governing / Managing Committee/ Directors/ Promoters of the Registered Societies /Trusts/ Company incorporated under Companies Act 1956/2013 should have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
- (ii) The Registered Societies / Trusts/ Company incorporated under Companies Act 1956/2013 should not have been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law. The applicant has to submit an undertaking to this effect.

The applicant has to submit an undertaking to this effect.



**DOCUMENTS TO BE SUBMITTED BY THE APPLICANT**

The list of documents to be submitted by the applicant at the time of application are as follows: -

- a) Notarized Affidavit by the applicant.
- b) Proof of age (date of birth) i.e. – Self Attested Copy of 10th Std. Board Certificate / Secondary School \ Leaving Certificate / Birth Certificate / Passport / Identity card issued by Election Commission / Affidavit for age (Original). \*
- c) Proof of educational qualification i.e. - Self Attested Copy of Certificate/Marksheet of passing 10th Std. issued by a Board / School conducting the examination or equivalent. \*
- d) Net-worth Statement of applicant as on 31<sup>st</sup> March of previous Financial Year in the form of Affidavit and duly certified by Chartered Accountant.
- e) Any registered Advocate's letter on ownership of land (As per the prescribed format).
- f) Copy of land documents in support of ownership / lease rights.
- g) Sketch/Site map of the offered land with dimension.
- h) Any other document, if required to be submitted, under the terms of any specific advertisement.

**\* not applicable for Non-individual applicants**

Additional documents in support of Specific Eligibility Criteria:

<b>Partnership Applicants</b>	<b>Partnership deed (for applicants under partnership)</b>
<b>Non-Individual Applicants</b>	<b>Attested copy of Registration certificate / copy of Certificate of Incorporation of the entity from competent authority.</b>
	<b>Authority letter &amp; copy of Resolution specifying name of the authorized person for making application.</b>

**AFFIDAVIT**

The applicants should submit required affidavits in the standard format confirming facts (as per prescribed formats) (for individual & for Non-individual applicants as applicable).

**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 deponent.
- All affidavits should be made after the date of advertisement.

**RETAIL OUTLET SITE EVALUATION PARAMETERS**

S.N	Parameter	Marks	
		Maximum Marks	Assigned Marks
1	Land plot attached to Main Road (NH/SH/Others)	20	
2	No obstruction for free movement of vehicles/ free approach	10	
3	Sufficient turning radius likely to be ensured.	10	
4	Land plots on comparatively busy road	10	
5	No School/ Hospital/ Housing Society adjacent to the plot	5	
6	Sales Potential	25	
7	Frontage of the Land Plot	10	
8	Proximity to the Pipeline (Existing/Proposed)	20	
9*	No Earth filling required	20*	
10*	No Earth/ rock cutting required	15*	
11	No High/Low Tension Over Head Line	5	
12	No Trees inside Land Plot/At the Entrance of the Plot	5	
13	Proximity to Culvert	5	
14*	Soil Type (Hard soil desirable)	15*	
15	Availability of Power	5	
16	Visibility from Road	10	
17	No Presence of Divider	10	
	<b>Total</b>	<b>200</b>	

\* Not Applicable for DODO Model, applicable only for land on lease/purchase for Company Owned Stations.

**Allocation of marks on various parameters to the site**

S.N	Evaluation Parameters	Allocation of Marks		
		Criteria	Maximum	Assigned Marks
1	Land plot attached to Main Road (NH/SH/Others) Maximum Marks: 20	Land entirely attached to the road	20	
		Land partially (half and more front side) attached to the road	15	
		Land partially (less than half front side) attached to the road	7	
		Land not attached to the road	2	
2	No obstruction for free movement of vehicles/ free approach  Maximum Marks: 10	No obstruction for free movement of vehicles/ free approach	10	
		Structure/ congestion to create partial obstruction, but allows more than 50% free movement/ free approach	5	
		Structure/ congestion to create partial obstruction but allows less than 50% free movement/ free approach	2	
		Totally blocked frontage ( <b>Plot not to be considered for further evaluation</b> )	0	
3	Sufficient turning radius likely to be ensured.  Maximum Marks: 10	Turning radius > 12 M likely to be ensured	10	
		Turning radius 8 - 12 M likely to be ensured	8	
		Turning radius 3 - 8 M likely to be ensured	6	
		Turning radius < 3 M likely to be ensured	2	
4	Land plots on comparatively busy road  Maximum Marks: 10	Land Plots on road with traffic more than 30 vehicles / Minutes	10	
		Land Plots on road with traffic 20 - 30 vehicles / Minutes	8	
		Land Plots on road with traffic 10 - 20 vehicles / Minutes	6	
		Land Plots on road with traffic less than 10 vehicles / Minutes	2	
5	No School/ Hospital/ Housing Society adjacent to the plot  Maximum Marks: 5	No school/ hospitals / Housing Society attached to land plots	5	
		One school/ hospitals / Housing Society within 50 M from land plots	4	
		More than One School/ Hospital / Housing Society within 150 M from land plots	2	

6	Expected Peak Sales potential	<b>Sales potential of more than 5000 Kg /day at the Online CNG Station and 1650 Kg/day for DS/DS.</b>	25	
	Maximum Marks: 25	<b>Sales potential of more than 2500 Kg/ day to 5000 Kg/day at the Online CNG Station and 825 Kg/day to 1650 Kg/day for DB/DS</b>	15	
		<b>Sales potential of less than 2500 Kg/ day at the Online CNG Station and less than 825 Kg/day for DB/DS.</b>	5	
7	Frontage Maximum Marks: 10	<b>Outside Municipal Limit</b>		
		More than 45M	10	
		More than 40M up to 45M	8	
		More than 35M up to 40M	6	
		Minimum Requirement of 35M	4	
		<b>Within Municipal Limit</b>		
		More than 30M	10	
		More than 25M up to 30M	8	
		More than 20M up to 25M	6	
		Minimum Requirement of 20M	4	
8	Proximity to Pipeline (Existing or Proposed) Maximum Marks: 20	On the Pipeline (Existing or Proposed)	20	
		Within 1 KM from pipeline (Existing or Proposed)	12	
		Within 1-5 KM from pipeline (Existing or Proposed)	6	
		Within more than 5 KM from pipeline (Existing or Proposed)	2	
9*	No earth filling required Maximum Marks: 20	No earth filling required	20	
		Earth filling up to 1 M required	15	
		Earth filling of more than 1 M to 3M required	8	
		Earth filling of more than 3 M required	2	
10*	No earth/ rock cutting required Maximum Marks: 15	No earth/ rock cutting required	15	
		Earth / rock cutting up to 1 M required	12	
		Earth / rock cutting of more than 1 M to 3 M required	3	
		Earth / rock cutting of more than 3 M required	1	
11	No High/Low Tension Over Head Line Maximum Marks: 5	No high/ low tension Overhead line passing from the plot	5	
		High/ low tension Overhead line passing by the side of the plot (outside)	3	
		High/ low tension Overhead line passing from inside the boundary of the plot ( <b>Plot not to be considered for further evaluation</b> )	0	
12	No Trees Maximum Marks: 5	No trees at the plot	5	
		Trees at the boundary of the plot	4	
		One or more trees within the boundary of the plot	1	
13	Proximity to culvert (farther from culvert)	Culvert beyond 25 M from the Plot	5	
		Culvert within 25 M of the plot but outside the boundary of	4	

	desirable) Maximum Marks: 5	the plot Culver at the boundary of the plot	2	
		Culver passing through the plot	0	
14*	Soil Type (Hard soil desirable) Maximum Marks: 15	Clay soil or rocky/ Hard soil	15	
		Soft soil/ Loamy soil	12	
		Sandy soil	6	
15	Availability of Power Maximum Marks: 5	Power source is within 1 KM from the plot	5	
		Power source is beyond 1 KM from the plot	1	
16	Visibility from the Road Maximum Marks: 10	Possible Visibility from more than 1 Km	10	
		Possible Visibility from more than 0.5 - 1Km	5	
		Possible Visibility from less than 0.5 Km	2	
17	No Presence of Divider Maximum Marks: 10	No Divider on the road or cut on the road in front of the land	10	
		Divider on the road but cut within 250 M on the road	8	
		Divider on the road but cut within 250- 1KM on the road	5	
		Divider on the road and cut at more than 1 KM on either direction on road	2	

\* Not Applicable for DODO Model, applicable only for land on lease/purchase for Company Owned Stations.

**INTERVIEW EVALUATION SHEET**

Date of Advertisement – Name of Applicant – Stretch/Location –

Date of Interview –

**Summary of Marks**

S.	Dealership Evaluation Parameters	Maximum Marks	Marks Assigned by Selection Committee
1	Financial capability	20	
2	Educational qualification	20	
3	Age	20	
4	Business Plan for Dealership	20	
5	Experience of Dealership/Forecourt Management	20	
	<b>Max. Marks</b>	<b>100</b>	

**Details of Marks**

S/	Parameter	Sub- Heads	Description	Max Marks	Marks Assigned
1	Financial Capability (Max. Marks- 20)	<b>Net-Worth of the Applicant as on 31<sup>st</sup> March of the previous Financial Year (as per the statement in the form of affidavit duly certified by Chartered Accountant)</b>	Liquid Component in the Net Worth Statement: Cash & Bank Balances and Fixed Deposits in Scheduled Banks  <b>(Full Marks for Rs. 40 Lakhs Liquid Component in Net-Worth position and Pro-rata marking accordingly. 100% Margin basis for Liquid Component)</b>  <i>Illustration: If an applicant has Net Worth of Rs. 2 Crore out of which Rs. 20 Lakhs is Liquid Component, then the applicant will get 3 Marks.</i>	6	
			Non-Liquid Component: Land and building component of the fixed assets at Market Value as assessed by Government approved Valuer.  <b>(Full Marks for Rs. 120 Lakhs Non-Liquid Component in Net-Worth position and Pro-rata marking accordingly. 50% Margin basis for Non- Liquid Component)</b>  <i>Illustration: If an applicant has Net Worth of Rs. 2 Crore out of which Rs. 60 Lakhs is Non-Liquid Component, then the applicant will get 3 Marks.</i>	6	

		<b>Credit worthiness</b>	<b>Letter ensuring credit:</b> From Scheduled Bank / Financial Institution ensuring Credit / Credit worthiness of the applicant to the amount of Rs. 1.0 Crore, in case of allotment of CNG station to the applicant.  <b>(Pro-rata marking shall be done)</b>	8	
	<b>Based upon the following documentary evidences only:</b>				
	1. Net Worth Statement in the form of affidavit duly certified by Chartered Accountant				
	2. Letter of Credit from Scheduled Bank / Financial Institution in favour of the applicant only.				
2.	Educational Qualification (Max. marks-20)	<b>Educational Qualification Level-I.</b>			
		(i) Post Graduation in Management			
		(ii) Diploma in Management from Indian Institute of Management		20	
		(iii) Graduation in engineering			
		(iv) Graduation in Law			
	(v) Chartered Accountant				
	<b>Educational Qualification Level-II.</b>				
	(i) Post Graduation in any other field not covered in Level- I above				
	(ii) Graduation in any other field not covered in Level- I above		15		
	(iii) Cost Accountant				
	(iv) Company Secretary				
	(v) Diploma in Engineering				
	<b>Educational Qualification Level-III.</b>				
	Intermediate or equivalent		10		
	<b>Educational Qualification Level-IV.</b>				
	Matriculation or equivalent		5		
	Based on the documentary proof of educational qualification such as certificate / mark sheet from Board / University				
3.	Age (Max. marks-20)	21 years and more but less than 35 years		20	
		35 years and more but less than 45 years		15	
		45 years and more but less than 55 years		10	
		55 years and more but less than or equal to 65 years		5	
Based on documentary evidence (Affidavit, school leaving certificate, Aadhar Card, Voter ID, Passport, PAN card) as applicable, along with the application.					
All age as per completed years as on the date of application.					
<b>Zero marks for applicants having age more than 65 years as on the date of application.</b>					
4.	Business Plan (Max. 20 Marks)	Assessment of committee for Capability of the applicant to tap Sales potential (Max. Marks: 10)	<b>Explanation of Plan / strategy to ensure sales volumes with prospective customers</b>	8	

		Project report (Max. Marks: 10)	<p><b>Project Report</b> for realizing sales potential submitted by the applicant. Report must include:</p> <p>a. Details of customer-segments  b. Anticipated sales volume  c. Publicity budget by dealer  d. Time-lines to achieve the sales target</p> <p><b>(Pro-rata marking shall be done on the above-mentioned points in Project Report)</b></p>	12	
5.	Experience of Dealership/Forecourt Management (Max. 20marks)	Business experience in area (Max. Marks: 10)	Retail trade of Petroleum (oil & gas) products/ Petroleum sector	<b>10</b>	
			Others (Other than the above)	5	
		Business experience in years as on date of application (Max. Marks: 10)	Equal to or more than 3 years	<b>10</b>	
			More than 1year but less than 3 years	5	
			Less than 1 year	1	
Based on furnishing of documentary evidence to establish the relevant experience.					

**[SIGNATURE OF SELECTION COMMITTEE MEMBERS]**



## Our Offices

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