



Maharashtra Natural Gas Limited

**PROCEDURE FOR SELECTION OF
DEALERS UNDER THE
LAND LINKED CNG STATION POLICY**

(Indicative Procedure)

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1. Introduction

Maharashtra Natural Gas Limited is a joint venture of two leading Navratna PSUs of the country – GAIL (India) Ltd. and Bharat Petroleum Corporation Limited (BPCL). As one of the prestigious few City Gas Distribution (CGD) companies in the country, MNGL business is to cater to the demand for natural gas as automotive fuel (CNG) and as Piped Natural Gas (PNG) for domestic, commercial and industrial establishments.

MNGL caters to a large number of CNG vehicles from its CNG Stations. Our aggressive growth is aimed at meeting the demand for an estimated 100,000 vehicles in the next three years. In order to meet the continuously growing demand for CNG in Pune, MNGL is looking to set up additional CNG Stations across PMC and PCMC area.

MNGL develops CNG infrastructure on existing Retail Outlets of Oil Marketing Companies. MNGL also seeks to develop Greenfield CNG Stations on land leased from Individuals, Corporates, Public Sector Enterprises/Undertakings, Semi-Government and Government bodies. Towards this end, MNGL will enter into agreements with individuals/corporates for providing land on a long-term lease. Further, those who provide land on long-term lease will partner with MNGL as Dealers, once the infrastructure is established. This policy, under the aegis of which Individuals, Corporates, Public Sector Enterprises/Undertakings, Semi-Government and Government bodies will partner with MNGL by providing land on long term lease and partner as Dealers is termed as 'Land Linked CNG Station Policy'.

Site thus selected by way of the procedure as detailed in this document will be taken up by MNGL for development of CNG facilities. MNGL will ensure installation and maintenance of equipments for compression and distribution of CNG. Likewise, the Dealer (candidates selected as Dealers) will ensure provision of basic facilities at the CNG Station. These include housekeeping, day to day operations, staff and administration, etc.

Land may also be provided on long term lease to MNGL, where the land owner does not wish to operate the CNG Station. In such case, MNGL will have the option of operating the CNG Station on its own or award the Dealership to a third party.

Under the Land Linked CNG Station Policy, MNGL follows the below detailed transparent procedure for selection of site and subsequent appointment of Dealers.

2. Identification of Locations

Locations for setting up CNG Stations are identified by MNGL after carrying out required feasibility study and based on estimated demand and other commercial considerations.

3. Mode of Selection of Sites and Dealers

- (a)** The locations identified as above are advertised in two newspapers, one English and one regional vernacular newspaper having wide circulation in Pune. Persons meeting the eligibility criteria can apply and the selection will be made from amongst eligible applicants after the due evaluation process as below.
 - Sites offered against the advertisement for identified locations will be scrutinised and evaluated basis site suitability and other parameters as detailed in this document. Sites shortlisted by the Site Selection Committee will be taken up for further evaluation for Dealership.

- The candidate, who has offered land for CNG Station and sites which have been shortlisted, will be considered for further process basis their financial and business acumen, experience, educational qualification and other parameters as detailed in this document.
- The final selection of the Dealer will be on the basis of evaluation of the land offered and evaluation of the candidate.

(b) Government Agencies/PSUs can be considered for award of Dealership directly without advertisement.

4. Suitability of Sites

The technical/commercial suitability of the land/site offered by the applicants for any location will be ascertained by a committee of MNGL officers (Site Selection Committee) based on the following parameters. In this connection, laid down norms of NHAI (National Highway Authority of India) and MoRTH (Ministry of Road Transport and Highways) may be referred to.

The offered land will be evaluated as per laid down parameters by the 'Site Selection Committee' which will in turn decide the marks in respect of suitability of site, which carries a maximum mark of 140, with sub-heads as under.

Table 1

Sr. #	CNG Station Site Evaluation Parameters	Max. Marks
1	Sales potential	15
2	Availability of Land	15
3	Tenure of Lease (Minimum 15 Yrs.)	15
4	Lease Rental	15
5	Frontage	15
6	No earth filling required	8
7	No visible earth mounds/rock	6
8	No Low Tension Over Head Line	5
9	No Over Head Telephone Line	5
10	No Trees	5
11	Proximity to culvert (farther from culvert desirable)	3
12	Availability of Power	10
13	Availability of Water	10
14	Visibility from Road	10
15	No Presence of Divider	3
	Total	140

Allocation of marks on major parameters in respect of suitability of sites

Table 2

Parameter	Sub-heads	Description	Marks	Evaluation
Availability of Land (Max. 15 marks)	Suitable land for CNG Station	Having "own land"	15	Based on the evaluation of the Site Selection Committee (SSC)
		Having "firm offer" of land	05	
Tenure of lease (Max. 15 marks)	For period more than the minimum 15 years	Lease for 26 years or more	15	Based on the evaluation of the SSC
		Lease for 21 years or more but equal to or less than to 25 years	10	
		Lease for more than 15 years but equal to or less than to 20 years	05	
Lease Rental (Max. 15 marks)	Comparative Lease Rental	Lease Rental offered for land in a particular area, as compared to Ready Reckoner and rentals offered for other locations in same area	15	Based on the evaluation of the Site Selection Committee (SSC)

Notes:

- Marks against sales potential are assessed generally and allotted out of a maximum of 15 marks. Higher marks are given to sites located near settlements and with commercial establishments in the neighbourhood. Sites with lower estimated sales will attract lower rankings.
- In case the land is located on Highway but within town/city limit, such land will be evaluated on parameters as applicable to town/city and not as applicable to highway/others.
- In case the land offered is on National Highway then the same should meet the "distance from intersection", "plot size" and other criteria as per NHAI guidelines as applicable from time to time, failing which the offered land **will not** be evaluated and the candidate will be treated at par with those candidates who have not offered land.
- If high-tension overhead line of more than 11 KV passes over the plot, the same will be disqualified. However, against item 8 in Table 1, Zero Marks will be given, without disqualifying, if over head electric line is less than or equal to 11 KV, passing through the plot. The shifting of the same will be at the cost of the applicant concerned. The offered land should also meet norms of statutory bodies like forest, explosive etc. and land should be convertible for commercial and CNG Station use (site should be 'developed' from point of view of establishing CNG facilities).
- Frontage of plot required for dealership will be indicated in the advertisement and plot meeting minimum frontage will be given 80% of the marks and plots with bigger frontage, higher marks upto a maximum of 15 for city outlets and 12 in case of outlets located on Highways/others (Item # 5 in Table 1 above).
- In case of sites selected and taken up for further process, the marks obtained from a maximum of 140 as above will add to the marks obtained in Dealer evaluation detailed in Section 13 below.

- The site selection report prepared by the Site Selection Committee will include a checklist in respect of parameters at the site offered by the applicant and will be attested by the applicant.
- Based on suitability of site, marks scored in interview, and overall assessment, MNGL may enter into a 'Land Lease Agreement' with the land owner for the site offered.

5. Documents Required - Land Offer

A. At the Time of application

The applicant(s) should furnish at least one of the following documents in support of ownership of land offered for CNG Station:

- i. Khasara/Khatauni or any equivalent revenue document or certificate from revenue official confirming status of ownership of the land
Or
- ii. Registered sale deed
Or
- iii. Any other type of ownership transfer deed/ document
Or
- iv. Firm allotment letter issued by Government/Semi-Government bodies

In addition to the above, following documents are also required, as applicable, for evaluation as **“Own land/Firm offer”**:

Table 3

Sr. #	Situation of ownership	Share of applicant in land	Documents required in addition to above	Evaluation As
1	Self	Full	Nil	Owned
2	Self with members of family unit	Part	Consent letter from members of family unit	Owned
3	Self with other owner(s)	Part	Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	Owned
4	Self and members of family unit with other owner(s)	Part	Consent letter from members of family unit and Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	Owned
5	Only members of family unit	Part	Consent letter from members of family unit	Owned
6	Members of family unit with other owner(s)	Nil	Consent letter from members of family unit and Consent letter on stamp paper or an Affidavit or Power of Attorney from other owner(s)	Owned
7	Self with members of family unit	Part but area more than MNGL requirement	Consent letter from members of family unit not available	Firm Offer

8	Self with other owner(s)	Part but area more than MNGL requirement	Consent letter from other owner(s) not available	Firm Offer
9	Self and members of family unit with other owner(s)	Part but area more than MNGL requirement	Consent letter from members of family unit and other owner(s) not available	Firm Offer
10	Other Owners	Nil	Agreement to purchase/Offer letter on stamp paper/Affidavit/Power of attorney	Firm Offer

In all cases, site map with dimensions indicating survey no., hissa no., name of the road (NH/SH/Other road), nearest KM Stone, total land area and offered land, as applicable in respect of the plot being offered for CNG Station are to be attached.

Only sites that have been shortlisted after the above process will be taken up for further evaluation.

B. Documents required from selected candidates

Following documents will be required within 30 days from shortlisted candidates;

- a. 7/12 extract of a recent date (original)
- b. Document clearly indicating commercial status of the offered site
- c. Ferfar (Original)
- d. Demarcation plan showing the boundaries of offered plot within 4 yrs with latest recertification (original + 3 certified copies)
- e. Latest tax NOC (Original)- (Applicable for sites within municipal limits)
- f. Falni Map
- g. Site visit report from Tehsildar (Applicable for sites outside municipal limits)
- h. Land lease agreement between MIDC and selected candidate (applicable for sites in MIDC area)
- i. Survey plan issued by MIDC and plot handover letter in original with 3 certified copies (applicable for sites in MIDC area).

6. Selection of Dealers - Eligibility Criteria

a. Eligibility criteria for Individuals:

(i) Nationality: Should be Indian national.

(ii) Age: As on the date of application, (in completed years) not less than 21 years and not more than 65 years.

(iii) Educational Qualifications: Minimum 10th (SSC) pass or recognised equivalent.

b. Eligibility Criteria for Partnership Firms:

All partners of the firm should individually fulfil the eligibility criteria as specified at 6 (a) above and each partner should submit separate application form.

c. Eligibility Criteria for Non individual Entities:

- **Registered Co-operative/Consumer Societies:** Registered co-operative/consumer societies registered under Societies Registration Act 1860 are eligible to apply. Only the Societies making a net profit in the preceding 3 Financial Years prior to the date of application for Dealership as certified by a Chartered Accountant will be eligible.
- **Organised Bodies:** Organised Bodies such as registered bus/truck associations etc., Charitable Trusts registered with Charity Commissioner of respective State Government and corporate houses i.e. Government Organisations/Bodies, PSUs, and Companies incorporated under Companies Act, 1956 are eligible to apply. Private limited companies would be eligible to apply only if they are in existence and also profit making during the preceding 3 financial years prior to the date of application for Dealership.
- **Fleet Operators:** Fleet operators are eligible to apply. The applicant must have a fleet of minimum 5 vehicles owned and maintained by them. Individuals will not be eligible to apply under this category.

7. Disqualification

The following are not eligible:

- (a) Persons convicted or against whom charges have been framed by a Court of law for any criminal offence involving moral turpitude/economic offence (other than freedom struggle).
- (b) Mentally unsound person / totally paralysed person.
- (c) Signatory to an agreement of a MS/HSD RO / SKO-LDO Dealership / LPG distributorship of any oil company terminated on the grounds of adulteration / malpractice.

8. Applicability of Multiple Dealership Norms (Relationship Clause)

Individuals/partnership firms/non-individual entities like co-operative societies, companies, organised bodies etc. will not be eligible to apply for more than one CNG Station owned by Maharashtra Natural Gas Limited, Pune. Additionally, the following will apply.

Individuals

Dealership of only one CNG Station will be allowed to a “family unit*” in respect of Individuals. If any person in the “family unit” of the applicant (individual) already has a Dealership of a CNG Station by MNGL, then other person(s) in that “family unit” will not be eligible for a new Dealership.

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

Partnership firms

Each partner of the applicant partnership firm has to individually satisfy the criteria as applicable for individuals stated above.

Non-individual entity like Companies, Societies, Trusts etc.

In case of Companies registered under companies Act 1956, it will not be eligible for a CNG Station Dealership if such a Dealership is already held by any of the Directors or his/ her family members (family as defined in the case of Multiple Dealership norms for individuals), or by the Holding company or Subsidiary company or by any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

In respect of organised bodies, charitable trusts registered with the Charity Commissioner of the respective State Governments and societies registered under Societies Registration Act- 1860, etc. they will not be eligible for CNG Station Dealership if any such CNG Station Dealership is held by any of the Members of the Governing Body/Managing Body/Any such other Body or their family members (family as defined in the case of multiple Dealership norms for individuals).

If any individual, partnership firm or non individual entity holding MNGL CNG Station Dealership acquires a controlling stake in MNGL, the acquirer would be liable to be terminated. However, Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organisations will be exempted from the multiple Dealership norms as mentioned above.

9. Personal Supervision by Dealer

An applicant selected for the CNG Station Dealership shall be paying attention towards day to day working of the Dealership by personally managing the affairs of the Dealership. He/she will not be eligible for taking up any other employment. If the selected person is already employed he/she will have to resign from the employment prior to appointment as Dealer. The Dealer will be responsible for maintaining proper staff for day to day operations at the CNG Station, housekeeping, general administration, liaison with local authorities, etc.

10. Compensation to Dealer

The Dealer will be paid compensation commensurate with the sales potential. This will be separate from the lease rental that will be paid on the land where the CNG Station has been developed. MNGL will bear operating costs of the compressor(s) and dispenser(s) w.r.t. electricity expenses. The cost structure and margins will be reviewed periodically as per company policy. Margins will be uniform across all types of green field stations in MNGL. Also, the revision will be uniformly applied to all green field stations with the same effective date.

11. Application

Application forms for Dealership is a part of the advertisement published in the newspapers. The format of the same can be downloaded from our website: www.mngl.in

- a) The application can be submitted on plain paper in the prescribed format as mentioned above.
- b) Application Fee (non refundable) : Rs.5000/- (Demand Draft/Pay Order in favour of 'Maharashtra Natural Gas Limited', payable at Pune)
- c) In case of partnership, each partner will have to submit separate application forms along with separate application fee as applicable. However, while submitting the filled forms, their application forms have to be bunched together.
- d) Filled application form along with relevant enclosures, complete in all respects, should be submitted so as to reach the office address mentioned in the advertisement for the location, before the due date and time.

- e) **Original** of the Affidavits and Medical certificate and **Copies** of the other supporting documents should be submitted along with the completed application form, duly signed.
- f) The applicant should affix his / her latest photograph in the space provided for in the application form.
- g) No addition/deletion/alteration will be permitted in the application form after cut-off date for submission of applications.
- h) No additional documents whatsoever will be accepted or considered after the cut off date for submission of applications.
- i) Applications received after the cut-off date for any reason, including postal delay, and those without accompanying valid documents, Affidavits, Medical Certificates etc., application fee or incomplete in any respect will not be considered and no correspondence will be entertained by MNGL in such cases, whatsoever.
- j) After the cut off date for receiving the applications as given in the advertisement, the applications received will be scrutinised. In case of applications rejected at the time of scrutiny, the concerned applicant will be advised the reasons for rejection in writing and such applicants will not be further evaluated or called for interviews.
- k) If any statement made in the application or in the documents enclosed therewith by the candidate 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 candidate / Dealer shall have no claim whatsoever against the company.
- l) A person selected for Dealership after issuance of letter of appointment (LOA) will have to execute a Dealership agreement with MNGL as per its terms.

12. Person Applying for Different Locations

While one person can apply for different locations, the same should be done in separate application forms in respect of each location along with applicable application fee in each case. Each application should be complete in all respects and documents attached with one application cannot be considered for other application(s).

13. Evaluation of Applicants

- (i) The eligible applicants will be evaluated out of a total of 60 marks by the Site Selection Committee, wherein they will scrutinise the documents and allocate marks with regard to document based parameters. Further, the SSC will carry out personal interview and award marks based on specified parameters and complete the selection process.
- (ii) The evaluation of eligible applicants will be carried out by the above committee based on the following broad parameters:

Table 4

Sr #	Parameter	Maximum Marks: Individuals (including partnerships)	Maximum Marks: Non-Individual Entities
a	Capability to provide finance	15	15
b	Educational qualification	15	0
c	Capability to generate business	10	25
d	Age	6	6
e	Experience	6	6
f	Business ability/acumen	5	8
g	Personality	3	0
	Total	60	60

14. Parameters for evaluating Applicants and Interview

i) Evaluation of the site offered by the applicants:

Availability of suitable site for setting up of CNG Stations at the advertised location is the essence of the project. Accordingly, applicants who 'owns' or 'have registered long lease for a minimum period of 15 years' for suitable land at the location will be given weightage over applicants who have only a 'firm offer' from third parties for obtaining suitable land either on ownership or on lease basis. The technical/commercial suitability of the Land will be decided by MNGL based on the parameters and this will be done only for the land offered /details submitted along with the application form. If an applicant, after selection, is unable to provide the land indicated in the application within a period of one month from the date of Letter of Intent (LOI), MNGL will have the right to cancel the allotment of Dealership made to the applicant.

NOTE: In case of Joint Family Unit ownership of land, the land owning family members can give an affidavit stating that the land belonging to him/her is specifically given and registered on long-term lease to MNGL with the specific understanding that the Dealership is awarded to the member belonging to the family unit (as defined above) and that he/she would have no claim whatsoever for the Dealership and that the nominated person would indemnify MNGL against any dispute arising out of the above. Similarly in case of land owned by partners/family members, the Dealership can be awarded to one or more of these partners provided that the remaining members give NOC and the person/s being awarded the Dealership would indemnify MNGL against any dispute arising out of such arrangements.

The land owned by the "family unit" will also be considered as belonging to the applicant subject to producing the consent letter from the concerned member of the "family unit".

ii) Allocation of marks on various parameters in respect of individual applicants

Table 5

Parameter	Sub-heads	Description	Marks	Evaluation
Capability to provide Finance (Max. 15 marks)	Financially sound	Liquid cash in the form of bank balance, Fixed deposits, shares of listed companies etc.	7	Based on verifying the documents submitted.
		Fixed and movable assets includes own land, buildings, shops, house, vehicles, etc.	3	Valuation report duly certified by Govt. Approved
		Income includes agricultural income, business income, interest, rent, royalty, etc. duly supported by documentary evidence.	3	Valuers in support of assets is necessary.
<p>Note: (1) Cash, Jewellery and instruments where the ownership cannot be established will not be considered as "Liquid cash" or "Assets". (2) With regard to source of funds declared by the applicant in the application form, it is necessary that the same would be made available for the RO development purpose as and when required. The applicant should submit an affidavit (Appendix A or A1) in this regard. In case the applicant fails to make available the funds committed at the time when it is actually required or could not substantiate at a later date, the candidature/ Dealership is liable to be cancelled.</p>				

Parameter	Sub-heads	Description	Marks	Evaluation
	Credit worthiness	Letter ensuring credit: Bank / Financial Institution / individuals / party's letter ensuring credit / Credit worthiness certificate from scheduled Bank / Financial institutions. However, in case of Rural CNG Stations, such certificate issued by any bank can also be considered.	2	Credit worthiness certificate (Appendix-A2) from scheduled bank/ financial institutions and/or expressing willingness to extend loan if required
			Marks	
Educational Qualification (Max. 15 marks)	Para no.	Based on the educational qualification proof provided by the applicant, the following marks will be awarded.		Based on documentary evidence by furnishing certificate / mark sheet from Board / University / recognized institution as applicable.
	(1)	(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.	15	
	(2)	(i) Post Graduation in any other field not covered in para (1) above. (ii) Graduation in any other field not covered in para (1) above. (iii) Cost Accountant (iv) Company Secretary (v) Diploma in Engineering.	12	
	(3)	Matriculation	10	
			Marks	
Age (Max. 6 marks)	(Completed in years as on date of application)	Marks will be awarded on the following basis:		Based on documentary evidence (Affidavit, school leaving certificate, Passport, PAN card)
		21 years and more but less than 26 years	3	
		26 years and more but less than 46 years	6	
		46 years and more but less than 56 years	2	
		56 years and more but less than or equal to 65 years	1	
Capability to generate business (Max. 10 marks)	Tapping of Sales potential	Tie up of sales volumes with prospective customers (Based on Affidavit in Appendix-A3 produced with the application. Tie up of 1/3 rd or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume).	5	Based on the volume of tied up quantity as per Affidavit from prospective customers.
	Project report	Project Report for realizing sales potential submitted by the applicant.	3	The committee members will satisfy themselves based on the project report submitted by the candidate and assess him accordingly

Parameter	Sub-heads	Description	Marks	Evaluation
	Assessment by Site Selection Committee	On the overall judgment of candidate's ability to generate business including future plans	2	As per the assessment of the committee (SSC) based on leading questions
	<p>Note: Sales potential, as estimated by MNGL will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit (Appendix-A3) from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under: Tied up volume with Transporters, Taxi, Rickshaw Operators, Transport Association, Private Cars</p>			
			Max. Marks	
Experience (Max. 6 marks)	Business experience	Retail trade of Petroleum products	6	Based on furnishing of documentary evidence to establish the relevant service. Managerial/supervisory experience of one year will qualify for full marks and proportionate for lesser experience.
		Related petroleum trade / transport / automobiles	4	
		Hospitality / Service industry / FMCG	2	
		Others	1	
			Marks	
Business ability / acumen (Max. 5 marks)	Assessment by SSC	<p>Marks will be awarded based on project report as also earlier experience of :</p> <ul style="list-style-type: none"> • Management of people • Management of finance / infrastructure • Trade related 	5	Based on project report/ leading questions with regard to earlier handling of business & specific situations.
			Marks	
Personality (Max. 3 marks)	Assessment by SSC	<p>Assessment of the committee (SSC) on the following parameters:</p> <ul style="list-style-type: none"> • Communication/articulation skills • Polite, presentable and well mannered • Enthusiasm/energetic/medical history • Self confidence / convincing power. 	3	Assessment based on observation and leading questions.
Grand total			60	

In respect of Non individual applicants, evaluation of all parameters remain the same as above except in case of the following:-

Table 6

Parameter	Sub-heads	Description	Max. Marks	Evaluation
Age (Max. 6 marks)	(Completed no. of years of existence as on date of application)	Marks will be awarded on the following basis:		Based on documentary evidence.
		Less than 3 years	0	
		More than 3 years but less than 5 years	3	
		More than 5 years	6	
			Marks	
Capability to generate business (Max. 25 marks)	Tapping of Sales potential	Tie up of sales volumes with prospective customers (Based on Affidavit in Appendix-A3 produced with the application. Tie up of 1/3 rd or higher volume of the quantity indicated in the advertisement will qualify for full marks and proportionate for lower volume).	12	Based on the volume of tied up quantity as per Affidavit from prospective customers.
	Project report	Project Report for realizing sales potential submitted by the applicant.	8	The Site Selection Committee members will satisfy themselves based on the project report submitted by the candidate and assess him accordingly
	Assessment by SSC	On the overall judgment of candidate's ability to generate business including future plans	5	As per the assessment of the committee (SSC) based on leading questions
<p>Note: Sales potential, as estimated by MNGL will be indicated in the advertisement against each location. The candidate, while applying, will have to submit an affidavit (Appendix-A3) from the prospective customers, in support of his claim with regard to his ability to tap the sales potential. The indicative parameters in this regard are as under: Tied up volume with Transporters, Taxi, Rickshaw Operators, Transport Association, Private Cars</p>				
Experience (Max. 6 marks)	Business Experience in specific sectors	Petroleum	6	Based on furnishing of documentary evidence to establish the relevant service in the sector.
		Automobiles / Transport Services	4	
		Any Sector other than mentioned above	2	
		Note: At least 1 year of experience of providing service in a particular sector will entitle for full marks & proportionately for experience of less than 1 year.		
			Marks	

Parameter	Sub-heads	Description	Max. Marks	Evaluation
Business ability / acumen (Max. 7 marks)	Assessment by SSC	Marks will be awarded based on project report as also earlier experience of : <ul style="list-style-type: none"> • Management of people • Management of finance/ infrastructure • Trade related 	7	Based on project report/ leading questions with regard to earlier handling of business & specific situations.

- In respect of partnerships, all partners will have to attend the interview together and they will be evaluated individually for individual parameters like age, educational qualification etc. The land and finance owned by any one of the partners will be treated as the same being owned by the partnership firm as a whole for evaluation purposes.
- In respect of "Finance" parameters as indicated above the ownership of finance by any member of the "family unit" will be considered as owned / belonging to the applicant subject to producing consent letters as applicable from the concerned member of the "family unit". In case finance is owned by the applicant or members of "family unit" jointly with third person, the consent letter on stamp paper or an Affidavit or POA of such third person is required to qualify for marks.
- The maximum marks i.e., 15 under the parameter "Finance" will be proportionately distributed in the ratio of maximum marks of 7, 3, 3 and 2 under each sub-parameter and this ratio will be applied on the total finance requirement advertised for each location. The applicant will qualify for full marks if the actual fund available based on the documents submitted by the applicant is either equal to or more than the proportionate maximum fund requirement worked out as above under each sub-parameter and pro-rata for lower availability of fund.
- For award of marks under sub-parameter "credit worthiness" under "Finance", the applicant submitting credit worthiness certificate from Bank / Financial Institutions will qualify for proportionate marks based on the amount indicated therein taking in to account the total amount required for that location in the advertisement.
- Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.
- The candidates should produce **originals** of the documents submitted by them with the application, at the time of interview failing which the applicants will be rendered ineligible. The candidates will also have to submit a fresh Affidavit as per Appendix-A or Appendix – A1 as applicable prior to the interview, signed and notarised not earlier than 3 working days prior to the date of interview, failing which the candidate will be considered as ineligible for Dealership.

15.Results of the Interview

(a) Interview Result

After completion of the interview, results along with the detailed marks scored (including marks scored against land offered by that candidate) will be displayed on MNGL website. 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" for that category along with the details of marks scored by each candidate under various parameters. The minimum qualifying marks for any candidate to be eligible for consideration for award of Dealership would be 60% of the applicable marks.

(b) Verification and Offer of Dealership

- The Dealership will be offered to the No.1 candidate in the list for a particular location on the basis of the interview after necessary field verification.
- If the no.1 candidate is not found suitable / fails to fulfil the terms and conditions of the award of Dealership or the award is to be cancelled for any reason whatsoever, the Dealership will be offered to the 2nd candidate in the interview result list for the particular location, after necessary field verification.
- If the 2nd candidate also fails to fulfil the terms and conditions of offer or found unsuitable for any reason whatsoever, then the Dealership will be offered to the 3rd candidate in the list.
- If the 3rd candidate also fails to fulfil the terms and conditions of offer or found unsuitable for any reason whatsoever, or in case where no 2nd or 3rd candidates are available, as explained above, the location may be re-advertised at the discretion of MNGL.
- A person who has been issued the LOI would be required to fulfil the terms and conditions of the same within the specified time period for speedy commissioning of the Dealership.

16.Provision of Basic Facilities at the CNG Stations

- (a) The applicant, on selection, should be capable to raise necessary funds for effectively operating the Dealership to the satisfaction of MNGL.
- (b) Investments to be made by landowner/Dealer will include (but not limited to) electricity connection charges, telephone facilities, yard lighting, air and drinking water facilities, water connection, washroom facilities, first aid kit with medicines, housekeeping, staff uniform, Pollution under Control Equipment (PUC) wherever it is mandatory, etc. Details of same will be listed in the agreement with Dealer.
- (c) All taxes, including municipal taxes and other outgo in respect of the land for CNG Station, will be borne by the land-owner. Pertaining to land, MNGL will compensate by way of decided lease rentals only.

17.Security Deposit

The selected candidate before being issued the appointment letter will have to pay an interest free refundable security deposit of Rs.5,00,000/ (Rupees Five Lakhs only) & sales value for 3 days sales as mentioned against each location in the advertisement. MNGL reserve its rights 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 will be forfeited.

18.Grievance/Complaint Redressal System

- (a) An aggrieved person may send his/her complaint to MNGL at the address of MNGL office at Shivaji Nagar, as detailed at the end of this document. Complaints can also be lodged on the website of MNGL. Complaints against Dealer selection received after 30 days from the date of publication of the merit panel after the interview will not be considered / entertained under any circumstances.
 - Anonymous / pseudonymous complaints will not be investigated and will be filed without taking any action on the same.

- On receipt of a complaint, a letter will be sent by MNGL to the complainant through Registered Post advising the complainant to submit details of allegation with a view to prima facie substantiate the allegations along with supporting documents, if any, within 30 days. The complainant will be clearly advised that MNGL will examine the complaint and if it is established that the complaint does not have any substance, he/she may be liable for legal action. MNGL 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.

(b) When a decision is taken to investigate the complaint, the investigation will be done by one Senior Official of MNGL as nominated by the Managing Director and will pass a speaking order after giving due opportunity to the complainant etc. Copy of the speaking order will be given to all concerned. Thereafter, decision on the complaint will be taken as under:

(i) Complaints not substantiated: The complaint will be filed and the complainant will be advised accordingly.

(ii) Established complaint: Action will be taken as under:

- In case the selection process for a location was found to be not in accordance with the laid down guidelines, the interview result list will be cancelled and all the eligible candidates will be re-interviewed based on the documents available on record.
- In case the Dealer selection was done as per the laid down guidelines and the complaint against the first empanelled candidate is established, action will be taken to cancel the selection of the 1st empanelled candidate and issuance of LOI to the next candidate in the list. Similar action will be taken in case of established complaint against second empanelled candidate also.
- In case of established complaint against all successful candidates, the entire list will be cancelled and the location will be re-advertised, if found feasible by MNGL.

19. Tenure of Dealership

The tenure of CNG Station Dealership will be for the period of lease for that particular CNG Station, as signed by the Dealer. This will be for a minimum period of 15 years and renewable for every 10 years thereafter, subject to the examination of the performance of the Dealership by MNGL. Thus, the Dealership Agreement will be co-terminus with the Lease Agreement for a particular land. The right to terminate the Dealership agreement rests with MNGL.

20. Termination of Dealership

A Dealership will stand to be terminated in event of following:

- Proven malpractice, fraud, disinclination/inability to operate the CNG Station, etc. on part of Dealer.
- Non adherence to MNGL's directives.

In such cases, the Land Agreement may continue to remain in force, but MNGL reserves the right to allot Dealership for the particular location/CNG Station to any other Dealer or retain the operations with MNGL itself.

However, a Dealership also stands to be terminated in the event of termination of land lease of the particular CNG Station (which could be due to closure of operations of the station because of Court/Government order, non-extension of lease by MNGL, etc.)

21. Termination of Lease

Land lease stands to be terminated in event of closure of operations of the station because of Court/Government order, non-extension of lease by MNGL, etc. MNGL reserves the right to terminate the lease by giving an advance notice of three (3) months to the land-owner.

22. Furnishing of False Information/Concealing Information

If any information furnished by the applicant is found to be false at any point of time before or after appointment as a Dealer or conceals any information which if declared would have made him/her ineligible for Dealership, the allotment will be cancelled forthwith and Dealership terminated, in case commissioned.

23. Amendment/Modification

The above are only for the information of the public and MNGL reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion. The applicant will be governed by the terms and conditions published in the advertisement for the location against which he/she is applying and if the application is not submitted strictly in accordance with the terms referred therein, the same is liable to be rejected.

Company Address and Contact Details:

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