



HINDUSTAN PETROLEUM CORPORATION LIMITED

Selection Guidelines for Bazaar Lube Distributor for Selling Caltex (A Chevron Company product) and premium grades HPCL Lubricants in India (With effect from 1 January 2024)

Introduction:

Hindustan Petroleum Corporation Limited (HPCL) and Chevron Brands International LLC have entered into a long-term agreement encompassing the licensing, production, distribution, and marketing of Chevron's lubricant products under the Caltex brand in India. HPCL wishes to expand the distribution and sales of Caltex products in the market through empanelment of interested and capable strategic partners to enter into an agreement for selling of Caltex (A Chevron Company Product) Lubricants which is marketed, distributed and sold by select Bazaar Lube Distributor. Thus HPCL to appoint distributor for selling Caltex brand. HPCL also retain the option of adding select HP Lubricants branded products, other co-branded products, and lubricants products under current/ future partnerships with select national/international companies/brands.

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All the sections are elaborated as below:

A. Newspaper Advertisement:

The locations where HPCL wishes to appoint Lube Distributors for Caltex brand (and other premium/co-branded products) will be advertised in Newspaper giving details like location, district, expected minimum volume etc. Further details on modality to apply and method of selection are uploaded on website www.hindustanpetroleum.com (Under HP Lubricants section) which can be referred to by applicants.



B. Application Guidelines:

The Lube Distributor Selection Guidelines for Caltex Brand has been uploaded on HPCL website www.hindustanpetroleum.com (Under HP Lubricants section) and provides detail guidelines regarding the entire aspects of Distributor appointment process. Salient details are as under:

I. Eligibility criteria

Who can apply?

An applicant can be an individual, a proprietorship firm, a partnership firm, a registered co-operative society or a Limited company (both public and private).

The eligibility criteria for the applicant/s are shown below.

a. Common eligibility criteria for all types of Applicants:

1. Strong financial background and ability to generate a minimum of Rs.50 Lakhs in working capital on continuous basis (For locations with expected volume of > 10 KL per month) and Rs 30 Lakhs (For locations with expected volume of up to 5 KL per month) in working capital on continuous basis is required.
2. Preferred Professional Experience of managing a Distribution Network in the field of Lubricants / FMCG / Tyres / Batteries / Auto Spares or any other related business. Relevant Experience Certificate/document supporting experience should be attached to the application.
3. Should possess strong business acumen and sales and marketing capabilities - managing sales force, ability to generate leads, selling skills, technical competence, etc. Knowledge of local market is necessary
4. Ready availability of Office & covered Godown at a prominent place close to Lube Markets. If the same is not available, the candidate should show capability to provide the same within 45 days of the selection.
5. Applicant should not have any criminal record. All applicants need to submit affidavit in prescribed formats (Appendix (A1 / A2 / A3) as applicable as per type of applicant, submitted with application form) regarding same. The following provision should be noted:

NON-CONVICTION: Candidates convicted for any criminal offence and those against whom charges have been framed by a Criminal Court would not be eligible for distributorship and if such a candidate is allotted



the distributorship by suppression of information, it will be cancelled even after appointment as a DISTRIBUTOR.

6. Applicant should submit affidavit (Appendix (A1 / A2 / A3 / A4 as applicable as per type of applicant). Also necessary credit worthiness certificate as per prescribed format (Appendix A5) should be submitted in case source of fund is loan from bank or financial institution.
7. HPCL's any terminated dealership / distributorship (e.g. Bazaar/Industrial Lube Distributors / Industrial Lube Distributor (ILD) / Retail Outlet Dealer / LPG Distributor etc), who have been terminated in the past, are not eligible to apply. All applicants must submit **self-declaration** mentioning that they have not been terminated from HPCL Dealership / Distributorship anytime in the past. However, a resigned candidate can apply citing the reason of his resignation from the dealership/distributorship by attaching a copy of resignation letter along with his application.
8. Candidates who have their own Lubes or Greases manufacturing facility are not eligible to apply. Any candidate selected for Lube Distributorship will undertake a commitment that they will not manufacture Lubes and Greases in the validity period of the Lube Distributorship agreement. Any deviation with this requirement will lead to termination of the Distributorship.
9. All applicants must download the Draft Lube Distributor Agreement, go through the same and agree to abide by the terms of the Agreement in the online application form. No deviations from the terms will be accepted.
10. Applicant, selected for the Lube Distributorship will be a full-time working Distributor.

Additional eligibility criteria for specific applicant type:

b. Applicable for Individual / Proprietorship firm Applicants:

1. Indian by Nationality. Gender/Caste/Religion – No Bar
2. Not less than 18 years as on date of submission of application.
3. Minimum pass in Matriculation / SSC or recognized equivalent. Preference shall be given for experienced professionals at the discretion of HPCL.



c. Applicable for Partnership Firm applicants:

Partnership firms having maximum up to four partners are eligible to apply. In case of such Partnership firm, every partner should submit separate application form giving cross reference of the other partners' application form number. If called for interview, all the Partners must appear for interview together. Partnership deed is required to be submitted along with the application form. For proposed partnership firms (having maximum up to four partners), draft Partnership deed is required to be submitted along with the application form. Partnership deed (even for proposed deed) should not limit the liability to the partner or to the firm or to both .

In addition, every Partner should individually meet the below additional eligibility criteria (in addition to common eligibility criteria for all types of applicant):

- Indian by Nationality.
- Not less than 18 years as on the date of submission of application.
- Minimum pass in Matriculation / SSC or recognized equivalent. Preference for experienced professionals

d. Applicable for Registered Co-operative Society applicants:

In case of applicants belonging to Registered Co-operative society, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant):

1. The Society must be registered under relevant Co-operative Society Act and submit copy of registration certificate.
2. Only Co-operative Societies making a net profit (profit after tax) for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be submitted.
3. The Co-operative Society must pass appropriate resolution (copy to be submitted) authorizing the person (not less than Director Level) filling the application form and appearing for interview to do so on behalf of the Society.
4. In case of Co-operative society, the age and education qualification criteria will not be applicable. The Society preferably should have prior experience in selling and marketing of lubricants, auto spare parts, FMCG products, etc.



e. Applicable for Limited Company applicants:

In case of applicants being Limited Company, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant):

The Company must be registered in India under relevant Companies Act and submit copy of registration certificate. In addition, copies of memorandum and article of association of the company should also be submitted. The memorandum should include clauses which enables the company to carry out the business of Bazaar Lube Distributorship as per advertisement.

Only Companies making net profit (profit after tax) for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed. In view of COVID-19 Impact during 2020-22 on businesses, Companies having net Loss during the period will be considered as eligible for participation in advertisement. All Such Applicants to submit declaration on letterhead giving details of Net Loss in the last 3 years and indicating reasons for Loss. Further, New Companies which have come up / Formed / acquired in last 2-3 years may not have 3-year Financials for applying. Such Companies shall be considered as eligible for applying for Advertisement subject to Net Profit in last financial year.

The Company must pass appropriate resolution authorizing the person(s) (not less than one level below Director) filling the application form and appearing for interview to do so on behalf of the Company. Copy of the resolution must be submitted along with the application form.

In case of Limited company, the age and education qualification criteria will not be applicable.

Provision of minimum* infrastructure facilities and manpower required for operating the Distributorship:

An applicant has to provide following minimum* facilities and manpower for the Distributorship at the base location advertised. Base Location is either a City/Town or a District or multiple Districts. If it is a City/Town, the Office/Godown of the Distributor should be within the municipal limits of the specified City/Town. If base location is a District / multiple-Districts, in that case Office/Godown can be anywhere at a suitable place in the specified District(s)

(a) Facilities

- Covered Godown (min. 500 Sq. Ft) – Either owned or rented or leased.
- Office space (min. 150 Sq. Ft) – Either owned or rented or leased.

- **For both Godown & Office space:**

The applicant needs to submit Owner-ship details along with ownership (title) documents if owned by the applicant. In case the applicant is having joint ownership with family member(s) (Family as defined in the selection guidelines), No Objection letter from the said family member(s) is to be attached.



In case the Office/Godown is owned by any of the family member(s) (Family as defined in the selection guidelines), the said family member(s) in whose name the Office/Godown site is available is to provide No Objection letter for use of the same for Lube Distributorship, if the applicant is selected, along with land ownership documents.

- If the land is leased/rented, the same should be registered for a minimum period of six years from the date of submission of application. The applicant shall submit copy of registered lease deed/rental agreement. In case the registered deed is not available, the applicant should indicate capability to arrange for the same within 45 days from the date of Selection/Issuance of LOI.
- Computer with software
- Broadband Internet
- e-mail
- Printer
- Telephone
- Minimum one Tempo / Truck (For locations with expected volume of up to 10 KL per month) The tempo / truck is required to be owned by the applicant or leased.

(Kindly note that the delivery vehicles should be having minimum capacity of 1 MT and should not be more than 5 years old. In case the same is owned by applicant, the applicant should provide copies of RC book with application form to establish ownership. If leased, relevant leasing documents should be submitted with application form. In case the said documents are not available, the applicant should provide detailed plans to arrange for same within 45 days of receiving LOI should be provided.)

4.(b) Manpower:

1-2 Manpower should be deployed as per business requirement. Manpower should be able to execute the orders received from the customers and interact with customers.

***Note: The above is minimum requirement for meeting the minimum volume criteria for the location. In case of further growth in market potential, the distributor is expected to augment the infrastructure facilities, manpower and working capital as per advice of HPCL.**

5. Provision of minimum financial requirement for operating the Distributorship

As mentioned earlier, an applicant shall be able to provide minimum* (Rs 50 Lakhs for locations with expected volume up to 10 KL per month and Rs 30 Lakhs for locations with expected volume of up to 5 KL per month) working capital on continuous basis for operating the Distributorship. The applicant has to produce details along with specified documentary evidence in proof of the same as per below format:

***Note: The above is minimum requirement for meeting the minimum volume criteria for the location. In case of further growth in market potential, the distributor is expected to increase the working capital as per requirement.**



Funds for volume up to 10KL per month

Fund Type	Fund Details	Amount (Rs. Lakhs)	Attachment
Liquid Funds	Liquid Funds (Savings /Current Account / FD/RD/ / Matured PF account (PPF/EPF) / Any other liquid investments/securities without mandatory lock-in period or with lock-in period having maturity period within 60 days from the date of application)	15	Documents of ownership
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans	35	Documents of ownership
	Loans from Family members with commitment letter & details of assets		Appendix A4
	Commitment Letter from Bank/Financial Institution with Loan amount		Appendix A5
	Any other funds viz. shares/mutual funds/Stock-in Trade with documentary Evidence		Documents of ownership
Total Amount		50	

Funds for volume up to 5KL per month

Fund Type	Fund Details	Amount (Rs. Lakhs)	Attachment
Liquid Funds	Liquid Funds (Savings /Current Account / FD/RD/ / Matured PF account (PPF/EPF) / Any other liquid investments/securities without mandatory lock-in period or with lock-in period having maturity period within 60 days from the date of application)	10	Documents of ownership
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans	20	Documents of ownership
	Loans from Family members with commitment letter & details of assets		Appendix A4
	Commitment Letter from Bank/Financial Institution with Loan amount		Appendix A5
	Any other funds viz. shares/mutual funds/Stock-in Trade with documentary Evidence		Documents of ownership
Total Amount		30	



Detailed Elaboration:

Applicable conditions for considering above-mentioned forms of fund are detailed hereunder:

a. Liquid Funds

i) This includes;

Savings Bank / Current Account in any Scheduled Bank / PostOffice

Three month's average of the highest monthly balance including the Month of Application with one day prior to the date of application in the applicant's Saving Bank / Current Account. The month in which the application is received will be treated as current month. Month means calendar month, and "Last three months" means past three months including current month up to one day prior to the date of Application. In case no entry is found for a particular month, previous month closing balance will be treated as highest balance for the instant month. For multiple entries on a single day, the day-end balance should be considered for that day.

In case applicant's Current Account is having OD/Cash-Credit limit, average of highest monthly balance as per above method will be calculated after factoring in the OD/Cash-Credit Limit. This means, OD Limit (+/-) highest Balance in the month as per bank statement.

ii) **FD / RD / / Matured PF Account (PPF/EPF) / Any other liquid investments/securities without mandatory lock-in period or with lock-in period having maturity period within 60 days from the date of application)**

Date of all deposits should be prior to the date of application. All the deposits should be in the name of applicant and valid as on the date of interview. Insurance policies should not be considered for evaluation.

b. Bank Offer Letter

An offer letter from scheduled bank other than Co-operative Banks (Appendix 5 of application form) indicating the amount of support likely to be extended in case applicant is awarded with HPCL Lube Distributorship. It should be clearly indicated that this amount of support should be in addition to the existing facilities the customer is enjoying from the bank. The date of Bank Letter should not be prior to the date of Advertisement and should indicate the relationship (type and period) bank is holding with the applicant. The offer letter should be duly signed by an appropriate authority of the concerned bank on the bank letter head. The above mentioned document should be submitted only if applicant/s have shown source of fund from scheduled bank.

c. **Unencumbered Fixed Assets.** Any property in the form of land or along with superstructure on which bank loan can be raised. An applicant should submit a bank certificate from any scheduled bank other than cooperative bank stating the amount of loan that can be raised on the said unencumbered property by pledging. The said property should be in the name of applicant and date of the above-mentioned certificate should not be before the date of advertisement.



d. Shares, Mutual Funds.

The Shares and Mutual funds should be in the name of applicant, and a statement of NSDL/CDSL indicating the market value of the instruments having date after the date of advertisement should be submitted. The said statement should also provide the list of such Shares/Mutual funds. Applicant should indicate his intention of liquidating the same for the purpose of raising working capital through a letter.

e. Valuation Certificate from a CA

A valid CA certificate having UDIN can be submitted in lieu of the above (c) & (d) only and date of certificate should be after the date of advertisement. The certificate should also provide the list of such assets, which are being valued by the CA along with all relevant documents pertaining to the assets certified. The CA certificate should also mention that none of these assets are pledged/hypothecated/mortgaged. Jewelry will not be considered under any asset class.

Commitment letters from family members from whom the candidate has obtained/proposed to obtain non-liquid funds:

For locations with expected volume of > 10 KL per month, minimum Funds required is Rs 50 Lakhs and out of this an amount of minimum Rs 15 Lakhs must be in Liquid Funds. For locations with expected volume of up to 5 KL per month minimum funds required is Rs. 30 Lakhs and out of which a minimum amount of Rs. 10 Lakhs must be in liquid funds. **Also it should be noted that the Liquid funds will have higher weightage in the evaluation of applicants. For details, please refer marking illustration section.**

All the above Funds must be held in the name of the applicant. In case the assets are held jointly by the applicant along-with other family members or in the name of other family members (Family as defined in this section above), commitment letter from the other holders of the assets should be submitted along with their No Objection.

Jewelry will not be considered under any asset class.

In case of Companies, the above evaluation will be only for stand-alone company and not for either its holding or subsidiary or JV companies.

In case of Balance Sheet evaluation of an applicant type Company, accounts receivables and stock-in-trade will not be considered as liquid assets but can be considered under "Other than Liquid Funds (any other funds)".

Unmatured PF Balance (PPF/EPF) can be considered under Other Than Liquid Funds – Any Other Funds Category.

Other Application Guidelines:

Application process is made online and link will be available under www.hindustanpetroleum.com (Under HP Lubricants section) for details.

HPCL reserves the right to cancel / withdraw / amend the advertisement and terms thereof or extend the due date at its sole discretion without assigning any reasons. The said decision of HPCL shall be final and binding.

The details provided in this selection guideline are only for the information and HPCL reserves the right to amend, modify, delete or add any terms and conditions at its sole



discretion without any notice. Decision of HPCL will be final and binding on all concerned with respect to selection of Bazaar Lube Distributor for Caltex and other HPCL premium brands.

HPCL shall be the final authority for giving any clarification or interpretation on the contents of the Selection Guideline. HPCL cannot be held responsible for any loss or damage or consequences from misunderstanding or misinterpretation of the contents of the Selection Guideline.

With respect to Partnership Firm, each partner shall individually meet all the eligibility criteria on Indian Nationality / Age & Education Qualification and also shall submit separate application form giving cross reference of the other partners' application form number/s.

The Application Form should be complete in all respect.

The Applicant should submit the Business Plan along with application.

Applicant should attach Proof of Age, Indian Nationality, Educational Qualifications, copy of PAN Card and Adhaar Card , Experience certificate, etc.

If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to be incorrect or false, his/her application is liable to be rejected without assigning any reason and in case he/she has been already appointed as a distributor, his/her application is liable to be terminated.

Interview & Evaluation Criteria:

Those candidates found eligible after scrutiny & PQC evaluation will be called for interview, intimation of same will be sent through the registered email-id of the Applicant. The Applicants found ineligible, will also be informed through a regret letter on their registered email id.

Interview will be conducted on an online medium like Zoom, Webex, Google Meet etc. or in Offline mode at the discretion of HPCL. The eligible Candidates will be suitably informed about interview date and mode through their registered email.

All eligible candidates will be evaluated on following parameters as per below guidelines:

Sr. No	Description	Weightage (Marks)
1	Educational Qualifications	10
2	Personality	10
3	Professional Experience / Business Ability	30
4	Capability to provide Infrastructure	15
5	Capability to arrange Finances	35
Grand Total		100 Marks

The minimum qualifying marks for a candidate to be considered is 50.



Evaluation of Parameters:

1. Educational Qualifications (Max Marks 10)

Basis the education qualification proof provided by the applicant with the application form and original proof shown during the interview, the following marks will be awarded:

- (a) Post-graduation in Management / Diploma in Management from IIM / Graduation in Engineering / Graduation in Law / Chartered Accountant : 10 Marks
- (b) Post-graduation in any other field not covered in (a) above / Graduation in other Professional course not covered in (a) above / Cost Accountant / Company Secretary: 7 Marks
- (c) Graduation in any other field not covered in (a) & (b) above / Diploma in Engineering: 5 Marks
- (d) 10+2 or Equivalent : 2 Marks
- (e) Matriculation : 1 Mark

In case of applicants like companies, societies etc., the marks under Educational Qualifications shall not be applicable. In such cases, the marks on other criteria (out of 90 marks) will be pro-rated to equivalent marks out of 100 marks

2. Personality (Max. Marks 10)

The assessment of the candidate on the following parameters based on observations and leading questions during the interview:

- (a) Communication Skills / Self-Confidence : 5 marks
- (b) Enthusiasm / Energetic / Positive Attitude : 5 marks

3. Professional Experience / Business Ability (Max Marks 30)

Marks would be awarded based on application details / project report / leading questions with regard to earlier handling of business as well as response to specific situations related to queries as under:

- Experience in Lube trade / FMCG / Auto parts – 7 marks
- Experience in Transport / Automobile: 5 marks



Any other selling experience – 3 marks

a) Quality of experience	:	3
b) Knowledge of Local market (Lubes or others)	:	5
c) Quality of Business Plan submitted	:	10
d) Skills of managing Distribution Business (FMCG Model)	:	5

For eligibility of above marks, minimum experience required would be one year during the course of previous five years preceding the date of application.

Capability to provide infrastructure and related facilities (Max Marks 15):

Marks would be awarded based on application details & documents submitted:

- i) If Ready Godown / Office is available and owned by the Applicant or jointly owned with Family member(s) or if registered lease valid for minimum six years from date of submission of application and offered to the applicant meeting HPCL requirements in full: 15 Marks
- ii) If Ready Godown / Office is available under ownership of Family member and offered to the applicant / firm commitment for a period of six years meeting HPCL requirements in full: 10 Marks
- iii) If the Applicant undertakes to arrange by way of an undertaking/commitment letter (from any third party, including other than family members) submission within 45 days of Selection: 0 Marks

Capability to arrange Finances (Max marks 35)

Evaluation is basis declared financial resources and investible funds meeting minimum requirement as per eligibility criteria (Either Rs. 50 Lakhs or Rs. 30 Lakhs depending on the Expected monthly volume) and supported by all relevant documents / appendix of application form as under:



Fund Type	Fund Details	Amount (Rs. Lakhs)	Maximum Marks	Marking Criteria
Liquid Funds	Liquid Funds (Savings /Current Account / FD/RD/ / Matured PF account (PPF/EPF) / Any other liquid investments/securities without mandatory lock-in period or with lock-in period having maturity period within 60 days from the date of application)		20	If > = Rs. 30 Lakhs; marks = 20
				If > = Rs. 20 Lakhs and < Rs. 30 Lakhs; marks = 15
				If > = Rs. 10 Lakhs but < Rs. 20Lakhs; marks = 10
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans			For Balance 15 marks please refer section below
	Loans from Family members with commitment letter & details of Assets			
	Commitment Letter from Bank/Financial Institution with Loan amount			
	Any other funds viz. shares/mutual funds/Stock-in Trade with documentary Evidence			
Total Funds (Liquid + Other Than Liquid)	Total Amount		15	Total funds >= Rs. 65 Lakhs; Marks 15
				Total funds >= Rs. 60 Lakhs and < Rs. 65 Lakhs; Marks 13
				Total funds >= Rs. 50 Lakhs and < Rs. 60 Lakhs; Marks 10
	Grand Total Marks		35	
This table applies to all locations wherein minimum finance requirement is Rs. 50 Lakhs for volume upto 10 kl				



Marking Illustration:

Marking illustration shown below considering locations wherein minimum financials requirement is Rs. 50 Lakhs.

Illustration 1:

Liquid Funds = Rs. 40 Lakhs, Non-Liquid Funds = Rs. 30 Lakhs. Hence total funds = Rs. 70 Lakhs

- a) Liquid Funds marks = 20 (since it is > Rs. 30 Lakhs)
- b) Balance Marks = 15 (since total funds shown is Rs. 70 Lakhs which is > highest slab of Rs. 65 Lakhs)

Hence Total marks for finance = 35

Illustration 2 :

Liquid Funds = Rs. 20 Lakhs, Non Liquid Funds = Rs. 42 Lakhs. Hence total funds = Rs. 62 Lakhs

- a) Liquid Funds marks = 15 (since it is > = Rs. 20 Lakhs)
- b) Balance Marks = 13 (since total funds shown is Rs. 62 Lakhs which is > Rs. 60 Lakhs – middle slab)

Hence Total marks for finance = 28

Illustration 3 :

Liquid Funds = Rs. 10 Lakhs, Non Liquid Funds = Rs. 40 Lakhs. Hence total funds = Rs. 50 Lakhs

- a) Liquid Funds marks = 10 (since it is = Rs. 10 Lakhs)
- b) Balance Marks = 10 (since total funds shown is Rs. 50 Lakhs which is = lowest slab of Rs. 50 Lakhs)

Hence Total marks for finance = 20

For locations with expected volume of up to 5 KL per month, the minimum financials requirement is Rs. 30 Lakhs and the marking will be as per following table:



Fund Type	Fund Details	Amount(Rs. Lakhs)	Maximum Marks	Marking Criteria
Liquid Funds	Liquid Funds (Savings /Current Account / FD/RD/ / Matured PF account (PPF/EPF) / Any other liquid investments/securities without mandatory lock- in period or with lock-in period having maturity period within 60 days from the date of application)		20	If \geq Rs. 20 Lakhs; marks = 20
				If \geq Rs. 15 Lakhs and $<$ Rs. 20 Lakhs; marks = 15
				If \geq Rs. 10 Lakhs and $<$ Rs. 15 Lakhs; marks = 10
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans			For Balance 15 marks please refer section below
	Loans from Family members with commitment letter & details of Assets			
	Commitment Letter from Bank/Financial Institution with Loan amount			
	Any other funds viz. shares/mutual funds/Stock-in-Trade with documentary Evidence			
Total Funds (Liquid + Other Than Liquid)	Total Amount		15	Total funds \geq Rs. 40 Lakhs; Marks = 15
				Total funds \geq Rs. 30 Lakhs and $<$ Rs. 40 Lakhs; Marks 12
				Total funds \geq Rs. 20 Lakhs and $<$ Rs. 30 Lakhs; Marks 10
	Grand Total Marks		35	

This table applies to locations with expected volume of up to 5 KL per month



Provisional Merit Panel will be published on the same day of completion of all interviews on the notice board of concerned Regional Office. Also copy of Provisional Merit Panel will be uploaded on HPCL website.

If a candidate is empaneled for two or more locations or multiple candidates have same score, then the following procedure will be followed:

- i) In cases where same candidate becomes first empaneled candidate at two or more locations:

In case same candidate, who is not an existing Bazaar Lube Distributor for HPCL, figures in the top of the merit list at more than two locations, the candidate will be contacted through email by concerned HPCL Office, giving him the option to select any two locations of his choice and also asking him to provide details of minimum financial, infrastructure and manpower requirements separately for both locations as per application guidelines. Candidate should confirm through email his preferred two locations and provide details of minimum financial, infrastructure and manpower requirements separately for both locations along with all relevant documents as per application guidelines. For the location(s) from which the first empaneled candidate has opted out, the second empaneled candidate in the merit list will be considered.

- ii) In case same candidate, who is already an existing Industrial Lube Distributor (ILD) of HPCL at any one location, figures in the top of the merit list at two or more locations, the candidate will be contacted through email by concerned HPCL Office, giving him the option to select any one new location of his choice and also asking him to provide details of minimum financial, infrastructure and manpower requirements for the new location which is in addition to requirement of the existing Distributorship. For the location(s) not opted, the second empaneled candidate in the merit list will be considered and subsequently in that order.

- iii) In cases where multiple candidates have same scores after interview:

In such cases, the candidate who has scored more marks in following order will be placed higher than others:

Preference Order	Description
1	Capability to arrange Finances
2	Professional Experience / Business Ability
3	Capability to provide Infrastructure
4	Personality
5	Educational Qualification

Illustration: The candidate who has scored more marks in Finance will be placed above others. In case even Finance marks also are same, then the candidate who has scored more marks in Professional Experience/Business Ability will be placed above the other. In case still not resolved, it will follow the sequence shown above for further evaluation. Even after all five criteria have been checked, if the candidates are still at same level, then draw of lots will be considered.



LOI & Responsibility of the Distributor:

The candidate, who is finally selected for the Lube Distributorship, will be issued a letter of intent (LOI) upon

- a) physical verification of all original documents as were submitted with the application form and
- b) Submission of Non-Refundable interest-free Security deposit/Bank Guarantee of Rs 2.0 Lakhs in the form of a local DD payable to HPCL/ BG within 30 days from the date of intimation letter for LOI.

The candidate is expected to fulfill all LOI terms within 30 days of the date of LOI, viz.,

- a) Facilities / Manpower
- b) Financial
- c) Arrange for additional Interest-free security deposit/BG of:

Minimum Rs 3.00 Lakhs in the form of a Demand Draft / BG payable in favour of Hindustan Petroleum Corporation Limited for locations with expected volume of > 10 KL per month within 30 days from the date of intimation letter for LOI

Minimum Rs 2.00 Lakhs in the form of a Demand Draft / BG payable in favour of Hindustan Petroleum Corporation Limited for locations with expected volume of > 5 KL per month within 30 days from the date of intimation letter for LOI.

Statutory requirements like GST registration and other requirements are required to be complied with as per Government guidelines

Any other requirement as per selection guidelines or as decided by HPCL from time to time shall be applied. In case LOI holder is unable to fulfil any of the LOI terms, the LOI will stand withdrawn and the security deposit will be forfeited. Then the second empaneled candidate will be considered for issuance of LOI.

As per the LOI terms, once all requirements are fulfilled within stipulated time from the LOI date, the candidate would then be issued a letter of appointment (LOA) for HPCL **Bazaar Lube Distributor for Selling Caltex (A Chevron Company product) and premium grades HPCL Lubricants in India.**

Along with LOA, the candidate will have to execute distributorship agreement with HINDUSTAN PETROLEUM CORPORATION LIMITED. The distributorship agreement format can be downloaded from the website www.hplubricants.in for information. It may be noted that, the agreement will be for a period of 5 Years wherein during the first year if the Distributor is unable to meet at least 50% of its assigned target then HPCL will terminate the Distributorship Agreement forthwith. Similarly, the Distributor will be terminated on account of counterfeit selling and marketing/illegal practices/non-adherence to HPCL policies and guidelines. In all such cases, the security deposit will be forfeited.



The agreement can be renewed for further period of 5 years basis the Distributor fulfilling performance standards set by HPCL from time to time.

As HPCL Lubes Distributor, the candidate is expected to meet periodic sales targets, enroll Bazaar Retailers / fleet owners in the assigned area, manage business with genuine oil partners, conduct periodic promotional campaigns and fulfil other responsibilities as laid out in the agreement and policy advised from time to time. The distributor will be provided standard billing software (currently Tally) which must be used for every transaction pertaining to the Distributorship.

The Bazaar Lube Distributor appointed shall not effect any change in its constitution whetherin the identity of its sole proprietor or partners or in the deed of partnership in the Event of death/removal/resignation of any partner. Similarly, in case of a Co- operative Society, it shall not affect any change in its constitution or byelaws without written prior approval of HPCL. If it is a company, it shall not cause or permit any change in MOM, AOA and substantial change in its Shareholding without informing and taking prior written approval of HPCL.
