



Ref: AGCL/Retail Marketing/2021-22/01/12

Date: 01.02.2022

Assam Gas Company Limited invites

- 1) Applications from interested parties for Dealership of future proof Retail Outlets in Assam with way side amenities for sale of MS, HSD, CNG, Lubricant with EVC Facility.
- 2) Applications from interested parties willing to give their land on long term Lease basis for installation of Retail Outlet in Assam.

The interested applicants may please download the detailed circular along with Application Form (Annexure 1 & 2) for Dealership of Retail Outlet and (Annexure 1) for applicants offering land on Long Term Lease for installation of Retail Outlet from our website: www.assamgas.org.

Duly filled-in application along with supporting documents shall reach AGCL latest by 15.03.2022 as per the Circular dated 01.02.2022 in sealed envelope mentioning the subject.

Applicants are advised to visit our website regularly for any addendum and/or corrigendum.

MANAGING DIRECTOR

Date: 01.02.2022

Circular

1) Notice for appointment for Retail Outlet Dealership for AGCL in Assam

Assam Gas Company Limited (AGCL), A Govt. of Assam Undertaking, is engaged in distribution of Piped Natural Gas and CNG in Upper Assam Geographical area. AGCL has started to set up number of Combo Retail Outlet in Assam for sale of MS(Petrol), HSD (High Speed Diesel), CNG (Compressed Natural Gas), Lubricants and EVC (Electric Vehicle Charging Docks) with way side amenities. Sealed Applications along with duly filled up Land Details (Annexure 1) along with Application Form (Annexure 2) are invited from interested applicants having land and meeting the below mentioned criteria:

1. The application should be enclosed with duly filled land details as enclosed in Annexure 1 and Dealership Main Application form as Annexure 2
2. The interested applicant must be an Indian Citizen and resident of state of Assam.
3. Age not less than 18 years and not more than 60 years (Attach proof of age by copy of 10th Standard Board Pass Certificate/Pan Card/ Birth Certificate/Passport/Affidavit for Age/Voter ID Card)
4. **Education:** Passed minimum 10th (Examination conducted by a Recognized Board)
5. **Finance:** Funds required for eligibility will be Rs 150 Lakh. The funds can be in following forms:
 - Funds in Savings account, Deposits with Banks/Registered Companies/Postal Schemes/Shares of Listed companies/Mutual Funds/Comfort letter from Bank)

The above details are to be given by the candidates with copies of relevant documents

The amount mentioned is only for eligibility criteria, the actual funds required may vary from case-to-case basis depending on the plot size and facilities.

6. **Net Worth Certificate:** Applicant has to submit Net Worth Certificate duly sealed and signed by Chartered Accountant
7. **Land:** Applicants should have a suitable plot of land by way of ownership/or long-term lease for a minimum period of 30 Years and the lease agreement should have a sub-lease clause. The Applicants should furnish the below mentioned documents in support of their ownership:
 - Jamabandi/Chitha Copy, Revenue Receipt, Non-Encumbrance Certificate (NEC), Legal Search Report from a lawyer confirming the title, Trace Map, Land Holding Certificate
 - Certified Copy of the Registered Sale Deed/Registered Gift Deed.
 - Certified Copy of Registered Lease Deed for a period of 30 years.
 - Any other type of Documents as required by AGCL
8. Application of candidates having Dealership of other OMC's (Oil Marketing Companies) in their name will not be considered.
9. Basic facilities required for operation of RO Dealership:

The following facilities are required to be provided at the retail outlet depending upon the type of site (as specified by AGCL)

S.No	Type of Facility	Provision of Facility by
A	Infrastructural Facilities	
i	Developed Land with Boundary/Compound Wall as per AGCL Specification	Dealer
ii	Tanks, Dispensing Units, Signages, Automation, CNG Compressor, Cascade, EVC Equipment, Solar Panels	AGCL
iii	Sales Office, Store Room, Toilet, Electrical Room, Water Connection, Yard Lights, Rain water Harvesting etc.	Dealer
iv	Generator/Invertor	Dealer
v	Compressor with Electronic Gauge for Air Filling	Dealer
vi	Driveway, Culvert and all other civil construction work	Dealer
vii	Canopy (As per AGCL Requirement)	Dealer
B	Customer Convenience Facilities	
i	Clean drinking Water. Maintenance of Clean Toilet, Communications facilities, Manpower, etc	Dealer

Additional facilities required for customer convenience as may be specified by AGCL from time to time will be provided by the Dealer.

10. **Fire Fighting & Safety Equipment:** Dealer to provide Fire Fighting/Safety equipment at Retail Outlet as per statutory requirement and maintain them in good condition at his/her own cost.
11. **Statutory Approvals/Licenses:** Selected Dealer shall obtain all statutory approvals/licenses for operation of Dealership as required by Statutory authorities
12. **Application Fee:** Non-Refundable Application fee of Rs 5000/- (Rupees Five Thousand Only) in form of Demand Draft in Favor of Assam Gas Company Limited, payable at Duliajan should be submitted along with the Application.
13. **Non-Refundable Signing Fee:** Non-Refundable Signing Fee of Rs 1.5 Lakhs (Rupees One Lakh Fifty Thousand) in form of Demand Draft in Favor of Assam Gas Company Limited, payable at Duliajan during the signing of LOI (Letter of Intent)
14. **Fixed Fee:** Fixed Fee of Rs 20 Lakhs (Rupees Twenty Lakhs) in form of Demand Draft/Cheque at Par in favor of Assam Gas Company Limited payable at Duliajan during the signing of Dealership Agreement.
15. Applicant has to submit the NH Feasibility report along with the application.

16. AGCL reserves the right to accept or reject any application without assigning any reason whatsoever.

2) Notice for Requirement of Land on Long Term Lease Basis in Assam

Assam Gas Company Limited invites applications from desirable applicants who are willing to give their land to the company for Retail Outlet on long term lease basis provided the land offered meets the below mentioned conditions:

- The application should be enclosed with duly filled land details as enclosed in Annexure 1
- Interested parties should offer open plots with clear & undisputed title along with attested copies of land documents/Title document.
- The lease period of land will be 30 years.
- Frontage of plot of land should be abutting the National Highway/State Highway/Other District Road/Municipal Road.
- Desirable plot size should be minimum 1500 sq.mtrs. (approx.) with minimum frontage of 40 Mtrs
- Plots of land falling on NH (National Highway) meeting NH guidelines and certified by NH consultant will be considered.
- The applicant shall arrange all statutory clearances such as Urban land ceiling, non-Agriculture conversion, Income Tax Clearance, Non-encumbrance etc. and no objection certificate from co-owners, if any.
- Applicants offering agricultural land shall convert the same to non-agricultural commercial purpose, more particularly, for the use of Retail Outlet at their own expense and cost. Impact charges, if any, to be paid to the local development authorities now or in future shall be paid by the land owner/applicant which shall never be recoverable from Assam Gas Co Ltd.

LAND DETAILS



www.assamgas.org

IMPORTANT: Please read the instructions before filling up the form

Please use BLOCK LETTERS to fill up the form. 2. Kindly tick the appropriate boxes wherever required and as applicable. 3. Application should be complete in all respects. 4. Please ensure all supporting documents are attached. 5. Please avoid cross marks on the form for error free processing.

1.0 **Name** _____ **of** _____ **the** _____ **Applicant:**

2.0 **Address** _____ **for** _____ **Correspondence:**

Town/City: _____ State: _____

District: _____ Pin Code: _____

Contact No: _____

3.0 **Land Details:**

3.1 **Land Available for Development:** Yes No

(If Yes, please provide the following details)

A) **Site/Location Address:**

Patta No: _____ Dag No: _____

Site Address: Village: _____ Mouza: _____

Revenue Circle Office: _____ City/Town: _____

District: _____ State: _____ Pin Code: _____

National Highway No: _____ State Highway No: _____

Major District Road No: _____ City/Town Road Details: _____

B) **Plot Dimensions:**

Size of Plot [(Length and Width) Mtrs]: _____

Frontage of Plot (Mtrs): _____

Total Land Area (Mtrs): _____

(Please attach a sketch of the plot showing plot dimensions and the road on which the plot is situated)

C) **Site within/ outside city limits:** _____

D) **Distance of the nearest town/city:** _____

4.0 Other Site Details:

4.1 Name of the Land Owner: _____
(if Applicant is different than the land owner)

4.2 What is your relationship: _____
with the land owner?

4.3 Are all the documents : Yes No
relating to the land clear?

4.4 Are you willing to give your: Yes No
land on long term lease to AGCL?

4.5 Status of land : Agriculture Non Agriculture
If Agriculture indicate time to
convert to non-agricultural use: _____

4.6 If the plot/site currently : Yes No
vacant
(If no, indicate time required
to make the plot fully vacant): _____

4.7 Is power connection readily: Yes No
available
(if no, indicate time required
To get the power connection): _____

4.8 Is there any electrical wire: Yes No
passing over your site
(if yes, indicate) : High Tension Low Tension

4.9 Is water connection available: Yes No
(if no, indicate time required to
get the water supply) : _____

5.0 If site/location falls on : Divided Carriageway Undivided Carriageway
National Highway

5.1 If Divided Carriageway : _____
distance from any road or median either side

5.2 If Undivided carriageway : _____
distance from any road on either side & opposite side

5.3 Distance of the site from : _____

Any toll plaza & railway crossing

5.4 Distance from the start of : _____
approach of ROB (Road over Bridge)

5.5 Start of approach road of grade : _____
separator or fly over

5.6 Distance of the site from nearest : _____
Retail Outlet either side

6. Declaration

- i) I declare that the above information is true and correct
- ii) I authorise AGCL and its agents to read, review, check and verify any information provided by me in the application.
- iii) I confirm that I have never been indicted/found guilty/sentenced by any court, statutory body or tribunal.
- iv) I confirm that AGCL has the right to reject my application at any stage in the selection process, without assigning any reasons whatsoever.
- v) I acknowledge that, this is only an application form. Submission of this application form is not taken as any indication that AGCL will enter into any agreement with me and that nothing contained in this form shall constitute a contract. Place:

Place: _____ Name: _____

Date: _____
Signature: _____

List of Documents required with Application:

- Jamabandi/Chitha Copy,
- Upto date Revenue Receipt,
- Non-Encumbrance Certificate (NEC),
- Legal Search Report from a lawyer confirming the title,
- Trace Map,
- Land Holding Certificate
- Certified Copy of the Registered Sale Deed/Registered Gift Deed.
- Certified Copy of Registered Lease Deed for a period of 30 years.
- Any other type of Documents as required by AGCL

MAIN APPLICATION FORM

DEALERSHIP FOR PETROLEUM RETAIL OUTLET



www.assamgas.org

IMPORTANT: Please read the instructions before filling up the form

- Please use BLOCK LETTERS to fill up the form. 2. Kindly tick the appropriate boxes wherever required and as applicable. 3. Application should be complete in all respects. 4. Please ensure all supporting documents are attached. 5. Please avoid cross marks on the form for error free processing. 6. Kindly affix recent passport size photograph.

Please fill in the following detail

Application Form Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 No:

Location Preference:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 District:

State:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. Applicant Details

Applicant is a /an Individual Proprietorship Concern Partnership Firm
 Limited liability Partnership (LLP)

Others (Please Specify)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please fill Section 1.1 and Section 1.2 if the applicant is a Firm/Proprietorship/LLP. You may directly proceed to Section 1.2 if an individual.

1.1) Details of

Firm/Proprietorship/LLP: (Under which Dealership should be awarded)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Firm/Proprietorship/LLP:

Registered Office Address:

Address for Correspondence:

Represented by:

Mr./Mrs./Miss

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name *Middle*

Last Name/Surname

Date of Birth:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D D M M Y Y

Pin Code:

Telephone:

No of years of Residence/Business in the District applied for:

Educational Qualification: Please Tick below

Examination Passed	University/Board	Year of Passing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Undergraduate Graduate Post Graduate Professional

Profession: Business Service

Details of Educational Qualification

Self Employed Professional (Please Specify): _____

Others (Please Specify): _____

Marital Status: Married Unmarried
No. of Children: 1 2 3 More than 3
Age of Children

Are you a Member of Club/Professional Body: Yes No

If Yes, Please give details:

Name of Club/Professional Body: _____

Position: _____

2. Work Experience of Applicant

(Note: To be filled by individual or by person who is representing the Firm/Proprietorship/LLP as in Section 1.2)

Work experience (starting from Current Firm):

A. From: To:
M M Y Y M M Y Y

Firm: _____

Location: _____

Designation: _____

Firm Turn Over: Rs. Lacs

No. of Persons Supervised:

Job Profile: _____

B. From:
M M Y Y

To:
M M Y Y

Firm: _____

Location: _____

Designation: _____

Firm Turn Over: Rs. Lacs

No. of Persons Supervised:

Job Profile: _____

(if you want to provide more information please add a separate sheet)

3. Current Businesses/Firm

Note: 1. Please ignore this section if you are/were employed. 2. In case the applicant is a Firm/ Proprietorship/LLP, please include details of major group/sister firms and affiliates.

3.1 Business/ Firm Details:

A. Name of Firm: _____

Nature of Business: _____

No. of Employees: Year of Establishment:

Last Year's Turnover Rs: Lacs Last Year's Net Profit Rs: Lacs

Designation: Proprietor Partner Director Other _____

B. Name of Firm: _____

Nature of Business: _____

No. of Employees: Year of Establishment:

Last Year's Turnover Rs: Lacs Last Year's Net Profit Rs: Lacs

Designation: Proprietor Partner Director Other _____

Note: In case the applicant has more than 2 businesses, please attach separate sheet detailing the same.

3.2 Qualified Personnel Employed in Key Positions in Businesses as mentioned in Section 3.1

4. Investing Entity

We understand that investment can be made either by the individual, his/her family (Spouse, Children, Parents and Grandparents only), or it could be made through a firm (which may either be Partnership/Pvt. Ltd. Company, Public Ltd. Company etc.)

Please specify how the investment is proposed to be made:

By Individual

Through Firm

5. Financial Details

In case investment is by Individual/Family/Proprietor, please fill Box A and if it by Firm/Company fill Box B

5.1) To be filled by Applicant who is an Individual/Proprietorship Concern

5.1.1) Sources of Funds for Investment

Rs. Lacs

From own sources (Applicant, Spouse, Children, Parents, Grand Parents)	
From Firms owned / Promoted by Applicant and his family members as above	
From Friends and Relatives	
From Banks	
Any Other Sources (Please Specify)	
Total Proposed Investment	

5.1.2) Net Worth Statement (Of Applicant and his/her Spouse, Children, Parents and Grandparents)

Rs Lacs

Assets (Current Market Value)	As on _____
Land & Buildings	
Other Fixed Assets like vehicles	
Investments in PPF, NSC, LIC, Shares, Bonds, FD, Business Firm etc	
Gold & Jewellery	
Cash & Bank Balance	
Any Other Assets	
Total Assets	
Liabilities	
Loans Payable	
Other Liabilities	
Total Liabilities	
Net Worth (Total Assets – Total Liabilities)	

5.1.3) Income /Profit Statement

Rs. Lacs

Income From	Actual		Projected
	Prior to Last F.Y.	Last F.Y.	Current F.Y.
Salaries of (Applicant, Spouse, Children, Parents and Grandparents)			
House Property (Rental)			
Business (Profit / Loss)			
Capital Gains			

Interest on Investments			
Other Sources (Please Specify)			
Total			

5.2) To be filled by Applicant which is a firm/LLP

5.2.1) Sources of Funds for Investment

Rs. Lacs

From Owned Resources/Retained Earnings	
Contribution through Capital	
Borrowings through Banks	
Any Other Source (Please Specify)	
Total Proposed Investment	

5.2.2) Net Worth Statement

Rs. Lacs

Assets (Current Market Value)	As on _____
Net Fixed Assets	
Investments	
Loans and Advances	
Inventories	
Debtors	
Cash & Bank Balance	
Any Other Assets	
Total Assets	
Secured Loans	
Unsecured Loans	
Creditors	
Provisions	
Any Other Liabilities	
Total Liabilities	
Net Worth (Total Assets – Total Liabilities)	

5.2.3) Profit & Loss Statement

Rs. Lacs

Income	Actual		Projected
	Prior to Last F.Y.	Last F.Y.	Current F.Y.
Sales Value			
Other Income			
Variation in Stocks			

Total			
Expenditures			
Purchases			
Manufacturing & Other Expenses			
Profit before Depreciation, Interest and tax			
Interest & Finance Charges			
Cash Profit			
Depreciation			
Profit Before Tax			
Provision for Taxation			
Profit After Tax			

6. Reference

Note: 1. Reference that you give in this section may be contacted by AGCL for reference check. 2. No reference given in this section should be a relative of the applicant

6.1) Please give details of your main Bankers:

Name of Bank: _____

Address: _____

Officers Name: _____ Designation: _____

Mobile No: _____

Name of Bank: _____

Address: _____

Officers Name: _____ Designation: _____

Mobile No: _____

6.2) Please give names and contact details of any two respected individuals of your city/town/village:

Name: _____ Designation: _____

Address: _____

Mobile No.: _____

Name: _____ Designation: _____

Address: _____

Mobile No.: _____

6.3) Please give names and contact details of any two of your major suppliers, preferably in your city:

Name: _____ Designation: _____

Address: _____

Mobile No: _____

Name: _____ Designation: _____

Address: _____

Mobile No: _____

6.4) Please give names and contact details of any two of your major customers, preferably in your city:

Name: _____ Designation: _____

Address: _____

Mobile No: _____

Name: _____ Designation: _____

Address: _____

Mobile No: _____

6.5) Please give name and contact details of your auditors (in case of Firms, Companies) Please give names and contact details of any two of your major suppliers, preferably in your city:

Name: _____ Designation: _____

Address: _____

Mobile No: _____

7. Association with AGCL

7.1) Are you an existing business associate of AGCL (Contractor, Supplier, Vendor)? Yes No

If Yes, Please give details:

Type of Association: Contractor Supplier Vendor

Details of your contact person in AGCL:

Name: _____ Designation: _____

8. Litigation

Please give details of any litigation against yourself or any company/firm in which you are a Director/ Promoter /Partner

Have you ever been named in a FIR? Yes No

Have you ever been charge sheeted? Yes No

Have you ever been arrested or imprisoned?	Yes		No	
Have you ever been convicted?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you (or if the applicant is a company; any of its shareholders and/or Directors or managers) ever been bankrupt, or have been a director and /or shareholder of a company which has been liquidated	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

(If answer to any of the above is yes, please fill in details in separate sheet)

9. Details of Other Promoters:

Please mention details of promoters, other than applicant who will have stake (holding) in the proposed dealership.

Name: _____

Relationship with the main applicant: _____

Current Occupation: _____

Name: _____

Relationship with the main applicant: _____

Current Occupation: _____

(in Case there are more than two promoters please mention details in a separate sheet)

10. Dealership Manager:

Who will be responsible for running the Dealership/Outlet on a day-to-day basis? Please give details.

Applicant Hired Professional Manager Applicant Relative

If Relative Please specify relationship: _____

Note: In case the Dealership Manager who will run the operations is different from the Applicant, his details should be attached as per Section 1.2 and Section 2 by photocopy of the blank sections and filling them or by typing the required information as per format.

11. In case you wish to provide any further details in support of your suitability for appointment as a dealer for AGCL Petroleum Retail Outlet, please attach a separate sheet

12. Declaration

- i) I declare that the above information is true and correct
- ii) I authorise AGCL and its agents to read, review, check and verify any information provided by me in the application.
- iii) I also authorise AGCL and its agents to visit my Office/Business/Residential premises etc and talk to my suppliers, customers, bankers, auditors, social references and any local people with reference with my application
- iv) I confirm that I have never been indicted/found guilty/sentenced by any court, statutory body or tribunal.

- v) I confirm that AGCL has the right to reject my application at any stage in the selection process, without assigning any reasons whatsoever.
- vi) I acknowledge that, this is only an application form. Submission of this application form is not taken as any indication that AGCL will enter into any agreement with me and that nothing contained in this form shall constitute a contract.

- vii) I understand that all replies by the applicant to inquiries made by AGCL in course of discussion between AGCL and applicant will be treated by AGCL as representations which shall be important factors in any decision by AGCL whether or not to grant a dealership to the applicant and if any information disclosed by the applicant to AGCL on this application form, or in the course of those discussions, is found to be incorrect or misleading, for any reason, AGCL will have the right to terminate any agreement that may be entered into by AGCL and the applicant without any liability of AGCL towards applicant.
- viii) I understand and affirm that I am authorised to represent the Company/Firm/ Proprietorship/LLP in Section 1.1 of this application form and to sign and execute documents, application, agreements etc. on its behalf.

Place:

Name: _____

Date:

Signature:

M/s: _____

List of Documents Required with Application

Note: 1. Please attach appropriate documents as per the nature of applicant mentioned in Section. 2. AGCL may ask additional documents at any time during the evaluation process of your application. 3. Please tick the documents submitted.

1) Individual /Proprietorship Concern

- a) IT Pan Number of Individual/Proprietor
- b) CA Certified latest Net Worth Statement on CA's Letterhead
- c) Previous 2 years Audited Balance Sheet and Profit & Loss Statement
- d) Copy of Latest IT Return (ITR) with Computation
- e) Bank Statements of Last 6 Months
- f) Form 16 in case candidate is an employee

2) Partnership Firm

- a) Name of the Partners with % Holding (Copy of Partnership Deed)
- b) IT Pan Number of Partners
- c) IT Pan of the Entity
- d) Bank Statements of Last 6 Months
- e) CA Certified latest Net Worth Statement on CA's Letterhead
- f) Previous 2 years Audited Balance Sheet and Profit & Loss Statement
- g) Copy of Latest IT Return (ITR) with Computation

3) Limited Liability Partnership (LLP):

- a) Certificate of Registration issued by Registrar of LLP
- b) Incorporation Deed/Agreement of LLP
- c) Updated List of Designated Partners.
- d) IT Pan Number of Partners
- e) IT Pan of the Entity
- f) CA Certified latest Net Worth Statement on CA's Letterhead
- g) Previous 2 years Audited Balance Sheet and Profit & Loss Statement
- h) Copy of Latest IT Return (ITR) with Computation

Total No of Documents Enclosed:

Total No of Extra Sheets (Supplements) Enclosed: