



Haridwar Natural Gas Private Limited

(JV of Bharat Petroleum & GAIL Gas)

INFORMATION BROCHURE

FOR

CNG STATION

ON

FULL DODO MODEL

Transit Camp: House No.-129, New Haridwar Colony, Behind Matrichaya Medical Centre, Ranipur Mode, Haridwar-249401 (U.K.).

Regd. Office: Bharat Petroleum Corporation Ltd., Landhora, Roorkee, Haridwar, Uttarakand-247667.

CIN: U40300UR2016PTC007004

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FULL DEALER OWNED – DEALER OPERATED (DODO) MODEL

HNGPL is the authorized CGD entity for setting up CGD infrastructures in the Geographical Areas (GA) of Haridwar, Roorkee and Laksar.

HNGPL invites Expression of Interest (EoI) for setting up CNG Stations on Dealership Models, GA specific advertisements are published in leading News Papers and also hosted on company websites. Applications for Dealership are accepted during the dates prescribed through the advertisement. Accordingly, eligible individuals / parties may submit application (EoI), against the advertisement during the time period specified in the advertisement.

This Brochure contains relevant information for the applicants for CNG stations on Full DODO model.

1. **SELECTION OF DEALER:** Dealer will be selected as per the "Guidelines and Procedures for Selection of CNG Retail Outlet Dealership" (**Annexure-A**).
2. **APPLICATION FORM:** Application is to be submitted strictly in the Application Form enclosed as **Annexure-B**. Application submitted in any other Form shall be summarily rejected without any further evaluation.
3. **APPLICATION FEE:** Non-refundable Rs. 11,800/- (including GST) to be submitted along with the Application. Applicant is to pay Application Fee through Demand Draft in favour of 'Haridwar Natural Gas Private Limited' payable at Haridwar.
4. **TERM OF DEALERSHIP:** 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 HNGPL on the terms and conditions mutually agreed upon.
5. **PREFERRED LAND AREA NORMS:** Requirement of preferred land sizes & norms for setting up CNG Station are as noted below:
 - CNG Online Station / Daughter Booster Station or DBS (outside municipal limits): 35m (frontage) x 35m (depth) i.e. 1225 sqm.
 - CNG Online Station /DBS (within municipal limits): 30m x 30 m i.e. 900 sqm.
 - Plot on National Highway should be as per IRC norms 35 m (f) x 35 m (d) on un-divided carriageway and 35 m (f) x 45 m (d) on divided carriageway or as per the latest applicable guidelines notified by MoRTH.
 - The offered land should preferably be: (a) within municipal limits and (b) at a distance of more than 1 km from the existing / planned CNG Station of the company.
 - The indicated plot size shall be measured after leaving applicable ROW as per norms of NHAI/PWD/ CPWD/State Highway Deptt. /Local Authorities etc.

6. SCOPE MATRIX:

Various Activities required for setting up the CNG Station on Full DODO model has been distributed between HNGPL ("Company") and the "Dealer" as noted below -

S/N	Activities	In the Scope of
1	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	HNGPL
2	Arrangement of Land & all the land related permissions such as Urban Land sealing, CLU, applicable clearances from tax departments, No Objection Certificate from Owner / Co- Owners of Land for setting up CNG Station as per terms of dealership etc.	Dealer
3	All Civil/Mechanical/Electrical Works for setting up the CNG Station	Dealer
4	Procurement & installation of all required CNG Equipment such as Compressor, Cascade, CNG Dispensers, SS Tubing etc. and all associated facilities (including electrical items) to run CNG equipment for CNG dispensation as per design and specifications given by Company/ applicable PESO/PNGRB/OISD guide lines and standards	Dealer
5	All Statutory Permissions related to Construction of CNG station, CNG Equipment & Dispensation	Dealer
6	Day-to-day operations of CNG Station i.e. Forecourt Management, Collection of Sale proceeds, Deposit of Sale proceeds in to HNGPL account	Dealer
7	Operation and Maintenance (O&M) Arrangement of CNG Equipment, CNG Stations installations and all associated facilities	Dealer
8	Transportation of CNG through LCV/HCV Cascades in case of Daughter Booster Station (DBS)	Dealer
9	Arrangement of required Electrical System e.g. taking Electrical Connection, Electrical Cabling & Earthing, UPS, Power Backup system, Arrangement of Transformers, installation of Electric Meters, Lighting Poles etc.	Dealer
10	Payment of Electricity Charges	Dealer
11	Arrangement of Canopy, Station lighting, Flooring, General Upkeep of Station including Dispenser Area etc. for better visibility of HNGPL CNG branding	Dealer
12	Supply & Maintenance of Fire Fighting Equipment	Dealer
13	Fixation of Retail Selling Price of CNG	HNGPL
14	Tax/Duties related registration/payments/obligations	As per prevailing statutory obligation
15	Promotional Activities for Increasing CNG sale	Dealer
16	Various audits including safety audits and technical audits	HNGPL

- Land for setting up CNG station is to be 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
- Dealer shall 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.

- 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.
- In case of Daughter Booster Station (DBS), the transportation of compressed gas from Company's 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 line (from the main pipeline network till the proposed retail outlet site) is up to 1 KM and laying of such pipeline is found feasible.
- 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.
- 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. **Reasonable "FUEL" and gas loss limit is defined as 5%. Any draw beyond that will be charged at RLNG price at which gas has been sourced by HNGPL in that month.**
- Dealer shall be paid Dealer Service Charges on Rs...../Kg basis for CNG sold from the CNG station. Geographical Area (GA) wise Dealer Service Charges, currently applicable for this model, is noted at Annexure - C. Any subsequent revision shall be notified by Company on time to time.
- A Dealership Agreement in this regard shall be executed between Company and Dealer after award of Dealership.
- The dealer shall ensure that the gas provided by HNGPL 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 HNGPL and Invoicing to the end-consumers shall be done in the name of HNGPL 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.
- Viability of the business of the Full DODO model will not be the responsibility of HNGPL. 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.

7. SECURITY DEPOSITS:

Following noted Security Deposits shall be payable by the Successful Applicant -

- Interest Free Security deposit of Rs. 5.00 Lakhs, through Electronic Transfer, at the time of issuance of Letter of Intent (LOI) for Dealership by the Company. HNGPL shall reserve the right to adjust any dues to it from this amount at the time of resignation / termination.

- At the time of signing of dealership agreement, the LOA holder shall submit Payment Security deposit in the form of Bank Guarantee for an amount equivalent to average seven days sale of the CNG Station. Initially it will be calculated at the rate of 2000 kg/day which will be reviewed periodically.

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.

LOI holder, after receipt of LOI, is required to arrange necessary funds within 6 months and submit requisite documents against financial closure to the company. If necessary funds are not arranged and financial closure is not achieved within 6 months period, 10% amount towards security deposit shall be forfeited.



ANNEXURE-A

GUIDELINES AND PROCEDURES FOR SELECTION OF CNG RETAIL OUTLET DEALERSHIP

1. SELECTION PROCEDURE:

For selection of Dealer for CNG Station on Full DODO model:

Application form and the list of documents to be submitted by the applicant at the time of application is as per **Annexure-B**. There is no Online mode so all the application will be accepted in Offline mode only.

Eligibility for prospective applicants shall be as per Eligibility Criteria in **Annexure-D**.

Criteria for disqualification of application shall be as per **Annexure-E**.

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

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 HNGPL.

The applications received against the EOI shall be processed as per company policy/norms. The selection procedure and subsequent CNG Station development shall broadly involve following steps -

- a. Scrutiny of received Applications towards meeting minimum eligibility criteria (apart from land).
- b. Submission of Interest free Security deposit of Rs. 5 Lakh in the form of NEFT/RTGS or other online modes by the Applicant (meeting minimum eligibility criteria) upon receiving intimation for same from the company.
- c. Issuing Letter of Intent (LOI) to the selected applicants.
- d. The LOI holder, after receipt of LOI, is required to arrange necessary funds within 6 months and submit requisite documents against financial closure to the company. If necessary funds are not arranged and financial closure is not achieved within 6 months period, 10% amount towards security deposit shall be forfeited.
- e. Issuing Letter of Acceptance (LOA) to the LOI Holder Applicants after successful completion of financial closure and title verification of land based on which the applicant to obtain all the statutory permissions and approvals for setting up CNG Station.
- f. Development of the offered land by the Applicant 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 obtaining final approvals/ permissions from the statutory authorities.
- g. The applicant shall be given 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.
- h. Verification of entire setup/developed CNG Station by the Company, submission of Indemnity Bond and signing of Agreement before commissioning of the station, in case of proper compliance of development of station by the Applicant.

- i. At the time of signing of dealership agreement, the LOA holder shall submit Payment Security deposit in the form of Bank Guarantee for an amount equivalent to average seven days sale of the CNG Station initially, calculated at the rate of 2000 kg/day which will be reviewed periodically.
- j. *(Deleted)*

APPLICATION FORM

OFFER FOR SETTING UP CNG STATION ON

FULL DEALER OWNED DEALER OPERATED (FULL DODO) MODE

(Please refer Information BROCHURE for FULL DODO for filling the Application)

Latest
Passport Size
Photograph with
Specimen
signature on
photograph

Location _____ City _____ State _____

Advertised on / / in _____ by HNGPL
(Date) (Name of Newspaper / Website)

APPLICANT INFORMATION

1. INDIVIDUAL APPLICANT / PROPRIETORSHIP/PARTNER IN PARTNERSHIP FIRM

Name: _____

Date of Birth: / /

Age (as on date of application): Yrs. _____

Father's/Husband's Name: _____

Gender _____ Nationality _____ Marital Status _____

Phone (Res.) _____ Phone (Off.) _____ Mobile _____

Email _____

Educational Qualification _____

Current Address: _____

Flat /House No. _____ Building Name _____

Plot No. _____ Street Name _____

Locality _____ Landmark: _____

City: _____ State: _____ ZIP Code: _____

2. NON-INDIVIDUAL APPLICANTS (ENTITY)

Name of Entity: _____

Name of Authorized Signatory: _____

Phone (Off.) _____ Fax _____ Mobile _____

Email: _____

Current address: _____

Flat/ House No. _____ Building Name _____

Plot No.: _____ Street Name: _____
Location: _____ Land Mark: _____
City: _____ State: _____ ZIP Code: _____

3. ID Details

PAN Number:

AADHAAR No:

4. DETAILS OF LAND PROPOSED FOR SETTING CNG STATION ON FULL DODO MODEL

Name of the owner(s) of the site: _____

Relationship of land owner with the applicant: _____

Location of the plot: _____

Longitude/Latitude Coordinates of the Centre point of plot: _____

Address of the plot: _____

Specify the relevant information _____

(i) Khasra/Gata/Kila Number _____

(ii) Khata Number _____

(iii) Khatauni Number _____

(iv) City survey no. of plot & Village _____

(v) Area of the plot (In Sq Meters) _____

(vi) Frontage available (In Meter) _____

(vii) Depth of the plot (In Meter) _____

(viii) Zone _____

(ix) Details of the surroundings:

(Indicate approx. distance between the surroundings and plot boundary)

• East: _____

• West: _____

• South: _____

• North: _____

(x) Availability of power connection: _____

(xi) Availability of water connection: _____

(xii) Encroachments, if any: _____

(xiii) Whether offer plot is situated on National Highway: _____

- (xiv) Details of any adjoining roads (main road, service road etc, indicate width of road): _____
- (xv) Any path way crossing the land _____
- (xvi) Any high voltage transmission lines passing through the plot or passing Nearby. If yes distance from the plot _____ (in mtrs)
- (xvii) Whether the offered plot located within municipal limit or Outside the Limited: _____
- Within Outside
- (xviii) Local Municipality ward _____
- (xix) Nearest police station _____
- (xx) Nearest fire station _____
- (xxi) Whether title of plot is clear, markable and Undisputed: _____
- (xxii) Whether land is, at any time, covered in Govt. Acquisition plan: _____
- (xxiii) Whether the owner has received any notice of any type from any statutory body/ Agency for the referred plot. If yes, details there of _____
- (xxiv) Whether the plot of land falls in Control area. If yes, whether NOC from concerned authorities has been obtained for commercial use? _____
- (xxv) Land Use Conversion - Is the land already converted from Agriculture to Non-Agriculture Use - Yes/No ___

BROAD TERMS AND CONDITIONS

Broad Terms & Conditions of dealership on Full DODO model is as per Information Brochure for Full DODO Model and its Annexures.

DOCUMENTS TO BE SUBMITTED

Applicant has to submit documents as listed in the **Annexure - F** of the Information Brochure.

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

Demand Draft No. _____ dated _____ for Rs. 11800/- against application fee (Rs.10000/- + 18% GST) i(Bank's name) in favour of 'Haridwar Natural Gas Private Limited' payable at Haridwar.

Place: _____ Signature of Applicant: _____

Date: _____ Name in block letters: _____

Note: Separate sheets may be used for providing relevant information



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These details are to be mentioned on the Sealed Envelope of Application against Expression of Interest (Eoi) for FULL Dealer Owned Dealer Operated (Full DODO) Model CNG Station.

To,
CEO

*To,
Site Officer-In-Charge

* Date of Advertisement: _____
* Name of the Geographical Area (GA) applied for: _____
*Stretch Number: _____
*Name of Stretch Applied for: _____

HNGPL, House No; 129,
New Haridwar Colony,
Ranipur More, Haridwar-
249401. UTTRAKHAND
Tel: 01334-220333

HNGPL
(Detailed Address of Site as per
Annexure-G)

Note: * In case application is being submitted to HNGPL Office address, scan copy of the entire application is to be submitted before due date and time to Email Id: tenders@hngpl.co.in

From: _____
*Name of Applicant: _____
*Complete Address of Applicant: _____

Pin Code: _____ District: _____ State: _____
*Mobile Number: _____ 1. _____ 2. _____
*Email Address: _____ 1. _____ 2. _____

*** Details are Mandatory**



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ANNEXURE - C

Dealer Service Charges to Dealer for Full DODO

Attractive Charges in line with Prevailing Industries Practices (to be notified and communicated separately on time-to-time basis)

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ANNEXURE – D

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 10th Standard Board Certificate / Secondary School Leaving Certificate / Birth Certificate / Passport / Affidavit for age / Identity card issued by Election Commission.

- d) **Educational Qualification:** Passed Minimum 10th (examination conducted by a Board/School).

Certificate issued by Armed Forces as equivalent to 10th 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 31st 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
Liquid	Cash & Bank Balances and Fixed Deposits in Scheduled Banks <i>(in the name of applicant only)</i>	100%
Non-Liquid	Land and building component of the fixed assets (full details of such assets to be furnished) 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.

(A) 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 31st 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.

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DISQUALIFICATION CRITERIA

ANNEXURE – E

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.

C. Plots with following conditions shall not be considered for evaluation:

- (i) Totally blocked frontage of plot for free movement of vehicles.
- (ii) High / Low tension overhead line passing from inside the boundary of the plot.

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 with respect to submission of documents establishing clear ownership of Land after issuance of LOI.
- 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 31st March of previous Financial Year in the form of Affidavit and duly certified by Chartered Accountant.
- e) Government Advocate's letter on ownership of land stating that the applicant or the lessor in case land offered is arranged on long term lease by the applicant is having clear ownership of the land in his name through Purchase/ Transfer, the offered land is having clear and marketable title without any encumbrance and offered land is also not notified for acquisition by any competent authority.
- f) Copy of land documents in support of ownership / lease rights subject to the condition that the applicant will get the duly registered documents establishing clear ownership of the land in his name through Purchase//Transfer or in the name of the lessor in case land offered is arranged on long term lease by applicant. The said documents shall be submitted after issuance of LOI.
- g) Sketch/Site map of the offered land with dimension. Plot size shall be measured after leaving applicable ROW as per norms of NHAI/PWD/CPWD/State Highway Deptt./Local Authorities etc.
- h) Undertaking of Applicant of his not falling under "Disqualification Criteria".
- i) Copy of Information Brochure, signed on each page as token of acceptance.
- j) Document in support of conversion of land use, if already converted from Agriculture to Non-Agriculture purpose.
- k) If use of land is not already converted, an undertaking (in the enclosed format F/A-V) to the effect that the land will be converted within Months, failing which LOA shall be deemed to be cancelled.
- l) Any other document, if required to be submitted, under the terms of any specific advertisement.

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



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Additional documents in support of Specific Eligibility Criteria:

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

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.

The technical offer should be sealed and placed in an envelope super-scribed as "**Offer for land on Full DODO basis at (Location Name) in Haridwar GA**". There is no "Financial Offer" for land on Full DODO basis. Application with all the information and documents attached should reach on or before due date at the following address:

To,

CEO

HNGPL,

House no, 129, New Haridwar Colony,

Ranipur More, Haridwar-249401, UTTRAKHAND

Tel: 01334-220333



HARIDWAR NATURAL GAS PVT LTD
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ANNEXURE - G

HNGPL SITE OFFICE ADDRESS

S/N	GA LOCATION	DETAILS OF SITE OFFICE ADDRESS
1	Haridwar GA	House no 129, New Haridwar Colony, Behind Matrichhaya Medical Centre, Ranipur Mode, Haridwar- 249401 (U.K.)



HARIDWAR NATURAL GAS PVT LTD

(JV OF BPCL & GAIL GAS)

FORMATS FOR AFFIDAVITS

F/A-I (Full DODO)

Notarized Affidavit for Financial Strength

(For Individual Applicant/Proprietorship/Partnership)

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

I, _____, son/daughter/wife of _____, Aged about ____ years, resident of, *partner in the partnership firm carrying out business under the name and style of _____/proprietor of _____, (*Strike off whichever/if not applicable) do hereby solemnly affirm and declare as under:

- That I / _____ (name of Partnership/Proprietorship as case may be) have applied for CNG Station dealership of HNGPL at ____ (Location) District ____ as per Advertisement dated _____.
- That as on 31.03.20XX, I / _____ (name of Applicant/Proprietorship/Partnership as the case may be) have Net-worth of Rs. _____ (Amount in words) as per the following **Net-worth computation:**

Component	Items considered	Amount (Rs.)
Liquid	Details of Cash & Bank Balances and Fixed Deposits in Scheduled Banks <i>(in the name of applicant only)</i> (100% Margin considered)	
Non-Liquid	Details of 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% Margin considered)	
TOTAL NET-WORTH		

DEPONENT

VERIFICATION:

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge. No part of this Affidavit is wrong and nothing material has been concealed there from.

DEPONENT

Certified by:

Chartered Accountant

Name & Details

UDIN Number:

(Signature and Seal of Signature Magistrate/Judge/Notary Public)



HARIDWAR NATURAL GAS PVT LTD
(JV OF BPCL & GAIL GAS)

F/A – II (Full DODO)

Notarized Affidavit for Financial Strength (For Non-Individual Applicants)

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

I, _____, son / daughter / wife of _____, aged about _____ years, resident of _____, authorized representative of _____ (name of company) incorporated under the Companies Act, 1956/2013, having its registered office at _____ do hereby solemnly affirm and declare as under:

1. That _____ (name of the Applicant entity) has applied for CNG Station dealership of HNGPL at _____ (Location) District _____ as per Advertisement dated _____.
2. That I am the authorized signatory of _____ (Applicant).
3. That as on 31.03.20XX, _____ (Applicant) has Net-worth of Rs _____ (Amount in words) as per the Annual Accounts/Balance Sheet prepared under the Companies Act, 1956/2013.

DEPONENT

VERIFICATION:

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge. No part of this Affidavit is wrong and nothing material has been concealed therefrom.

DEPONENT

Designation

Location

Certified by:

Chartered Accountant

Name & Details

UDIN Number:

(Signature and Seal of Signature Magistrate/Judge/Notary Public)



HARIDWAR NATURAL GAS PVT LTD
(JV OF BPCL & GAIL GAS)

F/A – III (Full DODO)

Notarized Affidavit
(For Individual Applicant/Proprietorship/Partnership)

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

I, _____, son / daughter / wife of _____ Aged about _____ years, resident of _____, *partner in the partnership firm carrying out business under the name and style of _____ / proprietor of _____, (*Strike off whichever/if not applicable) do hereby solemnly affirm and declare as under:

1. That I / _____ (name of proprietorship/partnership firm as the case may be) have applied for CNG Station dealership of HNGPL at _____ (Location) District _____ as per Advertisement dated _____.
2. That as on _____, _____ (Date of Application), I have not been convicted for any criminal offence involving moral turpitude/ economic offences (other than freedom struggle).
3. That as on _____ (date of Application) I am not mentally unsound / totally paralyzed.

DEPONENT

VERIFICATION:

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge. No part of this Affidavit is wrong and nothing material has been concealed therefrom.

DEPONENT

(Signature and Seal of Signature Magistrate/Judge/Notary Public)



HARIDWAR NATURAL GAS PVT LTD
(JV OF BPCL & GAIL GAS)

F/A – IV (Full DODO)

Notarized Affidavit
(For Non-Individual Applicants)

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

I, _____, son / daughter / wife of _____, aged about _____ years, resident of _____, authorized representative of _____ (name of company/ applicant) incorporated under the Companies Act, 1956/1913, having registered office at _____ do hereby solemnly affirm and declare as under:

1. That _____ (*Applicant*) has applied for CNG Station dealership of HNGPL at _____ (Location) District _____ as per Advertisement dated ____.
2. That I am the authorized signatory of _____ (*Applicant*) and as such competent to swear this Affidavit.
3. That none of the members of the Governing / Managing Committee/ Directors/ Promoters of _____ (*Applicant*) has been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
4. _____ (*Applicant*) has not been convicted for any criminal offence involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.

DEPONENT

VERIFICATION:

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge. No part of this Affidavit is wrong and nothing material has been concealed therefrom.

DEPONENT

(Signature and Seal of Signature Magistrate/Judge/Notary Public)



HARIDWAR NATURAL GAS PVT LTD
(JV OF BPCL & GAIL GAS)

F/A – V (Full DODO)

Notarized Affidavit for submission of documents establishing clear ownership of Land

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

I, _____, son/daughter/wife of _____, Aged about ____ years, resident of _____, *partner in the partnership firm carrying out business under the name and style of _____/proprietor of _ / authorized representative of _ (*Strike off whichever/if not applicable) do hereby solemnly affirm and declare as under:

1. That I/ _____ (name of Applicant) have applied for CNG Station dealership of HNGPL at ____ (Location) District ____ as per Advertisement dated _ _.
2. I understand that for Full DODO Model selected by the Applicant for Dealership Application, 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.
3. I undertake to submit the duly registered Agreement to Sale / Registered Lease Agreement/Registered Power of Attorney as the case may be establishing clear ownership of the land after issuance of LOI and before issuance of LOA.
4. I also undertake that the land offered for Full DODO Model CNG Station is presently Agricultural Land, however, it will be converted from Agriculture to Non-Agriculture purpose within ____ months from the date of LOA. I also understand that failure to convert the land for Non-Agriculture purpose within the time mentioned above shall lead to cancellation of the LOA and forfeiture of the Security Deposit.

DEPONENT

VERIFICATION:

Verified at _____ on this ____ day of __ that the contents of the above affidavit are true and correct to the best of my knowledge. No part of this Affidavit is wrong and nothing material has been concealed there from.

DEPONENT

(Signature and Seal of Signature Magistrate/Judge/Notary Public)