



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

**CNG DEALERSHIP  
INFORMATION  
BROCHURE**

DATE – 01.08.2023

**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 web hosted 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-I**.

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

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. **10,000/- plus** GST @ 18% shall be required from the applicant and should be duly mentioned the transaction number of fee deposit in the application form number.

**Bank Account Detail : Aavnatika Gas Limited**

**Bank Name** : Bank of Baroda, A.B. Road Branch , Indore, MP

**Account number** : 12010500000056

**IFSC Code** : BARB0COLIND

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-IV**. 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-V**.
- 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 (LoI) 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. **For DODO Category A** - CNG Dealership agreement will be signed between AGL and the selected applicant subsequent to acceptance of LOI and submission of an interest free refundable Security deposit of Rs. 5.0 Lacs by the applicant.  
**For DODO Category B** – 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 1 lakh before 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, in this regards, written confirmation mail for selection will be sent to selected applicant. CNG Dealership agreement will be signed between AGL and the selected applicant subsequent to acceptance of LOI and submission of an interest free refundable Security deposit of Rs. 4.0 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 Working Level Committee (WLC) consisting of one member each from Marketing, Project, Legal, HR and Finance department shall scrutinize the applications received, short-list the land/plots offered for finalization based on the technical and commercial suitability. Based on its evaluation, the Working Level Committee shall submit its final recommendation of applicants considered suitable for further processing by Selection Committee consisting of HODs of Marketing, Project, HR and Finance department. 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 OR as per Dealership Model/Agreement 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 12 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.

In case of non meeting the above educational qualification criteria, However offered land business potential and suitability of AGL requirement, minimum educational qualifications may be relaxed to NIL (Only reading – writing skills must be have by the applicant which may be assess during Interview by the approval of executive management)

- 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:**

Component	Items to be considered	Margin to be considered
<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 in case of Private land and 10 years in case of Government land (or as advertised by the company) from the date of application. Registered Agreement to Sale, Lease Agreement OR 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.



**Proof of Ownership:**

- i. Registered Agreement to Sale, **OR**
  - ii. Lease Agreement (Applicant is required to submit a Lease Agreement duly stamp and notarized at the time of application and shall submit registered Lease Agreement within 02 month of issuance of LOI), **OR**
  - iii. Affidavit from the Owner and the Applicant, in case of non-registered agreement, stating that, "he is willing to get the Lease Deed registered within 2 month from issuance of LOI and Owner has no objection for the lease property to be used for the said purpose of CNG/Fuel Station, In case of failure to get the Lease Agreement registered (for any reasons) within 02 month from the date of issuance of LOI, the application and LOI stands Terminated, and the applicant shall not raise any dispute in Court and/or any other Forum against the said Termination. Or
  - iv. Ownership document of land Registry, Land Record Book, Power of Attorney, Sale deed, Extracts, Mutation register extract, No-objection certificates (NOC), Allotment letter, Sale agreement.
  - v. In case of land belongs to joint family name, the power of Attorney with NOC (in affidavit and notarized) shall be required in the name of applicant.
- 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	
18	Land Category	25	
	<b>Total</b>	<b>225</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  Maximum Marks: 25	Sales potential of more than 5000 Kg /day at the Online CNG Station and 1650 Kg/day for DS/DS.	25	
		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	15	
		Sales potential of less than 2500 Kg/ day at the Online CNG Station and less than 825 Kg/day for DB/DS.	5	
7	Frontage  Maximum Marks: 10	Outside Municipal Limit		
		More than 45M	10	
		More than 40M up to 45M	8	
		More than 35M up to 40M	6	
		Minimum Requirement of 35M	4	
		Within Municipal Limit		
		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)	the plot		
	Maximum Marks: 5	Culver at the boundary of the plot	2	
		Culver passing through the plot	0	
14*	Soil Type (Hard soil desirable)	Clay soil or rocky/ Hard soil	15	
		Soft soil/ Loamy soil	12	
	Maximum Marks: 15	Sandy soil	6	
15	Availability of Power	Power source is within 1 KM from the plot	5	
	Maximum Marks: 5	Power source is beyond 1 KM from the plot	1	
16	Visibility from the Road	Possible Visibility from more than 1 Km	10	
	Maximum Marks: 10	Possible Visibility from more than 0.5 - 1Km	5	
		Possible Visibility from less than 0.5 Km	2	
17	No Presence of Divider	No Divider on the road or cut on the road in front of the land	10	
	Maximum Marks: 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	
18	Land Category:	Land Owned by applicant	25	
	Maximum Marks: 25	Land owned by applicant parents	15	
		Land owned by applicant in joint name	10	

\* 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>	<p>Liquid Component in the Net Worth Statement: Cash &amp; Bank Balances and Fixed Deposits in Scheduled Banks</p> <p><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></p> <p><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></p>	6	
			<p>Non-Liquid Component: Land and building component of the fixed assets at Market Value as assessed by Government approved Valuer.</p> <p><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></p> <p><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></p>	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 (iii) Graduation in engineering (iv) Graduation in Law (v) Chartered Accountant		20	
		<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 (iii) Cost Accountant (iv) Company Secretary (v) Diploma in Engineering		15	
		<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)	<b>Project Report</b> for realizing sales potential submitted by the applicant. Report must include: a. Details of customer-segments b. Anticipated sales volume c. Publicity budget by dealer d. Time-lines to achieve the sales target  <b>(Pro-rata marking shall be done on the above-mentioned points in Project Report)</b>	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 1 year 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]**

**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 CODO	AGL 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 in name of AGL
		Bulk Consumer Premise	AGL or as per Agreement
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/OMC	Dealer/OMC (as per agreement)
		Bulk Consumer Premise	AGL or as per Agreement

<b>8</b>	Electricity Charges towards Equipment till final Dispensation	DODO Category A & B	AGL will reimburse electricity bill for CNG Equipment (Compressor, Dispenser, etc.) Except electricity bill of CNG equipment's, rest electricity bill will be borne by Dealer.
		Rest All Models Full DODO	AGL (except for OMC ROs where Electricity Charges for outside equipment area shall be borne by OMC)
<b>9</b>	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
<b>10</b>	Supply & Maintenance of Fire Fighting Equipment	COCO, CODO & Bulk Consumer Premise	AGL
		Rest All Models	Dealer/OMC
<b>11</b>	Fixation of Retail Selling Price of CNG	All Models	AGL
<b>12</b>	Tax/Duties related registration/payments/obligations	All Models	As per prevailing Statutory obligation
<b>13</b>	Promotional Activities for Increasing CNG sale	All Models	AGL or as per agreement



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

<b>Indore Stretch :</b>			
<b>Sr.</b>	<b>Stretch</b>	<b>Location</b>	<b>Stretch Detail</b>
1	Indore Stretch - 1	Bada Ganapati upto Gandhi Nagar via Airport Road (Kalani Nagar) through RAPTC	From Bada Ganpati 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 Battalion , AHQ Post Office , APTC Gaarden , Kalani Square.
5	Indore Stretch - 5	Bapat Square upto Dewas Naka	From Bapat Sq. upto Dewas Naka via Brilliant Convention, Khalsa Square , Niranjan 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.**